

SUBSTITUTE TEACHERS

Employment

All substitute teachers must make application for employment by completing an application form at the Central Office prior to being approved to substitute in the schools of the School System.

Qualifications

To be eligible for employment as a substitute teacher in the School System, one must meet the following criteria:

1. Have at least a high school diploma/GED certificate.
2. Possess a valid Alabama Substitute Teacher's Certificate or a valid Alabama Professional Teacher's Certificate.
3. Health requirements specified by the Department of Health.

Annual List of Substitute Teachers Compiled

A list of eligible substitute teachers will be compiled at least annually by the superintendent or designee. The approved list will be disseminated to school principals. The list will include the names, addresses, phone numbers, educational levels, and schools where substitutes are willing to work.

Plan for Calling Substitute Teachers

Certified and/or retired teachers will be used when available. Principals are responsible for developing a plan for calling substitute teachers from the approved list as needed.

Pay for Substitute Teachers

The pay for substitute teachers will be at least state scale and shall be paid by the superintendent from sick or personal leave funds if absences are covered by sick or personal leave provisions.

Provided said absence is not covered by sick leave, professional leave, or personal leave provisions, a day's pay shall be deducted from said employee's salary for each day of absence.

Paying for Own Substitute

By law certified personnel shall under no circumstances be permitted personally to pay for a substitute to assume their duties for any length of time. All days that certified personnel are away from their jobs must be reported by the local principal and charged to respective employees as sick leave, personal leave, etc. and substitute personnel paid through payroll procedures at the Central Office.

Long-Term Substitutes

When a fully certified substitute teacher is employed and works six consecutive weeks and has assumed regular teacher duties, the principal may request that such substitute be paid regular teacher pay (salary schedule) on a daily rate basis. Such request must be submitted to the Superintendent and receive Board approval to become effective.

Substitute teachers employed under any of the above special arrangements are not eligible for any fringe benefits, i.e. leave days, experience credit, insurance benefits, retirement benefits, credit toward tenure with the School System.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: August 14, 1994; REVISED: June 5, 2008; REVISED: July 21, 2011.

LEGAL REF: The Code of Alabama, 16-25-26; The State Department of Public Health recommendation, dated July 1, 1982.