

EMPLOYMENT OF SUBSTITUTE TEACHERS

The superintendent of schools is authorized to retain substitute teachers. Substitute teachers shall, prior to employment as a substitute teacher, complete a training program satisfactory to the school district. This training requirement may be waived for retired teachers or other individuals who have satisfactorily completed a teacher education program, which includes student teaching. Substitute teachers are employed at the will and discretion of the superintendent, and do not have an expectation of continued employment.

Substitute teachers will be paid in accordance with the approved schedule.

Substitute teachers shall be provided a copy of the Volusia County Substitute Teacher Handbook which clearly stipulates the rules and procedures of the school board.

Substitute teachers or other supervisory arrangements shall be required when classroom teachers, including elementary art, music and physical education teachers and exceptional student education teachers, are absent.

Teachers who need a substitute will provide notification as soon as possible, and, except in emergencies, no later than twelve (12) hours before the start of the school day.

The teacher may contact and make arrangements for his own substitute provided the teacher has prior authorization to do so from the principal and the substitute called is included on the approved substitute teacher list. The substitute shall be provided with a work plan for the assignment, and will have available such items as class rolls, seating charts, attendance registers, safety plans and faculty handbooks. When an extended absence is anticipated, the class record books shall be made available to the substitute teacher.

Substitute teachers shall fulfill all reasonable assignments of the teacher including extra supervisory duties outside the classroom when necessary. Routine teaching duties shall be completed by the substitute including preparing a summary of work completed, leaving the classroom in order and such other duties and responsibilities as may be necessary to ensure that instruction will progress smoothly.

Legal Authority:

Sections 230.22(2), 230.23(3), Florida Statutes

Laws Implemented:

Section 231.47, Florida Statutes

Rule 6A-1.054, Florida Administrative Code

History:

(Adopted -- December 17, 1974)

(Revised -- January 13, 1987; May 8, 1990; March 20, 2001)

(Effective Date -- March 20, 2001)