

Series 400 – Employees

Policy Title: Substitute Teachers

Policy Code No. 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 Human Resources department 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 as needed.

Substitute teachers will be paid a per diem rate. After twenty (20) consecutive days of substitution in the same assignment, the substitute pay will increase to the per diem pay of the teacher base salary. This will occur beginning the twenty-first day and will not be retroactive to the first day of the assignment. An excused absence from the assignment will not break the continuous service. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Date of Adoption 1/27/2020

Review Date

Revision Date

Legal Ref.: 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 Ref.: 405.1 Licensed Employee Defined
405.2 Licensed Employee Qualifications, Recruitment, Selection