

**Substitute Teachers/Principals**

**Code #534.00**

The Tri-County Area School District realizes the importance of substitute teachers/principals to the continuous and uninterrupted classroom education that is to occur daily. Therefore, it is the objective of the District to obtain a list of qualified and certified teachers/principals to substitute for regular classroom teachers or principals.

Substitute teachers shall be selected by the Principal of the school from a list of qualified persons as prepared by the District Administrator's secretary. All substitute teachers/principals shall have the necessary license and/or permit required by state law to serve in the substitute assignment. In cases where qualified substitutes cannot be obtained, the Principal shall have the latitude to manage the situation as would best provide for the students' program, health and safety.

Substitute teachers/principals are to observe the full daily schedule of the regular teacher/principals. Substitute teachers should aim to follow teaching plans left by the regular teacher, take role call, file reports as requested, leave the room in "good housekeeping order" and leave an outline of work done.

Substitute teachers/principals will complete a "Preliminary Background Investigation" form and successfully pass background check(s) as determined by the District's Administration in its sole discretion. Consistent with Wisconsin Statute §111.335(1)(d)2, the District may disqualify an applicant from further consideration based upon his/her felony conviction. A Principal shall consider felony convictions of an applicant prior to granting an interview. Information ascertained from the District's background check(s), other than felony convictions, shall only be considered as it relates to the particular job in question.

Substitute teachers/principals are required to have a copy of their teaching license, results of tuberculosis test and employee physical, and all other necessary forms on file in the District office.

Substitute teachers/principals are to report to the office upon arrival in the building to receive a classroom key and instructions and complete the necessary forms to be paid.

Rates of compensation for substitute teachers/principals will be set by the Board of Education.

Substitute teachers/principals will not participate in the health and other fringe benefits of the District.

**Legal Reference:** Sections 111.31-111.395, 118.19, 118.195, 118.20, 121.02(1)(a),  
Wisconsin Statutes  
PI 34.21, 34.23 and 34.24, Wisconsin Administrative Code  
No Child Left Behind Act of 2001

**Cross Reference:** 511.00, Equal Opportunity Employment  
523.01, Staff Physical Examinations  
526.00, Personnel Records  
534.00AR, Substitute Teachers/Principals

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