

CHAPTER 6.00 - PERSONNEL

6.16*

SUBSTITUTE TEACHERS

POLICY:

- (1) Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the list approved by the Board.
- (2) Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources:
 - (a) Hold a high school diploma or equivalent;
 - (b) Be at least eighteen (18) years of age; and,
 - (c) Submit ~~to~~ a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and provide the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- (3) The Board shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
- (4) The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board. Provided, however, substitutes for post-secondary education programs may be hired on an hourly basis when necessary.
- (5) A retired member of a Florida state-administered retirement system may be employed as a substitute teacher as allowed by law.

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- (6) Substitute teachers shall hold:
 - (a) A valid Florida Educator's Certificate or
 - (b) A valid substitute certificate/document issued by the District. The substitute certificate/document shall verify satisfaction of requirements specified in Subsection (2) herein.

- (7) Substitute Teachers shall complete an orientation and training program in District Policies and Procedures in:
 - (a) School safety and security procedures,
 - (b) Educational liability laws,
 - (c) Professional responsibilities,
 - (d) Ethics.

- (8) Substitute Teachers who have no prior teaching experience must complete additional training in:
 - (a) Classroom management skills,
 - (b) Instructional strategies.

STATUTORY AUTHORITY : 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.32; 1012.35; 1012.36; 1012.39; 1012.55; 1012.56, 121.091 F.S.

History:

Adopted: January 14, 1999 Revision Date(s): October 7, 2003; February 8, 2005, September 12, 2006; August 11, 2015; June 14, 2016 Formerly:
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