

# Marion County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>09/09/24</b>
		Rescinds: <b>5.701</b>	Issued: <b>03/08/21</b>

- 1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 All substitute teachers shall be employed by the Director of Schools and paid by the Board.

### 3 **APPLICATION/QUALIFICATIONS**

4 Substitutes must agree to the release of all investigative records to the board for examination for the  
5 purpose of verifying the accuracy of criminal violation information. Substitutes must supply a  
6 fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee  
7 Bureau of Investigation and the Federal Bureau of Investigation.<sup>3</sup>

8 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
9 hired.<sup>4</sup>

10

11 Substitutes must: 1) have a high school diploma or GED; 2) have been out of high school for a minimum  
12 of two (2) years if substituting in a high school classroom; 3) be at least eighteen years of age to substitute  
13 in an elementary school; and 4) have any other qualifications as established by the Board.

14 A list of substitute teacher(s) will be prepared by the Director of Human Resources or his/her designee  
15 who will maintain file(s) which may include transcripts, credentials, recommendations, and other  
16 pertinent information. A list of all approved substitutes shall be provided to all building principals.  
17 **ONLY** those persons on the approved substitute list provided by Human Resources shall be allowed to  
18 substitute teach.

### 19 **COMPENSATION**

20 The compensation of substitute teachers shall be determined annually by the Board.

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### 22 **Non-Certified Substitute**

23 A person without a teacher's license or permit may serve as a substitute for regular teachers taking short  
24 term sick, professional, or personal leave days. Non-certified substitutes may work a maximum of four  
25 (4) days per week unless prior approval is given by the Director of Schools or the Director of Human  
26 Resources. The non-certified substitute shall be paid on a daily rate basis, as determined and set by the  
27 Board during the budget process.

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## 1 **Certified Substitute**

2 A person holding an active Tennessee teacher's license and endorsement in the assigned area may  
3 serve as a substitute for a regular teacher taking short term sick, professional, or personal leave days.  
4 Certified substitutes may work a maximum of four (4) days per week unless prior approval is given by  
5 the Director of Schools or the Director of Human Resources. The certified substitute shall be paid the  
6 same short term rate as the non-certified substitute.

7 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
8 substitute teacher must possess a valid Tennessee teaching certificate with an endorsement in the  
9 subject(s) to be taught. There is no limit on the number of days a certified substitute may work when  
10 filling a temporary vacancy. While the teacher of record is receiving pay the certified substitute shall  
11 be paid on a daily rate, and at the beginning teacher's salary at the Bachelor's degree level.

12 After a regular's teacher's accumulated leave is exhausted and they are no longer receiving pay, the  
13 certified substitute shall be paid based on their degree level and experience record in accordance with  
14 the state and local teacher salary schedule.

15 Retired teachers may substitute one-hundred (120) days per year without loss of retirement benefits,  
16 and may substitute for an additional ninety (90) days if the Director of Schools certifies in writing to  
17 the State Board of Education that no other qualified personnel are available to substitute teach.

## 18 **EMERGENCY NEEDS**

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

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

## 25 **TRAINING AND ORIENTATION**

26 The Director of Schools or approved designee shall be responsible for ensuring that there are appropriate  
27 training and development programs for substitute teachers.

28 Substitutes are required to receive annual school safety training or other instruction on emergency  
29 response procedures developed by the local board of education.

30 It is the responsibility of the building principal to provide substitute teachers with the guidelines and  
31 procedures to be followed at their school.

## 32 **RESPONSIBILITIES**

33 Substitute teachers shall assume the same responsibilities as the regular teacher.

1 **RE-EMPLOYMENT/TERMINATION**

2 On an annual basis, the Director of Schools or designee, with input from the principals, shall determine  
3 which substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
4 acceptable level shall not be re-employed.

5 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
6 Human Resources if they wish to terminate their service as substitutes.

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Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203
5. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)