

SUBSTITUTE PROFESSIONAL STAFF

Building Principals will receive and maintain on file applications of qualified substitute teachers who may be called on to replace regular teachers who are absent. A list of qualified substitute teachers will be approved by the Board of Education.

Substitute teachers must have a high school diploma or its equivalent, which may be a general educational development (GED) certificate.

The school board will determine the salary of substitute teachers at its annual meeting.

Principals will endeavor to employ persons on the substitute list for the subjects or grade level for which they are listed. Principals will supervise and assist the substitute and will provide the substitute with lesson plans developed by the regular teacher.

It shall be the duty of the substitute teacher to acquaint themselves with the duties required of them. In the performance of this duty, they shall always report to the principal before assuming charge of a classroom for the first time. Substitute teachers are expected to comply with all the regulations governing regular teachers. When in the same teaching position for more than one day, they shall maintain the hours in the building as other teachers. They shall assume responsibility in the management of building and grounds, and in extra-curricular activities directed by the principal. The substitute shall correct all papers accruing while on duty.

A non-certified teacher substitute is a person without teacher training, with at least a high school diploma but less than a college degree, who substitute teaches during an emergency short-term absence of a regular teacher.

A noncertified teacher substitute may teach no more than 5 days consecutively in any one classroom or subject and no more than 20 days during a school term. To request an extension, the local school administrator must file an application for authority to act with the state secretary of education justifying the circumstances. The state secretary of education may approve or disapprove the extension.

A school system employing non-certified teacher substitutes must annually provide in-service training specifically designed for their needs and must have a written plan for the training on file.

A certified teacher substitute is a person with a valid teacher certificate, any type of expired teacher certificate, or at least a college degree who substitute teaches during an emergency short-term or long-term absence of a regular teacher.

A temporary administrator is a person holding a valid teacher certificate with an administrative endorsement, a valid teacher certificate with administrative training, an expired teacher certificate with an administrative endorsement, or at least a college degree with administrative experience who serves in an administrative position during a short-term or long-term emergency.

A certified teacher substitute or temporary administrator who is fully qualified for the emergency assignment may serve for any number of days during a school term.

A school system employing certified teacher substitutes must annually provide in-service training specifically designed for their needs and must have a written plan for the training on file.

(Adoption Date: August 13, 1984)
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CROSS REF.: GCG, Professional Staff Probation and Tenure (Continuing Contract)

CONTRACT REF.: Negotiated Agreement Article X, Section L.