

SUBSTITUTE TEACHERS

- I. **INTRODUCTION:** The Lafayette School Corporation employs a large number of certified staff members to provide positive learning experiences for students during the course of a school year. It is inevitable that one or more employees will be absent their assigned instructional duties on any one given day due to such things as personal illness and/or business, staff development activities, curriculum development, student field trip experiences, etc. It is imperative that students continue to learn during the absence of their regular instructor.
- II. **VALID REGULAR TEACHER LICENSE:** A person who holds a valid Indiana Teacher License will not need to apply for a Substitute Teacher Certificate.
- III. **SUBSTITUTE TEACHER CERTIFICATE (AND RECIPROCITY):** The Division of Teacher Licensing of the Indiana Professional Board issues all new Substitute Teacher Certificates upon the conditions that the candidate is recommended by the superintendent of the school district. Lafayette School Corporation may recognize and accept any and all valid Substitute Teacher Certificates regardless of issuance date; however, any license recommended by the superintendent after August 1, 1996 will be in compliance with the criteria contained herein.
- IV. **EDUCATION REQUIREMENTS:** The minimum education requirements required for recommendation for a Substitute Teacher Certificate is the successful completion of at least sixty (60) semester hours. Under emergency or similar circumstances persons with less than sixty (60) semester hours may be employed.
- V. **EDUCATION RELATED EXPERIENCE:** A prospective substitute teacher must have some previous experience instructing and/or supervising children. Examples of these experiences are day care work, cadet teaching, camp work, life guarding, private or public school work, church youth work, etc.
- VI. **REFERENCE CHECK:** Each prospective substitute teacher will be required to give both personal and previous employer references, especially those for previous education related experiences. The references may be checked and in addition the school district may conduct a criminal history background check.
- VII. **APPLICATION PROCESS:** Each applicant will be required to complete a **SUBSTITUTE TEACHER APPLICATION** and an **APPLICATION FOR INDIANA SUBSTITUTE TEACHING CERTIFICATE**. References and/or background checks may be conducted prior to the superintendent recommending the applicant for a Substitute Teacher Certificate and/or acceptance of a certificate currently held by the applicant.
- VIII. **SUBSTITUTE TEACHER IN-SERVICE:** Each properly licensed or certified substitute teacher should meet with the principal (or designee) regarding their employment as a substitute teacher in that building. The principal may provide information about: lesson

plans, textbooks and other teacher material, student list and seating charts, building maps, lunch procedures, safety, student handbooks (discipline), support resources, forms to be completed, etc.

- IX. **ASSESSMENT PROCESS:** The principal (or designee) may review the substitute teacher's performance. The principal will immediately inform the superintendent (or designee) when a substitute teacher should no longer be employed.
- X. **SUMMARY:** The purpose of this administrative rule is to ensure that substitute teachers for the Lafayette School Corporation are responsible and properly licensed or certificated so they may enhance the education of the student. The selection or assignment of substitute teachers is the responsibility of the Administrative Team.

Board Adopted: January 13, 1997
Board Revised: July 11, 2005