

Obion County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 02/02/04
		Rescinds: Sec. 21C & 38F	Issued: 05/12/03

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 All 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 and fingerprinting of applicants for substitute teaching are required.³

7
8 Applicants whose records with the State Department of Education indicate a license or certificate currently
9 in revoked status shall not be hired.⁴

10
11 Substitute teachers shall be hired from an approved list and candidates for the position shall:

- 12
13 1. Possess the necessary communication and organizational skills to successfully supervise a variety
14 of classroom situations;
- 15
16 2. Be recommended by an Obion County Board of Education principal;
- 17
18 3. Be approved by the director of schools and/or the Obion County Board of Education prior to
19 employment; and
- 20
21 4. Pass a background check before beginning work.

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

28 29 **COMPENSATION**

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

32 33 **CERTIFICATION**

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

1 Retired teachers may substitute one-hundred (100) days per year without loss of retirement benefits,¹ and
2 may substitute for additional ninety (90) days if the director of schools certifies in writing to the State
3 Board of Education that no other qualified personnel are available to substitute teach.⁶

4 5 **EMERGENCY NEEDS**

6
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 unable
9 to arrive on time or remain for the full day.

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

15 16 **TRAINING AND ORIENTATION**

17
18 The director of schools shall be responsible for providing appropriate training and development programs
19 for substitute teachers.

20
21 All substitute teachers shall be required to attend an orientation session held at the beginning of each
22 school year to provide instructions regarding reporting, pay schedules, and other pertinent information and
23 to answer questions.

24
25 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
26 teacher, including bus duty and playground supervision.

27 28 29 **RE-EMPLOYMENT/TERMINATION**

30
31 On an annual basis, the director of schools, with input from the principals, shall determine which substitute
32 teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level
33 shall not be re-employed.

34
35 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
36 the principal if they wish to terminate their service as substitutes.

37 38 39 40 _____ 41 Legal References:

- 42 1. TRR/MS 0520-1-2-.04 (6)
43 2. TCA 49-5-709
44 3. TCA49-5-413
45 4. TCA49-2-203(a)
46 5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
47 6. TCA 8-36-805
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