

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Personnel	Descriptor Code: 5.701	Issued Date: 03/13/17
		Rescinds: 5.701	Issued: 03/10/08

1 Substitutes are those personnel used to replace teachers and other employees on leave or to fill temporary
2 vacancies.^{1,2} References to substitutes, substitute personnel and substitute teachers may used
3 interchangeably within this policy.

4 Substitute personnel may be employed and paid directly by the board of education or by a third party
5 public or private employer through an agreement between such third party employer and the board of
6 education. Substitute personnel employed by third party entities shall be subject to the same
7 unemployment benefit eligibility conditions as substitute personnel employed directly by the board of
8 education.²

9 When a teacher or other personnel is unable to meet job duties for any reason, the following procedures
10 shall be observed:

- 11 1. The employee shall notify the principal/supervisor/designee as soon as possible;
- 12 2. The employee shall report the absence online and request a substitute in the substitute
13 management system if the position is required to be filled;
- 14 3. The principal/designee shall have the option to move substitutes within the building as needed to
15 provide for best educational practices.

16 APPLICATION/QUALIFICATIONS

17 All substitute applicants must be interviewed. Qualifications shall be follow the same policies, state
18 laws and regulations as outlined for regular personnel.^{3,4} All applicants must be at least 18 years of age
19 and have a high school diploma or GED equivalent. Applicants are required to complete an online
20 application. Criminal history record checks, fingerprinting and drug screening of applicants for
21 substitutes are required.³ Applicants with revoked licenses or certificates according to the Department of
22 Education shall not be hired.⁴

23 A list of substitutes will be prepared by the director of schools or his/her designee, who will maintain
24 file(s) which may include transcripts, credentials, recommendations and other pertinent information.

25 COMPENSATION

26 If employed directly by the board of education, the compensation of substitute teachers shall be
27 determined annually by the Board.

28 CERTIFICATION

29 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
30 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵

1 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
2 the state salary schedule.¹

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

6 **EMERGENCY NEEDS**

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

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

13 **TRAINING AND ORIENTATION**

14 The director of schools or his/her designee shall be responsible for ensuring that there are appropriate
15 training and development programs for substitute personnel.

16 All substitute teachers are required to attend training to receive information regarding FSSD guidelines
17 and procedures, best practices for substitute teaching, and a Substitute Teacher Handbook.

18 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall
19 make available:

- 20 1. Daily schedule (academic and supervisory);
- 21 2. Class rolls;
- 22 3. Lesson plans and other information for the day's activities. In case of emergency when plans are
23 not provided, the principal/designee shall provide the substitute with directions for the day; and
- 24 4. Classroom rules/discipline procedures.

25 All substitute teachers will be given a copy of the local school's guidelines on the first day they substitute
26 in the school. These guidelines shall contain, but shall not be limited to:

- 27 1. Attendance procedures;
- 28 2. Lunchroom schedule and procedures;
- 29 3. Procedures for supervising student behavior;
- 30 4. Names and assignments of regular staff members;
- 31 5. Emergency evacuation procedures; and
- 32 6. Other helpful information particular to the local school.

1 RESPONSIBILITIES

2 Substitute teachers shall:

- 3 1. Assume the same responsibilities and have the same authority as the regular teacher, including
4 bus duty and playground supervision;
- 5 2. Report fifteen (15) minutes before the official school opening and review all plans and schedules
6 to be followed during the teaching day;
- 7 3. Write a note about work completed at the end of each teaching day and leave it for the regular
8 classroom teacher; and
- 9 4. Report to the principal/designee at the conclusion of the day and/or as requested.

10 RE-EMPLOYMENT/TERMINATION

11 On an annual basis, the director of schools, with input from the principals/supervisors, shall determine
12 which substitute personnel performed at an acceptable level. Substitutes who performed below an
13 acceptable level shall not be re-employed.

14 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
15 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 0520-01-02-.04(6)(b)
6. TCA 8-36-805 (1)—(3)