

Dyer County Board of Education

Descriptor Term:

Substitute Teachers

Descriptor Code:

GBRJ

Board Approved:

9/30/03

Rescinds:

GBRJ

Board Approved:

8/20/96

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 All substitute teachers shall be employed and paid by the Board.²

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4 Substitute teachers will be selected and hired by the director of schools or his/her designee. Substitute
5 teachers with the best training and most experience will be included on the preferred substitute list. For
6 planned absences, a substitute teacher with a teacher's certificate shall be selected from the substitute list
7 if possible.³ Each principal shall be provided names of all approved substitute teachers.

8
9 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
10 the director of schools' office if they wish to terminate their service as substitutes.

11
12 When a teacher is unable to meet classes for any reason, the following procedures shall be observed:

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14 1. The teacher shall notify the principal as soon as possible;
15
16 2. The principal/or his designee shall secure a qualified substitute teacher whose name appears
17 on approved substitute list provided by the director of schools.

18
19 When substituting for a teacher whose sick leave has been exhausted or for a regular teacher who has
20 been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate
21 with endorsement in the discipline(s) to be taught.³ When substituting for a teacher without sick leave,
22 the substitute shall be certified and paid according to state salary schedule.¹

23
24 Retired teachers may substitute one hundred (100) days per year without loss of retirement benefits and
25 may substitute for an additional ninety (90) days if the director of schools certifies in writing to the State
26 Board of Education that no other qualified personnel are available to substitute teach.⁴

27
28 All educational assistants, secretaries and clerks are approved substitute teachers.

29
30 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall
31 make available:

- 32 1. Daily schedule (academic and supervisory);
33 2. Class rolls; and
34 3. Lesson plans and other information for the day's activities. In case of emergency when plans
35 are not provided, the principal shall provide the substitute with directions for the day.

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Legal References:

- 40
41 1. TRR/MS 0520-1-2.04(5). 3. TCA 49-3-312(c); TRR/MS 0520-1-2-.04(5)(b).
42 2. TCA 49-5-709. 4. TCA 8-36-805.