

## **EMPLOYEES**

### **Series 400**

Policy Title: Substitute Teachers

Code No. 410.01

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

It shall be the responsibility of the district central office 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 shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate. Substitutes employed for ten (10) or more consecutive days in the same position, as allowed by a substitute license, shall be paid according to the per diem rate determined annually based upon qualifications and experience and will be retroactive to the first day of the substitute period. Substitute licensed employees are expected to perform the same duties as the licensed employees. Long term substitute teachers serving in a role due to a teacher vacancy of a contract shall be approved as needed by BOEE and paid a different per diem rate as board approved with expectation of additional meeting attendance as outlined in substitute handbook.

#### **Legal Reference:**

Iowa Association of School Boards v. PERB, 400 N.W.2d 571 (Iowa 1987).  
Iowa Code §§ 20.1, .4(5), .9 Ch.256  
281 I.A.C. 12.4.

#### **Cross Reference:**

405.01 Licensed Employee Defined  
405.02 Licensed Employee Qualifications, Recruitment, Selection

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