

Related Entries: (Not identified at this time)

### Substitute Teachers

The following procedures shall be followed for substitute teachers:

- (1) Applicants for appointment as substitute teachers shall submit employment information as determined by the Superintendent or designee.
- (2) Applicants for appointment as substitute teachers shall have completed a minimum of sixty (60) semester hours of college credit, or hold a minimum of an Associate Degree, except in case of emergency as determined by the Superintendent.
- (3) The Superintendent shall recommend applicants whose qualifications are found satisfactory for approval as substitute teachers to the Board.
- (4) The Superintendent or designee may assign substitute teachers to teaching duties prior to Board approval provided they are submitted for approval at the next feasible meeting of the Board.
- (5) Substitute teachers shall be paid in conformity with the approved salary schedule.
- (6) Personnel records with respect to substitute teachers shall be maintained in the same manner as for regular teachers.
- (7) Retired teachers and teachers on Board approved leave, which permits such action, and are not being recompensed by Board monies, may substitute except in an unfilled position.
- (8) All substitute teachers shall be subject to the fingerprinting and background screening procedures outlined in Board Policy 5.04.
- (9) All substitute teachers shall complete an initial orientation and training program in district policies and procedures addressing school safety and security procedures, educational liability laws, professional responsibilities and ethics.
- (10) The principal or the principal's designee is responsible to obtain substitutes for the teachers at his/her school.

- (11) The Board authorizes the Superintendent to design and implement procedures for the purpose of removing substitute teachers from the Board approved list. A substitute teacher shall be notified in writing when their name is removed from the substitute teacher list. An affected substitute teacher may appeal the decision of the Director of Professional Standards and Equity to remove them from the substitute list to the Chief Human Resources Officer whose decision shall be final and binding.

**STATUTORY AUTHORITY:** 1001.42, 1001.43, 1012.35, F.S.

Adopted: 3/20/12