

**GBRJ-R Arrangement for Substitutes**

11/14/19

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) has develop a substitute teaching program which will continue to afford a quality educational program during the absence of the teacher.

**RULE:****A. MINIMUM REQUIREMENTS:****1. Substitute Teachers:**

The Georgia Department 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.

**2. Supply Teachers:**

The Principal will notify the appropriate Human Resources administrator in the event certificated professional personnel is absent, or is anticipated to be absent, for more than ten consecutive days. A supply teacher must hold the minimum of a bachelor's degree.

**B. REQUIREMENTS:**

All persons employed as substitute or supply teachers in the District must meet the requirements of either of the two categories below:

**1. Substitute Teachers:**

- a. Applicants must have a complete substitute teaching application on file in the Human Resources Division.
- b. Applicants must have attended the District's approved inservice training program except as noted in Section B.1.I. below.
- c. Applicants must agree to abide by the same Board Policies, District Rules and regulations required of contracted classroom teachers.
- d. The Human Resources Division will make available to administrators the names of persons who are approved to serve as substitute teachers.
- e. A 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 11 or more consecutive days in a school year may be filled in descending priority based on qualification as follows:
  - (1) Possession of a valid professional teaching certificate;
  - (2) Possession of an expired professional teaching certificate (or letter of eligibility for same) 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 postsecondary training beyond a high school diploma ranked in order of number of years completed;
  - (5) Possession of a high school diploma or a GED certificate.

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

- f. Where an absence or vacancy lasts 46 or more consecutive days in a school year, a certified in-field teacher will fill the position, except where longer time periods are required by state or federal law.
- g. The Principal or designee will be responsible for securing an approved substitute teacher for all certificated teachers when needed. In extraordinary circumstances and only after a Principal or designee has used every effort to secure a substitute with no

success, he/she must provide supervision for the absent teacher's class/classes. The following guidelines apply:

**(1) Paraprofessionals:**

Special education paraprofessionals may not be used as substitute teachers:

- (a) If such use causes non-compliance with a student's Individualized Education Plan (IEP); or
- (b) During the portions of the day the paraprofessional is assigned to students.

**(2) Teachers:**

A teacher may be used as a substitute teacher as provided in Administrative Rule GBA-R (Compensation Guide and Contracts), Section C.1.

- h. The Human Resources Division shall maintain the personnel files of substitute teachers.
- i. The Payroll Division shall maintain records verifying information documenting the use of substitute teachers.
- j. A substitute may be used up to 10 consecutive days in the same classroom. An absence that exceeds 10 consecutive days must be filled by a supply teacher. All substitute teachers will be paid by the payroll department according to the prevailing rate at the time of service.
- k. Any exceptions to the above directives must be approved by the appropriate Human Resources administrator.
- l. Teachers who have been employed in the District in the past three years are exempt from item B.1.b. above.

**2. Supply Teachers:**

A supply teacher will be placed in vacancies lasting 11 or more consecutive school days. Employees who are on approved Family Medical Leave may be replaced by a supply teacher for the duration of the Family Medical Leave.

- a. Applicants must have a completed employment application on file in the Human Resources Division.
- b. The principal or principal's designee will post the position and conduct interviews.
- c. The Principal will make the employment recommendation to the Human Resources Division.
- d. Applicants must agree to abide by the same Board Policies, District Rules and regulations required of contracted classroom teachers.
- e. The Human Resources Division shall maintain the personnel files of supply teachers.
- f. The Payroll Division shall maintain information documenting the use of supply teachers.

Reclassified an Administrative Rule: 9/1/04

Revised: 11/14/07; 5/14/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCG)

Revised: 11/14/19

Legal Reference

O.C.G.A. 20-2-212

Salary schedules

O.C.G.A. 20-2-216

Substitute teachers

Rule 160-5-1-.05

Substitute Teachers