

Substitute Teachers

The District may use substitute teachers in accordance with state law and Kentucky Administrative Regulations. Substitute teachers shall have the same authority as the teacher while engaged for services in the place of the regularly assigned teacher.

QUALIFICATIONS

All substitute teachers shall meet background records check requirements (including a letter from the Cabinet for Health and Family services stating that there are no findings of substantiated child abuse or neglect on record) and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCHECKSANDCentralRegistryChecks.aspx>

PARENT/GUARDIAN NOTIFICATION

A school shall provide timely notice to the parent or guardian of a student if the student has been assigned to a class taught by a teacher for four (4) or more weeks who does not meet applicable Kentucky certification requirements at the grade level and subject area in which the teacher is assigned, as required under Board Policy 03.112.

SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

RETIRED TEACHERS

Retired teachers and administrators may be reemployed as a part-time, temporary, or substitute teacher in accordance with applicable state law, Kentucky Administrative Regulations and requirements of the Teachers' Retirement System.

TEACHERS ON LEAVE

Teachers on leave of absence may not substitute teach in the District, except for those who qualify for educational/professional or child rearing/adoption leave.

Paid leaves of absence and other benefits reserved for full-time regular employees are not applicable to part-time classified, temporary, seasonal and substitute employees.

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent or designee.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

SUBSTITUTE SALARY AND PAYMENT SCHEDULE

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes. Seniority and rights to reassignment and/or re-employment shall not accrue as a result of service in any part-time classified, temporary, seasonal or substitute staff assignment.

Payment shall be made on the next scheduled pay date for substitutes.

Substitute Teachers**EMPLOYMENT NOTIFICATION**

References are required which will be reviewed as part of the decision to employ or re-employ. References will include former and current supervisors.

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of [KRS 161.750](#).

REFERENCES:

[KRS 17.160](#); [KRS 17.165](#); [KRS 156.106](#); [KRS 160.380](#); [KRS 161.1221](#) [KRS 161.605](#); [KRS 161.611](#)
[016 KAR 002:030](#); [016 KAR 002:120](#); [102 KAR 001:030](#);
[702 KAR 001:035](#); [702 KAR 003:075](#); [OAG 69-296](#)
[P. L. 114-95, \(Every Student Succeeds Act of 2015\)](#)

RELATED POLICIES:

03.11; 03.111; 03.121

Adopted/Amended:
Order #: