

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Instructional Considerations

Section Title: Substitutes

Sub-Section No. 405.8a

Page 1 of 1

The substitute teacher coordinator will arrange and assign all substitute teachers. The coordinator will make every attempt to assign substitute teachers who hold valid teacher certificates unless such are unavailable.

Each substitute teacher applicant must undergo a criminal history check by completing a fingerprint card and submitting it with the required fee within five (5) days of submitting the Substitute Teacher Application. Any substitute teacher who has undergone a criminal history check for another Idaho school district and is listed on the state substitute registry list is not required to undergo an additional history check for the Post Falls School District.

Substitute teachers are required to sign in at the assigned building and obtain a visitor's identification badge to be worn while on school district property. The badge is to be turned in to the school secretary at the end of each day of substitute teaching.

Substitute teachers will be paid the Board approved daily rate. Substitute payroll is on the 25th of the month. Time sheets are to be submitted by the 15th of each month in order to be paid on the 25th of that month.

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

Adopted: 1/88

Amended: 9/9/96, 8/8/05

Updated: 12/12/22

Reviewed 2017, 2022