

Substitute Teachers

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

Before substitute teachers can be employed as substitutes for regular contracted licensed employees, they must provide the district with proof of a physical to include the results of a TB test. The initial physical cost will be the responsibility of the substitute teacher.

It shall be the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate of \$_____. Substitutes employed for 5 or more consecutive days in the same position shall be paid at base pay after the 5th day. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Approved: November 17, 1997

Revised: May 18, 2015

Reviewed: April 24, 2017