

- I. 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.
- II. 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.
- III. 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.
- IV. 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.
- V. 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.
- VI. 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."

- VII. 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.
- VIII. 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:

1. Questionable behavior
2. Poor judgment
3. Poor student control
4. Problems with classroom management
5. Evidence of substance abuse
6. Poor people skills
7. 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:** 121.091, 1001.43, 1012.32, 1012.35, 1012.36, 1012.39, 1012.55, 1012.56, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 60S-4.012

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