

Bartlett City Board of Education		5034
Descriptor Term: SUBSTITUTE TEACHERS	Descriptor Code: Personnel	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/23/2020 06/27/2024

1 Substitute teachers are those teachers used to replace teachers on leave or to fill
2 temporary vacancies until a licensed teacher is available.¹² Substitute teachers may be
3 employed and paid directly by the Bartlett City Board of Education or by a third-party
4 employer through an agreement between such third-party employer and the Board.
5 Substitute teachers employed by third-party entities shall be subject to the same
6 unemployment benefit eligibility conditions as substitute teachers employed directly by
7 the Board.³

8 Application/Qualifications

9 Criminal history record checks and fingerprinting of applicants for substitute teaching are
10 required.⁴

11 Applicants with revoked or suspended licenses or certificates according to the State
12 Board of Education shall not be hired.⁵

13 Qualifications for substitute teachers shall be determined by the Superintendent in
14 compliance with state laws and regulations.

15 A list of substitute teachers will be prepared by the Superintendent or his/her designee,
16 who will maintain files which may include transcripts, credentials, recommendations, and
17 other pertinent information.

18 Compensation

19 If employed directly by the Bartlett City Board of Education, the compensation of
20 substitute teachers shall be determined annually by the Board. Retired teachers serving
21 as substitutes who do not have an active teaching license shall be paid the same as a
22 retired substitute teacher with an active teaching license. This compensation rule only
23 applies to teachers who retired after July 1, 2011 through July 1, 2016.⁶

¹ TRR/MS 0520-1-2-.04

² T.C.A. §49-5-709

³ T.C.A. §49-5-709

⁴ T.C.A. §49-5-413

⁵ T.C.A. §49-2-203(a)(14)

⁶ T.C.A. §49-3-312

1 Retired teachers may substitute one-hundred twenty (120) days during a twelve-month
2 period without loss of retirement benefits; provided, the retired member does not return
3 to service until the expiration of at least sixty (60) calendar days from the member's
4 effective date of retirement, unless the member returns to service in a position wherein
5 he or she renders no more than one-half (1/2) the hours he or she was scheduled to work
6 prior to retirement, and the Superintendent certifies that no other qualified persons are
7 reasonably available to fill the position.⁷

8 Retired teachers may substitute in addition to the one-hundred twenty (120) days;
9 provided, their compensation for such work does not exceed the rate set by the Board for
10 substitute teachers filling similar vacant positions, and the total salary paid to any such
11 retired member for teaching during the twelve-month period does not exceed the pertinent
12 pro rata share of average BCS salary being paid in the academic discipline concerned.⁸

13 The Superintendent or his/her designee shall make such certifications to the state
14 retirement division as required by law and in such manner as prescribed by the retirement
15 division and as acknowledged by the member. Should the member's period of return of
16 service or the compensation paid therefor exceed the state retirement division's
17 specifications, the member's monthly retirement allowance shall be reduced as required
18 by law.⁹

19 Certification

20 When substituting for a regular teacher who has been absent for twenty (20) consecutive
21 days, a substitute teacher must possess a teaching certificate with endorsement in the
22 discipline(s) to be taught or shall be a retired teacher that held the appropriate
23 endorsement.¹⁰ When substituting for a teacher without sick leave, the substitute shall be
24 certified and paid according to the state salary schedule.¹¹

25 Emergency Needs

26 All teacher aides, secretaries, and clerks are approved substitute teachers for use in
27 emergency situations. Emergency use shall be defined as less than a full day due to the
28 regular or substitute teacher being unable to arrive on time or remain for the full day. Said
29 substitutes shall receive the proportionate equivalent salary regular substitute teachers
30 would receive under similar circumstances or their regular salary, if higher; however, they
31 shall not receive pay for both positions at the same time. In times of extreme emergency,
32 including public health crisis, natural disaster, or other emergency which threatens the
33 health or safety of students, staff, or school property, all teacher aides, secretaries, clerks,

⁷ T.C.A. §8-36-805(1); T.C.A. §8-36-805(4)

⁸ T.C.A. §8-36-805(3)

⁹ T.C.A. §8-36-805

¹⁰ T.C.A. §49-3-312; TRR/MS 0520-1-2-.04(5)(b)

¹¹ TRR/MS 0520-01-02-.04(5)

1 and other suitable persons are approved substitute teachers until such time as a regular
2 or substitute teacher may be found.

3 Training and Orientation

4 The Superintendent shall be responsible for ensuring that there are appropriate training
5 and development programs for substitute teachers that include the annual school safety
6 training required by state law or other instruction on emergency response procedures
7 developed by the Board.¹²

8 Responsibilities

9 Substitute teachers shall assume the same responsibilities as the regular teacher,
10 including, but not limited to, bus duty and playground supervision.

11 Re-Employment and Termination

12 On an annual basis, the Superintendent, with input from the principals and Chief Human
13 Resources Officer, shall determine which substitute teachers performed at an acceptable
14 level. Substitute teachers who performed below an acceptable level shall not be re-
15 employed.

16 All substitutes shall be responsible for providing correct addresses and phone numbers
17 and for notifying the principal and/or third-party employer if they wish to terminate their
18 service as substitutes.

¹² T.C.A. §49-2-203(a)(14)(A)