

Marion County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 03/08/21
		Rescinds: 5.701	Issued: 06/26/12

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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 by the Director of Schools and paid by the Board. ²

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5 ***Non-Certified Substitute***

6 A person without a teacher's license or permit may serve as a substitute for regular teachers taking short term
7 sick, professional, or personal leave days. Non-certified substitutes may work a maximum of four (4) days per
8 week unless prior approval is given by the Director of Schools or the Director of Human Resources. The non-
9 certified substitute shall be paid on a daily rate basis, as determined and set by the Board during the budget
10 process.

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12 ***Certified Substitute***

13 A person holding an active teacher's license and endorsement in the assigned area may serve as a substitute
14 for a regular teacher taking short term sick, professional, or personal leave days. Certified substitutes may
15 work a maximum of four (4) days per week unless prior approval is given by the Director of Schools or the
16 Director of Human Resources. The certified substitute shall be paid the same short term rate as the non-
17 certified substitute.

18 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute
19 teacher must possess a valid teaching certificate with an endorsement in the subject(s) to be taught. ⁵ There is
20 no limit on the number of days a certified substitute may work when filling a temporary vacancy. While the
21 teacher of record is receiving pay the certified substitute shall be paid on a daily rate, and at the beginning
22 teacher's salary at the Bachelor's degree level.

23 After a regular's teacher's accumulated leave is exhausted and they are no longer receiving pay, the certified
24 substitute shall be paid based on their degree level and experience record in accordance with the state and
25 local teacher salary schedule. ¹

26 Retired teachers may substitute one-hundred (120) days per year without loss of retirement benefits, ¹ and
27 may substitute for an additional ninety (90) days if the Director of Schools certifies in writing to the State
28 Board of Education that no other qualified personnel are available to substitute teach. ⁶

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2 QUALIFICATIONS

3 Criminal history record checks and fingerprinting of applicants for substitute teaching are required every 5
4 years. 3

5 Applicants whose records with the State Department of Education indicate a license or certificate currently in
6 revoked status shall not be hired.4

7 Substitutes must: 1) have a high school diploma or GED; 2) have been out of high school for a minimum of two
8 (2) years if substituting in a high school classroom; 3) be at least eighteen years of age to substitute in an
9 elementary school; and 4) have any other qualifications as established by the Board.

10 The principal shall be responsible for providing a recommendation on substitute teachers hired for the school.

11 A list of substitute teachers will be prepared by the Director of Schools, or designee who will maintain files
12 which may include transcripts, credentials, recommendations, and other pertinent information.

13 COMPENSATION

14 The compensation of substitute teachers shall be reviewed and determined by the Board during the annual
15 budget process. Compensation rates become effective upon approval of the budget.

16 AUTHORIZED SUBS

17 Substitute teachers are only authorized for a regular classroom teacher position. However, the Director of
18 Schools may evaluate the need for and pre-approve a sub for other curriculum related positions such as a
19 teacher assistant for a special needs student environment, etc. The Director of Schools may also evaluate the
20 need for and pre-approve a sub for other critical support positions.

21 EMERGENCY NEEDS

22 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
23 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to
24 arrive on time or remain for the full day.

25 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive
26 under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both
27 positions at the same time.

28 TRAINING AND ORIENTATION

29 The Director of Schools, or designee, shall be responsible for providing appropriate training and development
30 programs for substitute teachers.

31 It is the responsibility of the building principal to provide substitute teachers with the guidelines and
32 procedures to be followed at their school.

1 The substitute teacher shall assume the same responsibilities and have the same authority of the classroom
2 teacher during regular school hours.

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4 ***RE-EMPLOYMENT/TERMINATION***

5 On an annual basis, the Director of schools, with input from the principals, shall determine which substitute
6 teachers performed at an acceptable level. Substitute teachers determined to have performed below an
7 acceptable level shall not be re-employed.

8 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
9 Human Resources if they wish to terminate their service as substitutes.

Legal References:

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413/4.
4. TCA 49-2-203(15)
5. TCA 49-3-312(B); TCA 49-2-203(a); TRR/MS 0520-1-2-.04(b)
6. TCA 8-36-805