

Wilson County Board of Education

Policy Description:

Substitute Teachers

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Policy Number:

5.701

Amended Date:

04/07/08

Rescinds:

Issued:

06/03/04

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

3 4 **APPLICATION/QUALIFICATIONS**

5
6 Criminal history record checks, fingerprinting, and a drug screen of applicants for substitute teaching are
7 required.³

8
9 Applicants whose records with the State Department of Education indicate a license or certificate currently in
10 revoked status shall not be hired.⁴

11 Qualifications for substitute teachers shall be:

- 12
13 1. Has a minimum of a high school education or general equivalency diploma;
14 2. Completes required training; and
15 3. Meets necessary health and physical qualifications.

16
17 The substitute teacher lists will be prepared by the Director of Schools who will maintain a complete file on all
18 substitute teachers. This file will include transcripts, credentials, recommendations and other pertinent
19 information. A list of all approved substitutes shall be provided to all building principals. ONLY those persons
20 on the approved substitute list shall be employed to substitute teach.

21 22 **COMPENSATION**

23
24 The compensation of substitute teachers is determined annually by the Board.
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¹ TRR/MS 0520-1-2-.04(6)

² TCA 49-5-709

³ TCA 49-5-413

⁴ TCA 49-2-203(a)

1 **CERTIFICATION**

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3 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute
4 teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.¹ When
5 substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary
6 schedule.²

7
8 Retired teachers may substitute one hundred and twenty (120) days per year without loss of retirement benefits²
9 and may substitute for an additional ninety (90) days if the Director of Schools certifies in writing to the State
10 Board of Education that no other qualified personnel are available to substitute teach.³

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12 **EMERGENCY NEEDS**

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14 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. For
15 secretaries and clerks, emergency use shall be defined as less than a full day due to the regular or substitute
16 teacher being unable to arrive on time or remain for the full day. A teacher assistant may assume responsibility
17 for the classroom in lieu of a substitute teacher for up to three consecutive instructional days.⁴ Such
18 substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under
19 similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at
20 the same time.

21
22 **TRAINING AND ORIENTATION**

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24 The Director of Schools shall be responsible for providing appropriate training and development programs for
25 substitute teachers.

26
27 All substitute teachers shall be required to attend an orientation session to provide instructions regarding
28 reporting, pay schedules and other pertinent information and to answer questions.

29
30 Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher,
31 including bus duty and playground supervision.

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¹ TCA 49-3-312(c); TRR/MS 0520-1-2-.04(6)(b)

² TRR/MS 0520-1-2-.04(6)

³ TCA 8-36-805

⁴ TCA 49-5-111

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 shall be responsible for providing correct addresses and phone numbers and for notifying the Director of Schools if they wish to terminate their service as substitutes.



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