

Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers. In order to remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. Under no condition is a teacher to select or arrange for a private substitute (an individual who has not been hired by the Board). When a teacher is in need of a substitute teacher, they will notify their principal and put in their request through the substitute management system.

The classroom teacher should have the following information and directions available at all times for the substitute teacher:

- A. Seating Chart - kept current with first and last names of students;
- B. Daily program and bell schedule;
- C. Complete lesson plans - made out for the current week with sufficient detail so as to be easily understood;
- D. Fire drill procedure;
- E. Duty schedule;
- F. Instructions for reporting attendance;
- G. Instructions for handling money collection, if any; and
- H. Any other items required by the principal.

The Board annually establishes a daily rate of pay for substitute teachers. Substitutes for certified positions will be paid by the full day or half day. Substitutes for classified positions will be paid at an hourly rate.

Beginning in the Fall of 2021 school year, to be considered for a substitute position for grades K-8, you must be at least 18 years old and have a high school diploma or GED. If you wish to be considered for a substitute position for grades 9-12, you must be at least 21 years old and have a high school diploma or GED.

Cross Reference: 5110

Criminal History / Background Checks

Legal References: I.C. § 33-130

Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students

Policy History:

Adopted on: April 14, 2008

Revised on: May 27, 2021

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Reviewed on: