

<b>Monitoring:</b>  <b>Review:</b> Annually, in April	<b>Descriptor Term:</b>  <h2 style="text-align: center;">Substitute Teachers</h2>	<b>Descriptor Code:</b> <b>5.701</b>  <b>Rescinds:</b> <b>5.701</b>	<b>Issued Date:</b> 9-21-17  <b>Issued:</b> 8-23-12
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1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
 2 Substitute teachers may be employed and paid directly by the board of education or by a third party  
 3 public or private employer through an agreement between such third party employer and the board of  
 4 education.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
 6 eligibility conditions as substitute teachers employed directly by the board of education.<sup>2</sup>

7 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the  
 8 same as a retired substitute teacher with an active teaching license. This only applies to teachers who  
 9 retired after July 1, 2011 through July 1, 2016.<sup>5</sup>

10 **CERTIFICATION**

11 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
 12 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be  
 13 taught.<sup>6</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid  
 14 according to the state salary schedule.<sup>1</sup>

15 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-  
 16 efits<sup>1</sup> and may substitute for additional days if the director of schools certifies in writing to the State  
 17 Board of Education that no other qualified personnel are available to substitute teach.<sup>7</sup>

18 **EMERGENCY NEEDS**

19 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency  
 20 situations. Emergency use shall be defined as less than a full day due to the regular or substitute  
 21 teacher being 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  
 24 pay for both positions at the same time.

25 **RESPONSIBILITIES**

26 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
 27 limited to, bus duty and playground supervision.

28 **RE-EMPLOYMENT/TERMINATION**

29 On an annual basis, the Director of Schools / Designee, with input from the principals, shall determine  
 30 which substitute teachers performed at an acceptable level. Substitute teachers who performed below  
 31 an acceptable level shall not be re-employed.

# DICKSON COUNTY BOARD OF EDUCATION

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## Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287