

SUBSTITUTE TEACHERS

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

It will be the responsibility of the Human Resources Director 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 will be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a daily rate with a minimum of a half-day. Substitutes employed for ten (10) or more consecutive days in the same position are paid a per diem rate according to the Schedule A (BA step 0) 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. Any exceptions to this policy must be approved by the superintendent or designee.

Legal Reference: *Iowa Association of School Boards v. PERB*, 400 N.W.2d 571 (Iowa 1987).
Iowa Code §§ 20.1, 4(5), .9; Ch.272.
281 I.A.C. 12.4.

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

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