

Kingsport City Schools

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.702	Issued Date: 07/09/13
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave to fill temporary vacancies. All
2 substitute teachers shall be employed by the superintendent of schools. The superintendent is directed
3 to establish a pay schedule and plan for substitute teachers, which will be approved by the Board of
4 Education. The compensation of substitute teachers is determined annually by the Board.

5 **Application/qualifications**

6 A criminal history record check and fingerprinting of all applicants for substitute teaching are required
7 and such other investigation as required by T.C.A § 49-5-413.
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10 No one shall be hired as a substitute teacher whose records with the state department of education
11 indicate a license or certificate currently in revoked status.

12 Qualifications for substitute teachers shall include:

- 13 • A completed application that includes all the information required by state law;
- 14 • Proper identification and an official Social Security card;
- 15 • Pass the state mandated criminal background check and pay for the background check prior to back-
16 ground check being conducted;
- 17 • Pass a pre-employment physical, if selected for the approved substitute teacher list;
- 18 • At a minimum a high school diploma (a copy of an official diploma or a certified transcript must
19 be provided before employment; to be paid as a degreed substitute a copy of a certified college
20 transcript showing the date the degree was conferred or a copy of a college diploma is required;
21 to be paid as a certified substitute, a copy of a valid Tennessee teaching license is required, to be
22 paid as a retired teacher the applicant must have a valid Tennessee teaching license and have
23 retired from the Kingsport City Schools as a teacher);
- 24 • Participate in an interview with the superintendent or designee;
- 25 • Attend and successfully complete the mandatory training session provided by the school system;
- 26 • Have a telephone or computer with Internet connectivity available;
- 27 • Ability to perform the essential functions of the job with or without reasonable accommodation; and
- 28 • Selection as an approved substitute teacher.
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31 **Certification**

32 An individual without a teacher's license or permit may serve as a substitute teacher for the first twenty
33 (20) consecutive days of absence of a regular teacher.
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35 When substituting for a regular teacher on approved leave who has been absent for more than twenty
36 (20) consecutive days, a substitute teacher must be licensed and hold the appropriate endorsement for
37 the assignment.
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1 When substituting for a teacher whose accumulated leave is exhausted, the substitute teacher must be
2 licensed and hold the appropriate endorsement for the assignment and must be paid based on the replace-
3 ment teachers training and experience record in accordance with the state salary schedule.
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5 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement benefits.
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7 **Substitute Teacher List**

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9 The Superintendent or designee will prepare a list of approved substitute teachers. Employment files will
10 be maintained for all approved substitute teachers, which will include transcripts, credentials, recom-
11 mendations and other pertinent information.
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13 A list of approved substitute teachers approved to substitute at a specific school will be furnished to the
14 appropriate school principal. Only those individuals on the latest approved substitute teacher list are
15 eligible for employment as a substitute teacher. At that principal's school the principal may remove any
16 substitute teacher from the list or prohibit use of such individual as a substitute teacher. The fact that an
17 individual is included on the substitute teacher list is not an assurance that such individual will work as a
18 substitute teacher. A substitute teacher has the right to decline the opportunity to work.
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20 **Emergency Needs**

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22 All instructional assistants, secretaries and clerks are approved substitute teachers for use in emergency
23 situations. An emergency is defined as a full day when a substitute teacher cannot be secured or less than
24 a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full
25 day.
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27 Such substitutes shall receive the proportionate equivalent pay regular substitute teachers would receive
28 under similar circumstances or their regular pay, if higher; however they shall not receive pay for both
29 positions at the same time.
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31 **Training and Orientation**

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33 The Superintendent or designee is responsible for providing appropriate training and developing pro-
34 grams for substitute teachers.
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36 All substitute teachers, other than those substituting in an emergency, are required to attend and complete
37 an orientation session held at the beginning of each school year to provide instruction on reporting, pay
38 schedules, responsibilities as a substitute teacher, and other pertinent information and to receive answers
39 to questions asked.
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41 **Employment/Termination**

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43 On an annual basis, the Superintendent, with input from the principals, will determine which substitute
44 teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level
45 shall not be reemployed. A letter or electronic communication will be sent to all substitute teachers
46 indicating whether they will be invited to continue as a substitute teacher for the upcoming school year.
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1 Substitutes who are invited to return must reply to the invitation by the date stated in the communication.
2 If a substitute has not received a communication one week prior to the start of the school year, he/she
3 should contact the Human Resources Department.
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5 All substitute teachers are responsible for providing correct address, telephone numbers and email address,
6 as well as notifying the superintendent or designee if they wish to terminate their services as a substitute.
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8 While working as a substitute teacher such individual shall assume the same responsibilities and have the
9 same authority as regular teachers, including bus duty and playground supervision.
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11 **Guidelines**

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13 The first day an individual is a substitute teacher at a school, such individual should ask for and review
14 that school’s guidelines, which generally contain attendance procedures, lunchroom schedule and proce-
15 dures, procedures for supervising student behavior, emergency evacuation procedures, and other informa-
16 tion particular to that school.
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18 **Teacher Responsibilities**

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20 A regular teacher shall use the computerized electronic substitute management system to select a substi-
21 tute teacher from the approved list for planned absences. The regular teacher should provide the substitute
22 teacher with a daily schedule, class roles, and lesson plans. If plans are not provided, the principal shall
23 provide the substitute teacher with directions for the day.
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35 Legal Reference:

- 36 1. TRR/MS 0520-1-2-.04 (6)
- 37 2. TCA 49-5-709
- 38 3. TCA49-5-413
- 39 4. TCA49-2-203(a)(15)
- 40 5. TCA 49-3-312; TRR/MS 0520-1-2-.04(b)
- 41 6. TCA 8-36-805 (1-3)
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