

## **Substitute Teachers**

### **QUALIFICATIONS**

All substitute teachers shall meet background records check requirements (including a letter from the Cabinet for Health and Family Services provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet) 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.

The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.

### **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 may be reemployed as a part-time, temporary or substitute teacher in keeping with requirements of the Teacher's Retirement System.

### **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's 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 teachers shall not work more than one-hundred-twenty-nine (129) service hours per month unless pre-approved by the Superintendent based on certification needed for longer term assignments.

### **LONG-TERM SUBSTITUTES**

Long-term substitutes are those that serve more than twenty (20) days in the same assignment. Salary schedule adjustments for long-term substitutes will be retroactive following the 20<sup>th</sup> consecutive day in the same assignment.

### **LONG-TERM CERTIFIED SUBSTITUTES**

In order to be considered for a long-term certified position, the Principal must recommend a substitute for the teacher on leave. The substitute shall sign an agreement stating s/he will perform all duties of the teacher on leave.

### **LONG-TERM SUBSTITUTES FOR CRITICAL SHORTAGE/VACANT (EMERGENCY) POSITIONS**

In order to be considered as a long-term substitute for a critical shortage/vacant (emergency) position, the candidate must have a minimum of sixty-four (64) hours of college credit or the equivalent of an Associate Degree.

**Substitute Teachers****LONG-TERM SUBSTITUTES FOR CRITICAL SHORTAGE/VACANT (EMERGENCY) POSITIONS  
(CONTINUED)**

Long-term substitutes for critical shortage/vacant (emergency) positions may be considered only in teaching areas designated as "Critical Shortage" (i.e., special education, foreign language, math, science, etc.) by the Kentucky Department of Education. Consideration of these substitutes may occur only after qualified certified candidates and certified substitutes have been considered.

Long-Term substitutes for critical shortage/vacant (emergency) positions shall be assigned a certified teacher mentor by the District/building administrator and shall be expected to sign an agreement stating s/he will perform all duties of the vacant position.

The vacant position shall remain posted until it can be filled by a fully qualified teacher.

**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.

Payment shall be made on the next scheduled payday for substitutes.

**EMPLOYMENT NOTIFICATION**

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 156.492](#)

[KRS 160.380](#); [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. 111-148 (Affordable Care Act)

**RELATED POLICIES:**

03.11; 03.111; 03.121

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