

REVISED POLICY - VOL. 27, NO. 1

EMPLOYMENT OF SUBSTITUTES

The ~~School~~ Board recognizes the need to procure the services of ~~substitutes~~ **substitute teachers** in order to continue the operation of the schools as a result of the absence of regular personnel.

The ~~Superintendent~~**Executive Director** shall employ ~~substitutes~~**substitute teachers** as services are required to replace temporarily-absent regular staff members. Such assignment of ~~substitutes~~**substitute teachers** may be terminated when their services are no longer required. **The Corporation shall not employ persons holding a substitute teacher permit/license when licensed teachers are available.**

~~Professional substitutes~~**Substitute teachers** must possess a valid Indiana ~~professional certification~~**substitute teacher permit/license** kept on file in the Office of the ~~Superintendent~~**Executive Director** or hold a valid Indiana initial practitioner, proficient practitioner, or accomplished practitioner license, emergency permit, visiting teacher permit, or transition to teaching permit, which shall be kept on file in the Office of the ~~Superintendent~~**Executive Director**.

In order to obtain proper ~~certification~~**licensure** for substitute teaching, the ~~Superintendent~~**Executive Director** shall submit, on a yearly basis, to the ~~Division of Teacher Licensing of the Indiana Professional Standards Board~~ **Indiana Department of Education** a ~~certification~~**substitute** plan consisting of the following elements, **at a minimum**:

- A. ~~education~~**the Corporation's** requirements for ~~the~~**a** substitute permit;
- B. ~~documentation of positive work experience with children~~**the minimum of a high school diploma earned from an accredited school**;
- C. ~~the design for in-service training and/or pre-service preparation~~**a plan for reciprocity with other Indiana corporations providing for their utilization of substitute teachers who were licensed by the Corporation submitting the plan, if applicable**;

- D. ~~pre-employment screening process for criminal background and reference checks~~ training and mentoring procedures for first year substitute teachers; and
- E. ~~the process for assessing the effectiveness of the substitute teacher~~ any additional documentation, as may be required by the Indiana Department of Education.

~~The Superintendent shall sign and submit each application for certification to the Division of Teacher Licensing.~~ Any changes to the substitute plan shall be submitted to the Indiana Department of Education at least thirty (30) days prior to the implementation of any changes to the plan. The ~~Superintendent~~ Executive Director shall sign and submit a completed application form for a substitute teacher permit approved by the Indiana Department of Education and a nonrefundable fee in the form of a cashier's check, certified check, or money order in the amount required under 515 IAC 9-1-31 to the Indiana Department of Education for each substitute teacher not otherwise licensed as provided herein.

This licensure requirement applies to all substitute teachers. Provided, however, that any person who holds a valid Indiana initial practitioner, proficient practitioner, or accomplished practitioner license, emergency permit, visiting teacher permit, or transition to teaching permit may serve as a substitute teacher without first obtaining a substitute permit/license.

~~This certification process will apply to all new substitute teachers.~~

Substitute teachers will be paid according to the Board adopted pay schedule and any revisions thereto.

~~[ ] The Superintendent will recommend annually a pay schedule for substitute teachers.~~

An individual who holds a professional license, provisional license, limited license, or an equivalent license issued by the Indiana Department of Education and serves as an occasional substitute teacher shall be compensated on the Corporation's substitute teacher pay schedule. Provided, however, that an individual who holds a professional license or provisional license and serves as a substitute teacher in the same teaching position for more than fifteen (15) consecutive school days shall be compensated on the regular pay schedule for Corporation teachers.

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A substitute teacher may be employed without a written contract.

I.C. 20-18-2-22, ~~20-28-5-1~~20-28-5-2, 20-28-5-3, ~~20-28-5-14~~20-28-9-6,  
I.C. 20-28-9-7, 20-28-9-8  
515 I.A.C. 5-1-1, 515 I.A.C. 5-1-2, 515 I.A.C. 5-1-3, 515 I.A.C. 5-1-4

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