

Personnel

Series 400

Policy Title: Substitute Teachers

Code No. 410.1

Page 1 of 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 district 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 20 or more consecutive days in the same position shall be paid according to the prevailing salary schedule based on Step 0 BA Status, and will be retroactive to the first day of the substitute period. The Superintendent, or their designee, may make exceptions to the consecutive days requirement if extenuating circumstances permit. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)Iowa Association of School Boards v. PERB, 400 N.W.2d 571 (Iowa 1987).

Amended: October 6, 2008  
April 19, 2021

Iowa Code " 20.1, .4(5), .9 (2007). 281 I.A.C. 12.4.

Reviewed: June 16, 2008  
June 17, 2013  
July 17, 2017

Cross Reference: 405.2 - Licensed Employees Qualifications, Recruitment and Selection