SUBSTITUTE TEACHERS

I. INTRODUCTION: The Lafayette School Corporation employs a large number of certified staff members to provide positive learning experiences for students during the course of a school year. It is inevitable that one or more employees will be absent from their assigned instructional duties on any one given day due to such things as personal illness and/or business, staff development activities, curriculum development, student field trip experiences, etc. It is imperative that students continue to learn during the absence of their regular instructor.

II. VALID REGULAR TEACHER LICENSE: A person who holds a valid Indiana Teacher License will not need to apply for a Substitute Teacher Permit.

III. SUBSTITUTE TEACHER PERMITS: The Indiana Office of Educator Effectiveness and Licensing (OEEL) issues all new Substitute Teacher Permits upon the condition that the candidate is recommended by the superintendent of the school district. Lafayette School Corporation may recognize and accept any and all Indiana valid Substitute Teacher Permits regardless of issuance date; however, any permit application verified by the superintendent after August 1, 2018, will comply with the criteria contained herein.

IV. EDUCATION REQUIREMENTS: The minimum requirements for recommendation for a Substitute Teacher Certificate are the successful completion of a high school diploma and being at least eighteen (18) years of age. The preferred substitute will have at least sixty (60) college credits. All substitutes must complete training by the corporation or the corporation's designee before working as a substitute. The minimum age to work as a substitute in grades 9-12 is twenty-one (21).

V. EMPLOYMENT PROCESS: Substitute teachers must hold a permit from the State of Indiana as a substitute teacher. Prospective substitute teachers will apply for employment per the instructions found on the district website at www.lsc.k12.in.us. When the Lafayette School Corporation contracts with a substitute teacher service to provide substitutes for the district, the substitute will be employed, trained, evaluated, and compensated by the contracted service provider. Substitute teachers will be subject to an expanded criminal background check and Department of Child Services background check pursuant to the laws of the State of Indiana before being allowed to substitute.

VI. SUMMARY: The purpose of this administrative rule is to ensure that substitute teachers for the Lafayette School Corporation are responsible and properly licensed or certificated so they may enhance the education of the student. The selection or assignment of substitute teachers is the responsibility of the Administrative Team.

Board Adopted:	January 13, 1997
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