

Code No. 410 OTHER LICENSED EMPLOYEES

Code No. 410.1 SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers will be licensed to teach in Iowa.

It is the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It is the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will provide a copy of their teaching certificate, transcripts and a current physical (within the last three years) to the board secretary to be placed in their personnel file.

Substitute teachers will be paid a per diem rate. The sixth consecutive day, the substitute will be paid five dollars (\$5) additional for each day in one assignment retroactive to the first day of work. After ten (10) consecutive day in the same assignment, the substitute will be placed on the B. A. base rate, which is not retroactive to the first ten days.

Legal Reference:

Iowa Association of School Boards v. PERB , 400 N.W.2d 571 (Iowa 1987).

Iowa Code §§ 20.1 ,.4(5) ,.9 (2003).

281 I.A.C. 12.4.

Cross Reference:

405.1 Licensed Employee Defined

405.2 Licensed Employee Qualifications, Recruitment, Selection

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