

Policy 5700: Substitutes 

Status: ADOPTED

Original Adopted Date: 08/14/2018 | **Last Revised Date:** 07/06/2021 | **Last Reviewed Date:** 07/06/2021

Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five years.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

Substitute teachers will be required to complete a formal application and furnish such other records as may be required by the District. Per state mandate, a background check and payment of fingerprinting fees are mandatory for all substitute teachers.

Substitute classroom teachers will be paid \$40.00 for a 1/2 day assignment (up to 4 hours).
Substitute classroom teachers will be paid \$80.00 for a full day assignment (over 4 hours).

If an assignment for a certified substitute extends beyond 20 days the daily rate shall be determined by the building administrator and Superintendent. These positions shall be considered in all respects “employment at will” and the substitute employee is subject to discharge by the district at any time without cause.

Other Substitute Employees

Substitute employees for positions other than classroom teachers will be paid \$10.00 per hour.

Supporting Links

IC 33-130 Criminal History Checks for School District Employees or Applicants for Certificates - <https://simbli.eboardsolutions.com/SU/2OuCpP5cSUd3koplwWw4tw==>

IC 33-512(15) Governance of Schools - <https://simbli.eboardsolutions.com/SU/plus8NijV3PzBJCuSGplusUWfsuQ==>

Cross References

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Description

Criminal History/Background Checks - <https://simbli.eboardsolutions.com/SU/ZX4GnNJfP0gHYbaJJXc3bQ==>