

## SUBSTITUTE TEACHERS

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

It shall be the responsibility of the building principal 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. Substitutes employed for 10 or more consecutive days in the same position shall be paid according to the prevailing salary schedule based upon qualifications and experience. 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 (2009).  
281 I.A.C. 12.4.

**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****Description**

405.01

Licensed Employee  
Defined

405.02

Licensed Employee  
Qualifications,  
Recruitment, Selection

Approved \_\_\_\_\_ Reviewed 1/20/14, 11/21/16, 7/15/19, 8/15/22 Revised \_\_\_\_\_