Hickman County Board of Education

	Descriptor Term: **Substitute Teachers**	Descriptor Code: **5.701**	Issued Date: **04/07/25**
		Rescinds: **5.701**	Issued: **08/05/24**

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: (1) a high school diploma or GED; (2) attendance at an orientation session.

A list of substitute teachers will be prepared by the director of schools who will maintain files which may include transcripts, credentials, recommendations and other pertinent information.

COMPENSATION

If employed directly by the board of education, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.[5]

CERTIFICATION

When substituting for a regular teacher who has been absent for ~~twenty (20)~~ thirty (30) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.[6] When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.[1]

EMERGENCY NEEDS

All teacher aides, secretaries and clerks 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.

Licensed personnel can be used as a substitute teacher in another class in emergency situations in which another substitute is unable to arrive on time or remain for the full day. Licensed personnel who volunteer to substitute in a class in addition to their normal instructional duties and complete after-school planning time will be compensated per class period in which they are utilized.

TRAINING AND ORIENTATION

The director of schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers that includes the annual school safety training required by state law.[7]

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.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b); Public Acts of 2025, Chapter No. 235
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119