

STAFF PERSONNEL

Code No. 410.1

Policy Title: **SUBSTITUTE TEACHERS**

The Board of Education 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 rate set annually by the Board. Substitutes employed for ten or more consecutive days in the same assignment will be paid at a rate per day set annually by the Board. After 90 consecutive days in the same assignment, the substitute shall be paid at a per diem rate equal to the beginning base salary.

Legal Reference: Iowa Association of School Boards v. PERB, 400 N.W.2d 571 (Iowa 1987).
Iowa Code §§ 20.1, .4(5), .9 (2013).
281 I.A.C. 12.4.

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

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