

EMPLOYEES

Series 400

Policy Title: SUBSTITUTE TEACHERS

Code No. 410.1

Qualifications:

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel.

It shall be the responsibility of the building administrator to maintain a list of substitute teachers who may be called upon to replace contract certified employees. It shall be the responsibility of the building administrator to fill absences with substitute teachers immediately.

Reimbursement:

Substitute teachers will be paid for their services at a daily rate set by the board. Substitutes employed for ten (10) or more consecutive days in the same position shall be paid at the regular substitute rate for the first ten (10) days and then according to the regular base salary up to BA+6.

LEGAL REF.: Iowa Code 20.1,.4(5),.9
281 I.A.C. 12.4

CROSS REF.: 405.1 Certified Employee Defined
405.2 Qualifications, Recruitment, Selection

Adoption: **February 2, 1968** Reviewed: **December 2016** Revised: **March 13, 1978**
(#406.2) **November 12, 1979**
May 19, 1980
May 11, 1981
September 14, 1981
June 14, 1982
November 14, 1983
August 6, 1984
July 13, 1987
May 9, 1988
February 2, 1992
July 8, 2002
December 13, 2010
October 8, 2018
November 11, 2019