

## CHAPTER 6.00 – HUMAN RESOURCES

### SUBSTITUTE TEACHERS

**6.145\***

- (1) Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Personnel office.
- (2) Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources:
  - (a) Hold a high school diploma or equivalent;
  - (b) Be at least eighteen (18) years of age;
  - (c) Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI);
  - (d) Complete drug testing;
  - (e) Complete an initial orientation and training program; and
  - (f) Applicants who have no prior teaching experience as determined by the employing school district, must complete an additional training program that includes classroom management skills and instructional strategies.
- (3) The Board shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory.
- (4) The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board. Provided, however, substitutes for post-secondary education programs may be hired on an hourly basis when necessary.
- (5) Any member of the Florida Retirement System who has been retired for at least one (1) calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non-contractual basis.
- (6) Substitute teachers shall hold:

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- (a) A valid Florida Educator's Certificate issued; or
  - (b) A valid substitute certificate/document issued by the District or another Florida school district. The substitute certificate/document shall verify satisfaction of requirements specified in Subsection (2) herein. Procedures for issuance of District Certificates are described in the School Board Rule entitled "District Certificates."
- (7) The School Board shall establish performance appraisal measures for assessing the quality of instruction delivered by substitutes who provide instruction for thirty (30) or more days in a single classroom placement.

### STATUTORY AUTHORITY:

**1001.41; 1012.22; 1012.23, F.S.**

### LAWS IMPLEMENTED:

**1001.43; 1012.32; 1012.39;  
1012.35; 1012.36; 1012.55; 1012.56, F.S.**

### HISTORY:

**ADOPTED:  
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