

**TERRELL COUNTY BOARD POLICY**  
**Arrangement for Substitutes**

**Descriptive Code: GBRJ**  
**Issue Date: 10/11/10**  
**Rescinds Code: GBRJ**  
**Issue Date: 12/4/1995**

The Board of Education is committed to adopting practices that contribute to student achievement. One such practice is the daily presence of teachers who actively pursue their assigned duties in a professional manner. The Board recognizes that events occur occasionally that cause teachers to be absent from their duties and that employment of a substitute teacher to carry out teaching assignments is in the best interest of the students.

The Board strongly recommends that substitute teachers with the highest qualifications be used and that instructional leadership and classroom management be maintained by the substitute so as to assure the least possible interruption of student progress.

The Board of Education has established a priority order of qualifications for substitute teachers in grades K-12. As a minimum, each substitute teacher must hold a high school diploma or equivalent. In descending priority further qualifications shall be as follows:

1. Possession of a valid Georgia teaching certificate;
2. Possession of an expired teaching certificate based upon a baccalaureate degree or higher;
3. Completion of a baccalaureate degree or higher;
4. Completion of at least one or more years of post-secondary training beyond a high school diploma ranked in order of number of years completed;
5. Possession of a high school diploma;
6. Possession of a GED certificate.

Substitute teachers in categories five and six cannot work in any one classroom more than 10 consecutive days.

All of the above categories, except one and two, require successful completion of four hours of initial substitute teacher training provided by the school district before a person can be placed on the substitute teacher list.

The Superintendent shall prepare for Board approval a list of qualified persons who wish to serve as substitute teachers. Each school shall maintain a list of qualified substitutes taken from the Board-approved list and ranked according to the priority qualification established in this policy. A person who has a revoked or suspended teaching certificate is not eligible to be approved by the Board as a substitute teacher.

This priority classification of qualified available substitute teachers for grades K-12 shall be followed in filling temporary vacancies of one to 45 days in length. Any classroom teacher vacancy that lasts 46 or more consecutive days in a school year must be filled with a certified in-field teacher.

**Definition**

The term substitute teacher shall be interpreted to mean an individual employed to serve in lieu of the regularly employed teacher who is absent from assigned responsibilities. The term substitute teacher also applies to a person employed from the substitute teacher list to teach a class that does not have a regular teacher.

**Selection and Assignment**

The building principal or their designee must secure a substitute teacher from the priority list. A person in a lower priority classification may be selected at the discretion of the Superintendent or building principal if that person has performed effectively on previous occasions and/or has the appropriate in-field experience.

**Payment**

Substitute teachers shall be paid by the Board of Education according to the pay scale determined by the Board.

**Maintenance of Records**

The Superintendent shall maintain records verifying that each teacher who was absent from one to 45 days was replaced with a qualified substitute teacher from the approved list. The Superintendent must also maintain records verifying that any teacher absent 46 or more consecutive days was replaced by a certified in-field teacher.