

# Procedures Handbook

## Human Resources

Descriptor Term:

### Substitute Teachers

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1. Substitute teachers are those teachers used to replace teachers on leave or to fill short term vacancies. All substitute teaches shall be employed and paid by the board.
2. Names of prospective substitute teachers shall be submitted to the Superintendent for approval. Substitute teachers with the best training and most experience will be included on the preferred substitute list. For planned absences, a substitute with a teacher's certificate shall be selected from the preferred list if possible. Each principal shall be provided names of all approved substitute teachers.
3. The principal shall secure a qualified substitute teacher.
4. Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.
5. When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a valid Tennessee teaching license with endorsement in the discipline(s) to be taught. When it is known that a teacher will be out 20 days, the appropriate Human Resource supervisor must be contacted.
6. All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.
7. All substitute teachers will be given a copy of the local school's guidelines on the first day they substitute in the school. These guidelines shall contain, but shall not be limited to:
  - a. Attendance procedures;
  - b. Lunchroom schedule and procedures;
  - c. Procedures for supervising student behavior;
  - d. Names and assignments of regular staff members;
  - e. Emergency evacuation procedures; and
  - f. Other helpful information particular to the local school.
8. Tuberculin (TB) Mantoux (PPD-M) Test Results (must have been within the last 90 days). (Tine Test not acceptable)
9. Substitutes are required to provide proof of education. Examples include high school diploma, transcript, or teaching license.
10. Substitutes must complete a W-4 form, I-9 form (employment eligibility verification form, a driver's license or birth certificate or passport and social security card are required to complete this

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form), and an automatic deposit authorization form or rejection form. Substitutes are also required to bring a self stamped envelope so that the clearance may be returned to them.

- 11. Substitutes are paid once a month. Payroll cutoff is the 25th. If the 25th falls on a weekend, payroll cutoff will be the Friday prior to the 25th. Substitutes will be paid on the 25th of the following month.
- 12. In compliance with the Drug-Free Workplace Policy, substitutes are required to submit a urinalysis test at their own expense.
- 13. All new substitutes are required to attend substitute orientation and training scheduled by the Human Resources Department.
- 14. All new substitute teachers must read the *Knox County Schools Guidelines for the Use of Audiovisual Works* and sign the *Acceptable Use of Audiovisual Works Agreement*.

**NO SUBSTITUTE CHECK CAN BE RELEASED EARLY.**

**ALL SUBSTITUTE CHECKS WILL BE MAILED AT THE SAME TIME.**