

SUBSTITUTE /LIMITED-SERVICE TEACHERS

Section I: APPROVAL OF SUBSTITUTE /LIMITED-SERVICE TEACHERS

All substitute/limited-service teachers shall be approved in accordance with regulations of the Board of Trustees.

Policy Definitions

Substitute Teacher

A substitute teacher is an individual employed through a third-party vendor contracted by the district to provide temporary classroom coverage. Substitute teachers may serve on a day-to-day basis or in short-term assignments, but they are not employees of the district. Their compensation, eligibility, and qualifications are determined in alignment with the district's staffing vendor contract.

Long-Term Substitute Teacher

A long-term substitute teacher is a substitute, employed through the contracted vendor, who assumes responsibility for the same classroom for more than twenty (20) consecutive instructional days. Long-term substitutes are subject to the vendor's eligibility requirements and compensation schedule, which provides an increased daily rate after the twentieth day of continuous service in the same assignment.

Limited-Service Teacher

A limited-service teacher is an individual employed directly by Jackson Public Schools, rather than through a third-party vendor, to temporarily fill a vacant teaching position when no qualified certified applicant is available. Limited-service teachers must hold a bachelor's degree and meet district eligibility criteria.

A limited-service teacher may be appointed under two conditions:

1. To serve in a vacant position for the remainder of the contract period, or
2. To serve in a vacancy when the best available applicant does not meet full certification or board standards for permanent employment.

Limited-service teachers are district employees, compensated according to the salary schedule established by the Office of Human Resources and approved by the Board of Trustees. Individuals in this role may be considered for regular full-time employment if they obtain proper certification.

Section II: SELECTION

When teacher positions for which there are no qualified applicants become vacant during the school year, they may be filled by personnel temporarily assigned to school staff and classified as limited-service teachers or substitutes.

Substitute teachers are hired through a third-party vendor under contract with the district. Limited-service teachers are hired directly by the district in accordance with Human Resources procedures. Individuals employed as limited-service teachers must be college graduates who have met the Jackson Public School District eligibility criteria. Such individuals may be considered for regular full-time employment for the ensuing contract period if properly certified.

Section III: SALARY AND METHOD OF PAYMENT FOR SUBSTITUTE/LIMITED-SERVICE TEACHERS

Substitute Teachers

- Compensation for substitute teachers shall be determined by the contract agreement between Jackson Public Schools and the third-party vendor engaged to provide substitute staffing services.
 - Hourly rates for clerical substitutes, custodial substitutes, and cafeteria worker substitutes, are as specified in the contract agreement
- All payment of substitutes shall be made directly through the contracted vendor.

Limited-Service Teachers

- Compensation for limited-service teachers shall be established through a salary schedule determined by the Office of Human Resources and approved by the Board of Trustees.
- The Superintendent or designee is authorized to recommend adjustments to the salary schedule for Board approval, in order to ensure alignment with the responsibilities and expectations of the position.

Section IV: PAYROLL DATA

Payroll documents are prepared by principals approximately twelve days before the close of each calendar month. Consequently, records for daily service after a monthly payroll document has been prepared will appear on the succeeding monthly payroll document.

Section V: LIMITS OF EMPLOYMENT

A person retired by the Mississippi Public Employee's Retirement System may not substitute or work limited-service more than either of the options established by the retirement system. Other teachers may teach as substitutes or serve as limited-service teachers as often as opportunities permit.

Section VI: HOURS OF INSTRUCTION

Under ordinary circumstances, the elementary and middle school substitute will arrive

at 7:30 a.m. and remain until school is dismissed for students. The senior high substitute will arrive at 7:45 a.m. and remain until school is dismissed for students. Limited-service teachers will work the hours established by the Board of Trustees for regular classroom teachers.

Section VII: CONDITIONS OF LIMITED-SERVICE EMPLOYMENT

There are two conditions under which one can be placed on a limited-service basis:

1. When a teaching position becomes vacant, the replacement may be employed under a limited-service agreement for the remainder of the contract period.
2. When a vacancy exists and the best qualified applicant does not meet the Board's standards for employment on a permanent basis because of certification or other factors relative to employment, the replacement may be employed under a limited-service agreement for the duration of the vacancy.

Section VIII: SPECIFIC CREDENTIALS FOR SUBSTITUTE/LIMITED-SERVICE TEACHERS

Eligibility requirements for substitutes are determined through the district's third-party staffing vendor in alignment with contractual agreements and district standards.

Eligibility requirements for limited-service teachers shall be determined by the Office of Human Resources, consistent with state and accrediting standards and approved by the Board of Trustees.

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