

# Hardin County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in April</b> | Descriptor Term:<br><b>Substitute Teachers</b> | Descriptor Code:<br><b>5.701</b> | Issued Date:<br><b>06/08/09</b> |
|  |  | Rescinds:<br><b>5.701</b>        | Issued:<br><b>04/07/08</b>      |

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 All substitute teachers shall be employed by the director of schools and paid by the Board.<sup>2</sup>

## 3 4 **APPLICATION/QUALIFICATIONS**

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6 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup> Any  
7 substitute having a break in service more than twelve (12) months will be required to submit fingerprints  
8 for a new criminal background check.

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10 Qualifications for substitute teachers shall be a minimum educational level of a high school graduate or  
11 a recognized equivalent.

12  
13 Applicants whose records with the State Department of Education indicate a license or certificate cur-  
14 rently in revoked status shall not be hired.<sup>4</sup>

15  
16 All new substitute applicants must complete these steps before working as a substitute in a school:

- 17  
18 1. File an application with the director's office.  
19 2. Complete any required training provided by the system.  
20 3. Complete the fingerprinting and Criminal Background Check at their own expense.  
21 4. Receive approval of the director of schools.

22  
23 The substitute teacher lists will be prepared by the **director of schools**, who will maintain a complete  
24 file on all substitute teachers. This file will include transcripts, credentials, recommendations and other  
25 pertinent information. A list of all approved substitutes shall be provided to all building principals. **Only**  
26 those persons on the approved substitute list shall be employed to substitute teach.

## 27 28 **COMPENSATION**

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30 The compensation of substitute teachers is determined annually by the Board.

## 31 32 **CERTIFICATION**

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34 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a sub-  
35 stitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>5</sup>  
36 When substituting for a teacher without sick leave, the substitute shall be certified and paid according  
37 to the state salary schedule.<sup>1</sup>

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39 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-  
40 efits,<sup>1</sup> and may substitute for additional ninety (90) days if the director of schools certifies in writing to  
41 the State Board of Education that no other qualified personnel are available to substitute teach.<sup>6</sup>

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**EMERGENCY NEEDS**

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

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

**TRAINING AND ORIENTATION**

The director of schools shall be responsible for providing appropriate training and development programs for substitute teachers.

All substitute teachers shall be required to attend an orientation session held at the beginning of each school year to provide instructions regarding reporting, pay schedules, and other pertinent information and to answer questions.

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

**RE-EMPLOYMENT/TERMINATION**

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

All substitutes approved for reemployment will be mailed a letter with a reply sheet during the month of July. All substitutes shall be responsible for returning the completed sheet to the director's office to provide a correct address and phone number. Substitutes who fail to return the sheet or contact the director's office with updated information will not be placed on the approved substitute list for the coming year.

All substitutes shall be responsible for notifying the principal if they wish to terminate their service as substitutes.

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Legal References:

- 1. TRR/MS 0520-1-2-.04(6)
- 2. TCA 49-5-709
- 3. TCA49-5-413
- 4. TCA49-2-203(a)
- 5. TCA 49-3-312(c); TRR/MS 0520-1-2-.04(b)
- 6. TCA 8-36-805