

Category:	Procedure:	
Human Resources	Substitute Teachers	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-470	June 1997	July 2021

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- 2 1. Substitute teachers are those teachers used to replace teachers on leave or to fill short term vacancies.
- 3 All substitute teaches shall be employed and paid by the board.
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- 5 2. Each principal shall be provided names of all authorized and endorsed substitute teachers.
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- 7 3. The principal shall secure a qualified substitute teacher.
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- 9 4. Substitute teachers shall assume the same responsibilities as the regular teacher, including bus duty and
- 10 playground supervision, when necessary. Substitute teachers shall have the same classroom authority
- 11 as regular teachers with the exception of handling and issuing discipline. All discipline matters should
- 12 be referred to administration.
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- 14 5. When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
- 15 substitute teacher must possess a valid Tennessee teaching license with endorsement in the discipline(s)
- 16 to be taught. When it is known that a teacher will be out fifteen (15) days, the appropriate Human
- 17 Resource supervisor must be contacted.
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- 19 6. All educational assistants, 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 teacher
- 21 being unable to arrive on time or remain for the full day.
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- 23 7. All substitute teachers will be given a substitute handbook and are required to attend orientation.
- 24 Additional guidelines may be given at each school which may contain, but shall not be limited to:
- 25 a. Attendance procedures;
- 26 b. Lunchroom schedule and procedures;
- 27 c. Procedures for supervising student behavior;
- 28 d. Names and assignments of regular staff members;
- 29 e. Emergency evacuation procedures; and
- 30 f. Other helpful information particular to the local school.
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- 32 8. Substitutes are required to provide documentation of educational attainment. Examples of such
- 33 documentation would include a high school diploma, transcript, or professional teaching license.
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- 35 9. All substitutes will be required to attend a training/orientation session and non-certified applicants will
- 36 be required to complete the Stedi on-line training course. Substitutes must complete payroll and
- 37 employment documentation forms as required by the Executive Director of Human Resources.
- 38 Applicants must provide all documentation required and complete the orientation before they will be
- 39 processed as a substitute.
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- 41 10. Substitutes who do not work ten (10) days during the school year will be removed from the substitute
- 42 roster for a full year. (This requirement may be pro-rated based on the date of hire.) Substitutes may

1 resubmit their application and complete the training and background requirements to be reactivated as a
2 substitute.

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4 11. Substitutes who are blocked by five (5) or more schools during a school year will be removed from the
5 substitute roster for a full year. Substitutes may resubmit their application and complete the training and
6 background requirements to be reactivated as a substitute.

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8 12. Substitutes are paid once a month. Payroll cutoff is the 18th of each month. If the 18th falls on a weekend,
9 payroll cutoff will be the Friday prior to the 18th of each month. Substitutes will be paid on the 25th of
10 the following month.

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12 13. In compliance with the Knox County Board of Education Drug-Free Workplace Policy G-210,
13 substitutes are required to submit a urinalysis test, complete all security checks, including but not limited
14 to, a fingerprint and criminal history background screening. All costs associated with such testing is at
15 the expense of the applicants. (Drug testing is time sensitive based on the date paperwork is issued to
16 the substitute applicant.)
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