

# Williamson County Board of Education

**Adopted Date:**

8/18/97

Rev. 9/17/01; Editorial

6/6/14

5.701

**SUBSTITUTE TEACHERS**

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies. All  
2 substitute teachers shall be employed by the Superintendent of Schools and paid by the Board.

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4 Substitute teachers with the best training and most experience will be included on that school's preferred  
5 substitute list. For planned absences, a substitute with a teacher's certificate shall be selected from the  
6 preferred list, if possible. Each Principal shall have access to of all approved substitute teachers.

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8 The Principal or his designee will secure a substitute when the teacher notifies the Principal that:

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- 10 1. A sick day will be taken, or
- 11 2. Severity of hardship or emergency exists at the time a personal leave day or  
12 bereavement day is requested. A teacher may arrange for his/her own substitute  
13 when such action is voluntary on the part of the teacher.

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14 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the  
15 Human Resources office if they wish to terminate their service as substitutes.

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17 When a teacher is unable to meet classes for any reason, the following procedures shall be observed:

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- 19 1. The teacher shall notify the Principal as soon as possible;
- 20 2. The Principal shall secure a qualified substitute teacher who has been approved by the  
21 Superintendent of Schools; and
- 22 3. The regular teacher shall notify the Principal or his designee before intending to return to the  
23 classroom so that the Principal may notify the substitute teacher.

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24 Substitute teachers shall assume the same responsibilities and have the same authority as the regular  
25 teacher, including bus duty and playground supervision.

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27 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute  
28 teacher must be licensed and hold the appropriate endorsement for the assignment. After said twenty (20)  
29 days, if the absent teacher is receiving sick leave benefits, the substitute teacher shall be paid according to  
30 the state substitute salary schedule. When substituting for a teacher without sick leave, the substitute shall  
31 be certified placed under an interim contract, and paid according to the WCS-WCEA salary schedule.

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33 In order to make the work for the substitute teacher as satisfactory as possible, the regular teacher shall  
34 make available:

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- 36 1. Daily schedule (academic and supervisory);
- 37 2. Class rolls;
- 38 3. Lesson plans and other information for the day's activities. In case of an emergency when plans  
39 are not provided, the Principal or his designee shall provide the substitute with directions for the  
40 day; and
- 41 4. A copy of local school guidelines.

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**Legal References:**

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44 TRR/MS 0520-1-2.04(5)

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46 TRR/MS 0520-1-2-.04(5)(b)

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48 TCA 49-5-709

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50 TCA 49-3-312(c)

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52 TCA 8-36-805