

Personnel

Series 400

Policy Title: **SUBSTITUTE TEACHERS**

Policy # 410.1

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.

Properly certificated substitutes shall be paid on a daily or hourly rate for their teaching services. Such rate shall be set annually by the superintendent.

Substitutes employed for 15 or more consecutive days in the same position shall be paid based upon qualifications and experience (beginning on day 16).

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.

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