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| **Metropolitan Nashville Board of Education** | | | |
| Monitoring:  **Review: Annually, in February** | Descriptor Term:  **Substitute Teachers** | Descriptor Code:  **5.701** | Issued Date:  Click here to enter a date. |
| Rescinds:  **HR 5.122** | Issued:  **07/01/05** |

Substitute teachers are those teachers used to replace teachers on leave or to ﬁll temporary vacancies.1,2 Substitute teachers may be employed and paid directly by the board of education or by a third-party public or private employer through an agreement between such third-party employer and the board of education.

Substitute teachers employed by third party entities shall be subject to the same unemployment beneﬁt eligibility conditions as substitute teachers employed directly by the board of education.2

**APPLICATION/QUALIFICATIONS**

Criminal history record checks and ﬁngerprinting of applicants for substitute teaching are required.3

Applicants with revoked licenses or certiﬁcates according to the Department of Education shall not be hired.4

Qualiﬁcations for substitute teachers shall be determined by the director of schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the director of schools/designee who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

**COMPENSATION**

If employed directly by the system, the compensation of substitute teachers shall be determined annually by the director.

**CERTIFICATION**

When substituting for a regular teacher who has been absent for more than twenty (20) consecutive days, a substitute teacher must possess a teaching certiﬁcate with endorsement in the discipline(s) to be taught.5 When substituting for a teacher without sick leave, the substitute shall be certiﬁed and paid according to the state salary schedule.1

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben- eﬁts1 and may substitute for additional days if the director of schools certiﬁes in writing to the division of retirement that no other qualiﬁed personnel are available to substitute teach.6

**EMERGENCY NEEDS**

All school-based support staff are approved substitute teachers for use in emergency situations. Emergency use shall be deﬁned as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

**TRAINING AND ORIENTATION**

The director of schools/designee shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

**RESPONSIBILITIES**

Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

**RE-EMPLOYMENT/TERMINATION**

On an annual basis, the director of schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third-party employer if they wish to terminate their service as substitutes.

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| Legal References |  |
| 1. TRR/MS 0520-1-2-.04(6) 2. TCA 49-5-709 3. TCA 49-5-413(a)(2) 4. TCA 49-2-203(a)(15) 5. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b) 6. Public Acts of 2017, Chapter No. 287 |  |