

## SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

It shall be the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate. Substitutes employed for more than 10 consecutive days in the same position shall be placed on Lane 1, Step 3 of the salary schedule. Substitute licensed employees are expected to perform the same duties as the licensed employees.

***Note: School districts should reflect their practice in the third paragraph by inserting a number in the blank and by determining whether placement on the salary schedule is retroactive. Both decisions are within the discretion of the board.***

Legal Reference:     *Iowa Association of School Boards v. PERB*, 400 N.W.2d 571 (Iowa 1987).  
Iowa Code §§ 20.1, .4(5), .9; Ch.272  
281 I.A.C. 12.4.

Cross Reference:     405.1   Licensed Employee Defined  
                          405.2   Licensed Employee Qualifications, Recruitment, Selection

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