

FILE: GBRJ

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## SUBSTITUTE PERSONNEL

### SUBSTITUTE TEACHERS

The Jefferson Davis School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his/her designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

A teacher on sabbatical leave shall not be hired as a substitute.

Compensation paid to substitute teachers shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board.

Certified substitutes that are hired to teach sixteen (16) or more consecutive school days for the same teacher will be paid the salary of a beginning teacher beginning with the first day of employment.

Any school employee whose job does not require a teaching certificate who performs work as a substitute teacher for more than a single class period shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher prior to the employee's participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes.

## SUBSTITUTES FOR SUPPORT PERSONNEL

The School Board shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the School Board shall be eligible for employment as substitutes. Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel.

### Bus Operators

The Transportation Supervisor shall maintain a qualified substitute bus operator list. The substitute bus operator list shall be updated as changes occur.

A substitute bus operator may only be used as a temporary resource until a permanent operator can be appointed to a route. A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route.

A substitute bus operator shall be paid a daily rate as approved by the School Board, but in no case *less* than sixty-five percent (65%) of the daily rate of pay being paid the regular bus operator, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

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Ref: La. Rev. Stat. Ann. §§[11:710](#), [17:81](#), [17:84](#), [17:419.3](#), [17:493.1](#), [17:500](#), [17:1202](#), [17:1212](#), [17:1213](#), [17:1216](#), [17:1217](#)

Board minutes, 8-21-97, 4-23-98, 5-21-98, [7-17-03](#), [10-16-03](#), [6-15-06](#), [8-16-12](#), [10-16-14](#)

Jefferson Davis Parish School Board