

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 building principal 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 building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate. Substitutes employed for ten or more consecutive days in the same position shall be placed on the regular salary schedule at the base salary rate. Regular salary will begin on the eleventh day and will not be retroactive. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Note: School districts should reflect their practice in the third paragraph by inserting a number in the blank and by determining whether placement on the salary schedule is retroactive. Both decisions are within the discretion of the board.

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

Approved December 2020 Reviewed _____ Revised _____