

Cottonwood School District No. 242

PERSONNEL

5700

Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during a school year. The Board annually shall set the wages paid to each classification of substitute.

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five years.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

Employees must provide the District with reasonable advance notice (at least three working days) for all absences which require the hiring of a substitute except in the case of illness or emergencies. The Superintendent shall be responsible for establishing procedures by which employees request substitutes.

The Board annually establishes a daily rate of pay for substitute teachers. Subject to the terms of a current collective bargaining agreement, no fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour.

Cross Reference: 5110 Criminal History / Background Checks

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or
Applicants for Certificates
I.C. § 33-512(15) Governance of Schools

Policy History:

Adopted on: February 22, 2017

Revised on: