

Title: Employment of Substitute Personnel

Personnel serving as substitute teachers shall hold a valid Iowa teaching license which shall be registered with the office of Human Resources. Substitute teachers will preferably have a license for the temporary positions which they are to fill. Every effort shall be made to fill temporary absences with substitutes who have a license in the area in which they are assigned.

Other personnel who may serve as a substitute in a classroom may be individuals with a bachelor's degree or a paraeducator certificate who have completed a substitute authorization program. Such individuals may substitute in a middle school or high school for a maximum of 10 days in one assignment.

An individual employed as a paraeducator for the district who holds a current paraeducator certificate and who has completed the substitute authorization program may substitute only in the special education classroom in which the individual paraeducator is employed. The special education classroom may be at the elementary school level as well as the middle school or high school level.

Substitutes shall be subject to background checks as required by law and District policy.

The Superintendent shall annually recommend substitute rates to the Board of Directors.

Approved: Nov. 17, 1987

Reviewed: Apr. 1, 1997

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June 23, 2020

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April 28, 2015

June 25, 2025