

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	SUBSTITUTE TEACHERS	PER 24	4/79
	Revision Adopted:		
	9/88; 8/01; 10/02		

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies. All substitute teachers shall be employed by the Director of Schools. Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher.

Application/Qualifications

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

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

The substitute teacher lists will be prepared by the Human Resources Director who will maintain a complete file on all substitute teachers. This file will include transcripts, credentials, recommendations and other pertinent information. A list of all approved substitutes shall be provided to all principals. Only those persons on the approved substitute list shall be employed to substitute teach.

All substitutes shall be responsible for providing correct and current addresses and phone numbers and for notifying the Murfreesboro City Schools Human Resources Department if they wish to terminate their service as substitutes.

Certification

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

A substitute, teaching for a regular teacher on extended sick leave for more than thirty (30) consecutive teaching days holding a license with an endorsement in the area of assignment, shall be designated as an interim substitute.

Retired teachers may substitute one-hundred (100) days per year without loss of retirement

benefits, and may substitute for additional ninety (90) days if the Director of Schools certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.

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 at the beginning of each school year to provide instructions regarding reporting, pay schedules, and other pertinent information and to answer questions.

All substitute teachers will be given a copy of the local school's guidelines on the first day they substitute in the school.

These guidelines shall contain, but shall not be limited to:

- a. Attendance procedures;
- b. Lunchroom schedule and procedures;
- c. Procedures for supervising student behavior;
- d. Names and assignments of regular staff members;
- e. Emergency evacuation procedures; and
- f. Other helpful information particular to the local school.

Teacher Responsibilities

For planned absences, a substitute shall be selected from the approved list. Each principal shall be provided names of all approved substitute teachers.

When a teacher is unable to meet classes for any reason, the following procedures shall be observed:

1. The teacher shall notify the principal or his/her designee as soon as possible;
2. The principal or designee shall secure a qualified substitute teacher from the approved list, and
3. The regular teacher shall notify the principal or his/her designee the day before intending to return to the classroom; upon receipt of notice, the principal or principal designee shall notify the substitute teacher.

In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory);
2. Class rolls; and
3. Lesson plans and other information for the day's activities. In case of emergency when plans are not provided, the principal shall provide the substitute with directions for the day.

Re-employment/Termination

After thirty (30) days of employment, substitute teachers shall be evaluated using the Board approved local evaluation instrument.

Following one hundred (100) days of employment, licensed substitutes shall be evaluated using the State Model for Local Evaluation.

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.

Legal References:

TRR/MS 0520-1-2-.04(5)
T.C.A. 49-5-709
T.C.A. 49-5-413
T.C.A. 49-2-203(a)
T.C.A. 49-3-312(c); TRR/MS 0520-1-2-.04(5)(b)
T.C.A. 8-36-805