

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 06/13/16
		Rescinds: 5.701	Issued: 05/11/15

- 1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 All substitute teachers shall be employed by the Superintendent and paid by the Board.²

3 **APPLICATION/QUALIFICATIONS**

- 4 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³
5 Applicants whose records with the State Department of Education indicate a license or certificate
6 currently in revoked status shall not be hired.⁴

- 7 All substitute teachers for the Lakeland School System are required to hold a Bachelor's degree or above
8 from an accredited college or university. At his or her discretion, the superintendent may hire substitute
9 teachers with Associate's degrees provided that they have appropriate experience in a school setting.

- 10 The substitute teacher lists will be prepared by the superintendent or his/her designee who will maintain
11 a complete file on all substitute teachers. This file will include transcripts, credentials, recommendations
12 and other pertinent information. A list of all approved substitutes shall be provided to all building
13 principals. Only those persons on the approved substitute list shall be employed to substitute teach.

14 **COMPENSATION**

- 15 The compensation of substitute teachers shall be determined annually by the Board.

16 **CERTIFICATION**

- 17 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
18 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
19 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
20 the state salary schedule.¹

1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-
2 efits,¹ and may substitute for additional ninety (90) days if the superintendent certifies in writing to the
3 State Board of Education that no other qualified personnel are available to substitute teach.⁶

4 **EMERGENCY NEEDS**

5 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
6 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
7 unable to arrive on time or remain for the full day.

8 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would
9 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
10 for both positions at the same time.

11 **TRAINING AND ORIENTATION**

12 The superintendent shall be responsible for providing appropriate training and development programs
13 for substitute teachers.

14 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
15 teacher, including bus duty and playground supervision.

16 **RESPONSIBILITIES**

17 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
18 limited to, bus duty and playground supervision.

19 **RE-EMPLOYMENT/TERMINATION**

20 On an annual basis, the superintendent, with input from the principals, shall determine which substitute
21 teachers performed at an acceptable level. Substitute teachers who performed below an acceptable
22 level shall not be re-employed.

23 All substitutes shall be responsible for providing correct addresses and phone numbers and for
24 notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-1-2-.04 (6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312; TRR/MS 0520-1-2-.04(b)
6. TCA 8-36-805 (1-3)