

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Substitute Teachers	Descriptor Term:	Descriptor Code:	Issued:
			G-470	7/95
		Reviewed:	Revised:	
	3/17	7/17		

1
2 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
3 All substitute teachers shall be employed and paid by the Board.²
4
5 Substitute teachers with a valid teaching license will be indicated on the substitute list. For planned
6 absences, a substitute with a teacher's certificate shall be selected from the preferred list if possible.³ Each
7 principal shall be provided names of all approved substitute teachers.
8
9 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
10 Human Resources if they wish to terminate their service as substitutes.
11
12 When a teacher is unable to meet classes for any reason, the following procedures shall be observed:
13
14 1. The teacher shall notify the principal or his designee as soon as possible;
15
16 2. The principal or his designee shall secure a qualified substitute teacher who has been approved by
17 the Director of Schools;¹ and
18
19 3. The regular teacher shall notify the principal the day before intending to return to the classroom;
20 upon receipt of notice the principal shall notify the substitute teacher.
21
22 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
23 teacher, including bus duty and playground supervision.
24
25 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute
26 teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.³ When
27 substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state
28 salary schedule.¹
29
30 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement
31 benefits, and may substitute for an additional ninety (90) days if the Director of Schools certifies in
32 writing to the State Board of Education that no other qualified personnel are available to substitute teach.⁴
33
34 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
35 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable
36 to arrive on time or remain for the full day.
37
38 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive
39 under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both
40 positions at the same time.
41
42

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

- 3
- 4 1. Daily schedule (academic and supervisory);
- 5
- 6 2. Class rosters; and
- 7
- 8 3. Lesson plans and other information for the day’s activities. In case of emergency when plans are
9 not provided, the principal shall provide the substitute with directions for the day.
- 10

11 All substitute teachers shall be given a copy of the local school's guidelines on the first day they substitute
12 in the school. These guidelines shall contain, but shall not be limited to:

- 13
- 14 a. Attendance procedures;
- 15
- 16 b. Lunchroom schedule and procedures;
- 17
- 18 c. Procedures for supervising student behavior;
- 19
- 20 d. Names and assignments of regular staff members;
- 21
- 22 e. Emergency evacuation procedures; and
- 23
- 24 f. Other helpful information particular to the local school.
- 25

26 The Director of Schools, with input from the principals, shall determine which substitute teachers
27 performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not
28 be recommended for continuing service.

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40 Legal References:

- 41 1. TRR/MS 0520-1-2-.04(6).
- 42 2. TCA 49-5-709.
- 43 3. TCA 49-3-312; TRR/MS 0520-1-2-.04(6).
- 44 4. TCA 8-36-805.
- 45

46 Approved as to Legal Form 6/19/2017
47 By Knox County Law Director
48 /Gary T. Dupler/Deputy Law Director
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