

SUBSTITUTE TEACHERS

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies. All substitute teachers will be employed and paid by the Sevier County Board of Education.

Names of prospective substitute teachers will be submitted to the superintendent for his/her approval. Substitute teachers will assume the same responsibilities and have the same authority at the regular teacher, including bus duty and playground supervision. When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate.

All teacher assistants, secretaries, and clerks are approved substitute teachers for use in emergency situations. Emergency use will be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day. Such emergency substitutes will receive their normal pay only and may not receive sub pay in addition to their regular salary.

In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher will provide a complete daily schedule, class rolls, and lesson plans for the day's activities. In an emergency when plans are not provided by the regular teacher, the principal will provide the substitute with directions for the day.