

3120.04 - EMPLOYMENT OF TEMPORARY, SUBSTITUTE,  
PART-TIME INSTRUCTIONAL STAFF

When it becomes necessary to employ instructional personnel on a temporary basis, such employment is on a limited-time basis for the purpose of filling a vacancy for which a regular employee cannot be found, or to perform some task of a temporary nature. This employment shall end at the close of the school term, at the end of the fiscal year, or at the time when the temporary task is completed.

A. Temporary Teachers

In the absence of a regular teacher, a temporary contract teacher may be employed when it is known or determined that the regular teacher will be absent for more than thirty (30) consecutive days or for the remainder of the school year. A fully qualified teacher shall be appointed as a replacement as soon as possible to ensure continuity of the instructional program. This qualified replacement shall have a valid Florida certificate and shall be eligible to be recommended for a contract for the period to be served. A teacher shall be paid on the teacher salary schedule, once they have met all conditions to be employed as a replacement, and shall assume the full duties of a regular teacher.

B. Substitute Teachers

The employment of substitute teachers shall be in accordance with a planned program developed by the District. In the absence of a regular teacher, a substitute teacher shall be employed under the following conditions.

1. Absences of regular teachers shall be filled, if possible, by teachers holding a valid Florida temporary or professional instructional certificate.
2. Except for persons serving as substitutes for nonacademic CTAE teachers, a substitute teacher shall hold a bachelor's (or higher) degree. However, when necessary, substitutes may be employed who hold an Associate of Arts (A A ) degree or its equivalent for sixty (60) or more semester hours.
3. All substitute teachers shall observe the same hours and perform the same duties as regular teachers. Substitutes may be excused by the principal from instructional meetings.
4. Each substitute teacher shall conduct classes according to lesson plans and schedules prepared by the teacher who is absent.
5. Substitutes shall be responsible for extra-curricular duties as assigned by the principal. Each substitute shall leave for the returning teacher a summary of the work covered and work assigned to students.
6. Compensation of substitute teachers shall be established by the School Board.
7. Substitute teachers shall have no property interest of continuing on the list and may be removed from the approved list without cause by the Superintendent. Substitute teachers will be notified of their removal from the list.

C Part-Time Instructional Staff

The Superintendent is authorized to employ temporary or part-time personnel as needed

Part-time positions for summer programs are handled according to summer program procedures  
Other District programs such as after school and tutoring may employ part-time instructors providing they hold appropriate credentials.

Employees in bargaining units refer to negotiated agreements

**Disqualification**

Any person whose employment has been terminated, or who has resigned while under investigation shall be disqualified from employment as a substitute or temporary employee.

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