

CHAPTER 6.00 – HUMAN RESOURCES

SUBSTITUTE TEACHERS

6.145*

- I. 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 Human Resource Office.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by Human Resources:
 - A. Hold a high school diploma or equivalent and a minimum of sixty (60) semester hours of credit from an accredited college or university;
 - 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. Evidence of a negative drug screening shall be received by the school district prior to being eligible to substitute; and
 - E. Complete an initial orientation/training program and other training required by Florida Statutes.
- III. The Human Resource Office shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
- IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board. However, substitutes for postsecondary education programs may be hired on an hourly basis when necessary.
- V. Any member of the Florida Retirement System who has been retired for at least one calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non-contractual basis.
- VI. Substitute teachers shall hold the following:
 - A. A valid Florida Educator's Certificate or

CHAPTER 6.00 – HUMAN RESOURCES

- 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 section II. herein.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **121.091, 1001.43, 1012.32, 1012.35, 1012.36,**
1012.39, 1012.55, 1012.56, F.S.

HISTORY: **ADOPTED: 07/01/2002**
REVISION DATE(S): 01/20/2005; 01/26/2006
FORMERLY: 3.36