

- 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 approved list published by the Superintendent's Office.
- 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 a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
 - d) Complete appropriate substitute teacher training provided by the district. Substitute teacher certification may be provided by another district as long as state requirements are met.
- 3) The Superintendent 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) Any member of the Florida Retirement System has been retired for at least one (1) calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non-contractual basis.
- 6) Substitute teachers shall hold:
 - a) A valid Florida Educator's Certificate issued by the Florida Department of Education or another Florida district.

- b) A valid substitute certificate/document issued by the District or another Florida school district. The substitute certificate/document shall verify satisfaction of requirements specified in Subsection (2) herein. Procedures for issuance of District certificates are described in the School board Rule entitled "District Certificates."
- 7) No payment for services may be made to a substitute teacher from tax funds unless and until a valid certificate has been registered, or unless approval has been given by the Superintendent before the substitute is employed.
- 8) A District-based interview/orientation will be conducted prior to the substitute teacher internship day.
 - a) One day internship at one of the schools listed on the sub-teacher application.
 - b) After the sign-off sheet is signed by the supervising teacher and principal/principal designee, the sub-teacher candidate's application is then reviewed at the district level to determine whether or not the candidate will receive sub-teacher certification.

If the supervising teacher and/or the principal/designee encounter problems with the sub-teacher candidate that they feel would prohibit the candidate from performing to expectations, then they may express those concerns in the comment section of the sign-off sheet.

Listed below is a non-exhaustive list of areas where substandard performance could prevent certification:

- i. Questionable behavior
- ii. Poor judgment
- iii. Poor student control
- iv. Problems with classroom management
- v. Evidence of substance abuse
- vi. Poor people skills
- vii. Any other area that the teacher or principal/designee feel is a problem.

If a sub-teacher candidate fails to qualify, they may re-apply and go through the process again at a later date. (For instance, a person that did not do so well in a high school setting, might possibly do better in an elementary school setting)

- c) Certified teachers who were previously employed with any Florida District School Board for three or more years and holds a Professional Certificate shall be exempt from curriculum and classroom management training.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1012.32, 1012.35, 1012.36,
1012.39, 1012.55, 1012.56, F.S.**

HISTORY:

ADOPTED: 6/12/2007

REVISION DATE(S): _____

FORMERLY: