

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.33* - Substitute Teachers

POLICY

(1) List of Approved Substitutes

- (a) When a substitute teacher is required, the principal of the school shall call a substitute whose name appears on a list of approved substitutes. The principal shall endeavor to have one (1) substitute teacher continue in service during the entire time of absence of a given teacher. A sequence of different substitute teachers should be avoided whenever possible.
- (b) Minimum Qualifications for Substitute Teaching
 - 1. High school or GED diploma and a satisfactory score on a written test of basic communications and mathematics skills or an AA Degree or:
 - 2. A valid Florida teacher's certificate at the Bachelor's or higher level will be accepted in lieu of the test requirement.
 - 3. Complete an initial orientation / training program and enter training required by Florida Statutes.
- (c) In order to be placed on the list of approved substitutes and prerequisite to any salary payment, a substitute teacher applicant shall be recommended by a principal, approved by the Director of Personnel, and file applicable documentation from 3.02 of these rules in the Personnel Department.
- (d) A substitute teacher shall be called only when such services are needed for a major portion of the school day.

(2) Duties of Substitutes

- (a) A substitute teacher shall be expected to continue the instruction of the pupils in the absence of the regular teacher. A person who does not maintain an effective instructional program as a substitute teacher shall be reported to the Director of Personnel, and action shall be taken to remove the person's name from the list of approved substitutes. The substitute teacher shall be provided with meaningful lesson plans by the regular teacher.
- (b) A substitute teacher shall not administer corporal punishment.

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- (c) A substitute teacher shall carry out, so far as possible, the plans of the regular teacher. He/she should leave notes on the day's activities and plans formulated for the next day's work.
- (d) A substitute teacher's schedule shall include all assignments of the regular teacher for student supervision which occur outside the classroom setting.

(3) Salaries

A substitute teacher shall be paid as provided in the duly adopted salary schedule for substitute teachers. A substitute teacher's rate of pay shall be effective upon the date of official verification of the degree/level of education.

STATUTORY AUTHORITY: 1001.41 (2), 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1012.55, 1012.56, 1012.39, 1012.35, 1012.36, 1001.43, 1012.32, F.S.

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