

SUBSTITUTE TEACHERS

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

It shall be the responsibility of the Human Resource Office 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 Human Resources Administrators or building principal to fill absences with substitute teachers.

Substitute teachers will be paid a per diem rate as established by the Board. Substitutes employed for 90 or more consecutive days in the same position shall be paid according to the prevailing salary schedule based upon qualifications and experience and will be retroactive to the first day of the substitute period. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Legal Reference: Iowa Association of School Boards v. PERB, 400 N.W.2d 571
(Iowa 1987).
Iowa Code §§ 20.1, .4(5), .9 (2013).
281 I.A.C. 12.4.

Cross Reference: 405.1 Licensed Employee Defined
405.2 Licensed Employee Qualifications, Recruitment, Selection

Approved 3/1/2004

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Revised _____