

Obion County Board of Education

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| Monitoring: Review: Annually, in April | Descriptor Term: Substitute Teachers | Descriptor Code: 5.701 | Issued Date: 12/03/12 |
| | | Rescinds: 5.701 | Issued: 02/02/04 |

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.¹
2 Substitute teachers shall be employed and paid directly by the board of education.

3 4 **APPLICATION/QUALIFICATIONS**

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6 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.²

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8 Applicants with revoked licenses or certificates according to the Department of Education shall not be
9 hired.³

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

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13 1. Possess the necessary communication and organizational skills to successfully supervise a variety
14 of classroom situations;
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16 2. Possess a high school diploma or GED;
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18 3. Be recommended by two (2) Obion County Board of Education administrators (principals or super-
19 visors);
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21 4. Be approved by the director of schools prior to employment; and
22
23 5. Pass the necessary background checks before beginning work.
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25 The substitute teacher lists will be prepared by the director of schools' designee who will maintain a
26 complete file on all substitute teachers. This file will include transcripts, credentials, recommendations,
27 and other pertinent information. A list of all approved substitutes shall be provided to all building prin-
28 cipals. Only those persons on the approved list shall be employed to substitute teach.
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30 **COMPENSATION**

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32 Compensation of substitute teachers shall be determined annually by the Board.
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34 **CERTIFICATION**

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36 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a sub-
37 stitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁴
38 When substituting for a teacher without sick leave, the substitute shall be certified and paid according
39 to the state salary schedule.¹
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1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-
2 efits,¹ and may substitute for additional ninety (90) days if the director of schools certifies in writing to
3 the State Board of Education that no other qualified personnel are available to substitute teach.⁵
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5 **EMERGENCY NEEDS**

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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.
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11 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would re-
12 ceive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
13 for both positions at the same time.
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15 **TRAINING AND ORIENTATION**

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17 The director of schools shall be responsible for ensuring that there are appropriate training and develop-
18 ment programs for substitute teachers.
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20 All substitute teachers shall be required to attend an orientation session to provide instructions regarding
21 reporting, pay schedules, and other pertinent information and to answer questions.
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23 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
24 teacher, including bus duty and playground supervision.
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26 **RE-EMPLOYMENT/TERMINATION**

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28 On an annual basis, the director of schools, with input from the principals, shall determine which substi-
29 tute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable
30 level shall not be re-employed.
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32 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
33 the principal and the director's of schools' designee if they wish to terminate their service as substitutes.
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Legal References:

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