

Weakley County Board of Education



Monitoring:

Descriptor Term:

Substitute Teachers

Descriptor Code:

5.701

Issued Date:

6/7/2018

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

5 6 **APPLICATION/QUALIFICATIONS**

7
8 Criminal history record checks and fingerprinting of applicants for substitute teaching are
9 required.³

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

13
14 Qualifications for substitute teachers shall be to possess a high school diploma or GED.

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

21 22 **COMPENSATION**

23
24 The compensation of substitute teachers is determined annually by the Board.

25 26 **CERTIFICATION**

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

32
33 Retired teachers may substitute one hundred twenty (120) days per year without loss of
34 retirement benefits, and may substitute for additional days if the director of schools certifies in

Legal References:

¹ TRR/MS 0520-1-2-.04(5)

² TCA 49-5-709

³ TCA 49-5-413

⁴ TCA 49-2-203(a)

⁵ TCA 49-3-312; TRR/MS 0520-1-2-.04(5)(b)

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1 writing to the State Board of Education that no other qualified personnel are available to
2 substitute teach.⁶

3

4 **EMERGENCY NEEDS**

5

6 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency
7 situations.

8 Emergency use shall be defined as less than a full day due to the regular or substitute teacher
9 being unable to arrive on time or remain for the full day.

10

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

14

15 **RE-EMPLOYMENT/TERMINATION**

16

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

20

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

Legal Reference:

⁶ TCA 8-36-805; Public Acts of 2017, Chapter No. 287