COAHOMA COUNTY SCHOOL DISTRICT

Substitute Teacher Guidelines

The superintendent can authorize the hiring of substitute teachers to staff classrooms in the absence of teachers. Building principals have the responsibility of securing substitute teachers to fill daily vacancies created by teacher absences from a list of eligible substitutes provided by the Human Resources Director.

All substitute teachers for the District are required to complete the application process. The complete application process includes the general application; presentation of a social security card and a picture identification, both of which are photocopied and filed in the applicant's folder. Each applicant must be a minimum of 21 years old. A criminal background check will be performed on each substitute applicant as well as 26 fingerprinting as required by state law (§37-9-17) (2). The applicant is responsible for the cost of the background check and finger printing.

All individuals wishing to become substitute teachers must attend substitute teaching training before being approved to work as a substitute in the district, as well as subsequent training sessions, unless these requirements are waived by the superintendent for extenuating circumstances. Substitute teachers are to be evaluated by the teacher and the principal if continuous employment is to be granted. The substitute teacher is also to complete an end-of-year evaluation form based on his/her substitute experience in the district.

Substitute teachers will be called by the designated site administrator in a timely manner to staff the absent teacher's position. Substitute teachers are under the supervision of the building principal or designee and must perform duties and follow the same rules and regulations as required of regular teachers. Substitute teachers who do not follow expected performance standards will be deleted from the substitute teacher list. Principals are to notify the Human Resource Director, Business Office and Superintendent when they wish to have a substitute teacher's name deleted from the master list of active substitutes.

***Long-term substitutes are to follow regular teacher guidelines.