

Oneida Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date:
		Rescinds: 5.701	Issued: 03/11/04

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

4 APPLICATION/QUALIFICATIONS

6 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

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

10 Qualifications for substitute teachers shall be at a minimum a valid high school diploma or GED.

11 Substitutes will be fingerprinted and have a back ground check.

13 The substitute teacher lists will be prepared by the [director of schools, personnel director, etc.] who
14 will maintain a complete file on all substitute teachers. This file will include transcripts, credentials,
15 recommendations and other pertinent information. A list of all approved substitutes shall be provided
16 to all building principals. **Only** those persons on the approved substitute list shall be employed to
17 substitute teach.

19 COMPENSATION

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

23 CERTIFICATION

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

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

EMERGENCY NEEDS

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

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

TRAINING AND ORIENTATION

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

All substitute teachers shall be required to attend an orientation session held at the beginning of each school year to provide instructions regarding reporting, pay schedules, and other pertinent information and to answer questions. Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

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 principal if they wish to terminate their service as substitutes.

Legal References

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

