RATIONALITY/OBJECTIVE:

The Cobb County School District (District) has developed 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.l. 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 of 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