

**Policy 410.01: Substitute Teachers**

**Status:** ADOPTED

**Original Adopted Date:** 09/19/2022

**| Last Reviewed Date:**

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

It shall be the responsibility of the district to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate approved by the Board. Substitutes employed for 10 or more consecutive days in the same position shall be paid at the long-term substitute rate set by the Board. Under special circumstances, the superintendent may waive the 10 consecutive school day requirement to permit a substitute to begin an assignment at the higher rate. Substitute licensed employees are expected to perform the same duties as the licensed employees.

Legal Reference: *Iowa Association of School Boards v. PERB*, 400 N.W.2d 571 (Iowa 1987).  
Iowa Code §§ 20.1, .4(5), .9; Ch.272.  
281 I.A.C. 12.4.

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**I.C. Iowa Code**

Iowa Code § 20

**Description**

[Collective Bargaining](#)

Iowa Code § 272

[BoEE](#)

**I.A.C. Iowa Administrative Code**

281 I.A.C. 12.4

**Description**

[School Personnel](#)

**Cross References**

**Code**

405.01

**Description**

[Licensed Employee Defined](#)

405.02

[Licensed Employee Qualifications, Recruitment, Selection](#)