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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

## SUBSTITUTE EMPLOYMENT POLICY

It is the policy of Clarksville-Montgomery County School System to use substitute teachers to fill classroom vacancies in the absence of assigned classroom teacher. Substitute teachers are used to replace teachers on leave or to fill temporary vacancies. All substitute teachers shall be employed by the Director of Schools and paid by CMCSS.

### Applicant Requirements

Substitute teachers shall have a minimum of a high school diploma or equivalent.

Applicants must complete an application online providing two professional references and high school or college transcripts.

Applicants must submit to and pass a DCS and abuse registry background check and a TBI/FBI criminal history records check with fingerprinting.

Applicants must attend an in-processing/orientation day in which training on district policies and procedures is provided. The Director of Schools' designee will be responsible for providing the appropriate training and orientation for substitute teachers.

Any applicants with a revoked or suspended teaching license are not eligible for employment as a substitute teacher.

### Long Term Placements

A long-term absence shall be defined as any absence greater than 20 consecutive days in length.

Substitutes filling absences greater than 20 consecutive days in length must hold valid TN teaching certification with the appropriate endorsement, or previously held certification with the appropriate endorsement if retired.

Substitutes will observe a mandatory break on day 21 and each subsequent 21<sup>st</sup> day of a long-term absence.

Long-term substitute teachers shall qualify for a higher rate of pay for the duration of the long-term absence only.

For absences meeting or exceeding 75% of a semester or equivalent, the position will be posted as a vacancy and a temporary teacher will be hired. The temporary teacher's employment may end at any point in time and is dependent on the permanent teacher's return.

### Retired Teachers as Substitutes

Retired teachers may substitute one hundred and twenty (120) days per year without loss of retirement benefits and may substitute for an additional ninety (90) days if the Director of Schools or his designee certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.

Implementing Procedures: None.

Associated Documents: T.C.A. §49-2-203(a)(15)  
T.C.A. §49-3-312  
T.C.A. §49-5-709  
T.C.A. §49-5-413  
T.C.A. §8-36-805  
Tennessee BOE TRR/MS 0520-01-02-.04(6)

**Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
12/7/15		Initial Release
11/5/18	A	Replaced "90 days in length" with "75% of a semester or equivalent" under long term placements.

**\*\*\* End of Policy \*\*\***