

POLICY: 401.1

## SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

It shall be the responsibility of the human resources office to maintain a database of substitute teachers who may be called upon to replace regular contract licensed employees on a temporary basis. Individuals who have not completed the selection and hiring process will not be employed as substitutes. It shall be the responsibility of the building principal to insure coverage for all teacher absences.

Legal Reference: Iowa Association of School Boards v. PERB, 400 N.W.2d 571  
(Iowa 1987).  
Iowa Code §§ 20.1, .4(5), .9 (2005).  
281.I.A.C. 12.4.

Adopted: 07/24/07

Revised: 10/14/19

Reviewed: