



# 5.701.1p

## Substitute Teachers

### Standard Operating Procedure Outline

<i>Category:</i>	<b>Human Resources</b>	<i>Department:</i>	<b>Temporary Placement</b>		
<i>Procedure:</i>	<b>Substitute Teachers</b>				
<i>Policy Reference # :</i>	HR 5.701	<i>Version:</i>	1.0	<i>Date Revised:</i>	3/11/2020

### Operational Objective(s)

Metropolitan Nashville Public Schools is committed to ensuring that students receive optimal instruction and sustained achievement gains even in the absence of full-time employees by providing high quality substitutes to fill teacher absences.

Substitute teachers are those individuals used to replace teachers on leave or to fill temporary vacancies. 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.

### Procedure

#### APPLICATION/QUALIFICATIONS

All candidates for substitute teaching will apply through the district’s applicant tracking system. Criminal history record checks and fingerprinting of applicants for substitute teaching are required.

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

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

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

#### CERTIFICATION

When substituting for a regular teacher who has been absent for more than twenty (20) consecutive days, a substitute teacher must possess a Tennessee teaching certificate with endorsement in the discipline(s)

to be taught. When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule; thereby transferring them from substitute teacher to interim teacher.

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits and may substitute an additional 90 days if the director of schools or designee certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.

### **COMPENSATION**

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

Teachers who take a personal day with sub deduct will be charged for the provision of substitute services.

### **EMERGENCY NEEDS**

All teacher aides, secretaries, and clerks school-based support staff (i.e., clerks, paraprofessionals, secretaries, etc.) 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 employees serving as 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.

### **RE-EMPLOYMENT/TERMINATION**

On an annual basis, the director of schools or designee, 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.

### **RESPONSIBILITIES**

Regular teachers hired as 'teacher of record' are responsible for reporting their own absence using the absence management system designated by the district for absence reporting.

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

## **TRAINING AND ORIENTATION**

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

### **Performance Measure/Accountability**

The school administrator is responsible for completing a substitute appraisal form upon completion of every substitute assignment. Appraisals are required for long-term substitute teacher assignments; those lasting more than 20 consecutive days, outstanding performance and/or unsatisfactory performance. Appraisal forms should be sent directly to the Substitute Office.

At the request of the school administrator or the discretion of the Director of Talent Acquisition, unsatisfactory appraisals may result in a block from a single location or an immediate block from the taking all assignments. Three location blocks will result in the individual being blocked from all assignments. Depending upon the severity of the unsatisfactory report, substitutes may be scheduled to meet with the Director of Talent Acquisition to further discuss the appraisal and determine if disciplinary actions need to be taken. Disciplinary actions may include, but not be limited to; mandatory participation in an online training for additional classroom management, special education laws and practices, inclusion, cultural competency and more. All trainings will be at the cost of the substitute teacher.

**METROPOLITAN PUBLIC SCHOOLS  
PERSONNEL OFFICE**

**OUTSTANDING/UNSATISFACTORY APPRAISAL OF A SUBSTITUTE TEACHER  
(Must be signed by the teacher and an administrator)**

Substitute Name: \_\_\_\_\_ Substitute Employee # \_\_\_\_\_

School: \_\_\_\_\_ Grade/Subject Area: \_\_\_\_\_

Date(s) of Services: \_\_\_\_\_ For Whom: \_\_\_\_\_

- |                                      | YES   | NO    |
|--------------------------------------|-------|-------|
| 1. Left summary of work covered..... | _____ | _____ |
| 2. Plans followed.....               | _____ | _____ |

- Outstanding** Thoroughly capable; dependable; place on preferred list. Feel free to provide additional comments.
- Satisfactory** Needs additional training; works best for shorter assignments
- Unsatisfactory; conditional** May return for future assignments at this location, but, block from this particular teacher or grade level.
- Unsatisfactory** **DO NOT ASSIGN TO THIS LOCATION;** must provide detailed explanation below. If possible, please discuss the allegations with the substitute.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Teacher Principal