

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 400: Certified Personnel: Instructional Considerations

Policy No. 405.8

Policy Title: Substitutes

Page 1 of 1

Substitutes are defined as any individual who temporarily replaces a certificated classroom educator, who is not under contract with the school district and who is paid a substitute wage as established by district policy on a day to day basis. As temporary day workers, substitutes are not employees as defined by the State of Idaho. No fringe benefits are given to substitute teachers.

It is the policy of the Board of Trustees that individuals serving on a substitute or temporary basis in the school district shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of the regular contracted personnel.

Each substitute teacher applicant must undergo a criminal history check within five (5) days of submitting the Substitute Teacher Application, or be listed on the State Department of Education substitute registry list.

All substitute teachers will undergo substitute teacher orientation and training prior to being placed in a classroom.

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| Legal References: | I.C. § 33-130  | Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students |
|                   | I.C. § 33-512  | Background Checks  |
|                   | I.C. § 59-1302 | Definitions  |

Applicable Procedural Regulations: 405.8a

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