

PROCEDURE: Exhibit: 401.12B

### SUBSTITUTE TEACHERS: LONG-TERM POSITION VACANCIES

When the District determines that placing a person in a long-term position (forty-five continuous days or more) is needed, the following steps will occur:

- (1) the position will be posted in each school and on Teach Iowa;
- (2) certificated teachers may apply online;
- (3) the persons to be interviewed will be identified by the Director of Human Resources and the Building Administrator in which the position exists;
- (4) an interview team shall conduct the interviews in a timely manner. The team may consist of: a Building Administrator, a teacher in the same grade level/subject area, the Director of Human Resources, and other personnel based on interview team need;
- (5) persons selected to be interviewed may be requested to develop an age-appropriate lesson plan and present it to a class of students. Prior notice of such a request shall be given.

In order to employ a substitute for over 90 days, approval to do so must be sought through the Bureau of Educational Examiners and granted. This will be based upon evidence that the District has unsuccessfully tried to find a licensed teacher for that position.

Reviewed: 07/24/07, 07/09/12; 1/9/2017  
Revised: 09/26/22