

Shelby County Board of Education

SUBSTITUTE TEACHERS

4031

Issued Date: 08/26/10

Revised: 08/28/13

Effective: 07/01/13

I. PURPOSE

To set forth provisions for substitute teachers.

II. SCOPE

This policy applies to all persons employed by Shelby County Schools as substitute teachers.

III. POLICY STATEMENT

Substitute teachers in the Shelby County Schools shall be selected from a list approved by the Human Resource Department and shall comply with T.C.A. § 49-5-413 in regard to background investigation and criminal history records check.

Substitute Teachers -

- a. A substitute teacher substituting for a regular teacher on leave authorized for a period not exceeding twenty (20) consecutive teaching days is not required to possess a teacher's certificate or permit.
- b. A substitute teacher who is a retired teacher is not required to continue to renew such teacher's certification in order to work as a substitute teacher.
- c. No person shall be employed as a substitute teacher whose records with the State Department of Education indicate a license or certificate currently in revoked status.
- d. Retired teachers may substitute one-hundred (100) days per year without loss of retirement benefits, and may substitute for an additional ninety (90) days if the Superintendent certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach. (TCA 8-36-805)

IV. RESPONSIBILITY

A. The Superintendent (or designee) is responsible for implementing this policy.

Legal References:

1. TCA 49-2-203
2. TCA 49-3-312
3. TCA 8-36-805

Cross References: