

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 building principal to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate. Substitutes employed for ten or more consecutive days in the same position shall be paid according to the prevailing salary schedule based upon qualifications and experience, and will be retroactive to the first day of the substitute period. Substitute licensed employees are expected to perform the same duties as the licensed employees.

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.

Cross Reference: 405.1 Licensed Employee Defined
405.2 Licensed Employee Qualifications, Recruitment, Selection

Approved July 2006

Reviewed _____

Revised _____

SHARED LICENSED EMPLOYEES

The board may make arrangements for sharing employees with neighboring school districts in order to expand the opportunities available in the education program and the operation of the school district. It shall be within the discretion of the board to determine when and with which school district sharing agreements will be made.

It shall be the responsibility of the superintendent to bring to the board's attention opportunities for sharing employees with neighboring school districts.

Legal Reference: Iowa Code §§ 28E; 256.11-.12; 257.11; 280.15; 282.7(1) (2005).

Cross Reference: 217.3 Board of Directors and Adjoining District Board of Directors
302.3 Administration and Adjoining District Administration
606.1 Shared Students

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SUMMER SCHOOL LICENSED EMPLOYEES

It shall be within the discretion of the board to offer an education program during the summer recess. Licensed employees who volunteer or who are appointed to deliver the summer education program shall be compensated in addition to their regular duties during the school academic year, unless such arrangements are made prior to determining the employee's compensation for the year.

Should the board determine a summer education program is necessary, licensed employees shall be given the opportunity to volunteer for the positions available. If the board determines a course must be offered and no licensed employee volunteers for the position, the board will make the necessary arrangements to fill the position. The board will consider applications from volunteers of current licensed employees in conjunction with other applications.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for and the delivery of the summer education program.

Legal Reference: Iowa Code §§ 279.8; 280.14 (2005).

Cross Reference: 603.2 Summer School Instruction

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STUDENT TEACHERS - INTERNSHIPS

The board will cooperate with post-secondary educational institutions to assist in the practical preparation of teachers and other licensed employee positions. Student teachers and other student interns may be assigned duties in the school district.

Licensed employees shall not be required to utilize student teachers or student interns. Experienced teachers and teachers in good standing may be allowed to have student teachers or student interns.

It shall be the responsibility of the superintendent to make arrangements with the post-secondary educational institutions for student teachers and student internships. Such arrangements shall safeguard the interest of the student teachers and student interns, the post-secondary educational institution and the school district.

It shall be the responsibility of the post-secondary educational institution to provide sufficient supervision over the work of these student teachers to make their presence profitable.

Legal Reference: Iowa Code § 272.27 (2005).
281 I.A.C. 77.
1974 Op. Att'y Gen. 6.
1936 Op. Att'y Gen. 462.

Cross Reference: 904 Public Participation in the School District

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EDUCATION PARA-PROFESSIONAL

The board may employ education para-professional or other instructional support personnel to assist licensed personnel in nonteaching duties, including, but not limited to:

- managing and maintaining records, materials and equipment;
- attending to the physical needs of children; and
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

Education para-professionals who hold a teaching certificate shall be compensated at the rate of pay established for their position as an education aide. It shall be the responsibility of the principal to supervise education para-professionals.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2005).
281 I.A.C. 12.4(9); .5(9).

Cross Reference: 411.2 Support Employee Qualifications, Recruitment, Selection

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SUPPORT EMPLOYEE DEFINED

Support employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support employees shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for support employee positions. Job descriptions may be approved by the board.

Support employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

The requirements stated in the Master Contract between employees in that support bargaining unit and the board regarding of such employees shall be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (2005).

Cross Reference: 405.1 Licensed Employee Defined
411.2 Support Employee Qualifications, Recruitment, Selection
412.3 Support Employee Group Insurance Benefits

Approved November 2009

Reviewed October 2009

Revised May 2008

SUPPORT EMPLOYEE - QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a support employee position will have an opportunity to apply and qualify for support employee positions in the school district without regard to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.. Job applicants for support employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications will be returned to the central administration office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e *et seq.* (1994)
42 U.S.C. §§ 12101 *et seq.* (1994).
Iowa Code §§ 35C; 216; 279.8; 294.1 (2005).

Cross Reference: 401.2 Equal Employment Opportunity
411 Support Employees - General

Approved November 2009

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SUPPORT EMPLOYEE CONTRACTS

The board may enter into written contracts with support employees employed on a regular basis. The contract will state the terms of employment.

Each contract will include a 15 day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 15 days. This notice will not be required when the employee is terminated during a probationary period or for cause.

Support employees will receive a job description stating the specific performance responsibilities of their position.

It is the responsibility of the superintendent to draw up and process the support employee contracts and present them to the board for approval. The contracts, after being signed by the board president, are filed with the board secretary.

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9) (2005).

Cross Reference: 411 Support Employees - General
412.1 Support Employee Compensation
412.2 Support Employee Wage and Overtime Compensation
413 Support Employee Termination of Employment

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Code No. 411.4

SUPPORT EMPLOYEE LICENSING/CERTIFICATION

Support employees who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Legal Reference: Iowa Code §§ 272.6; 285.5(9) (2005).
281 I.A.C. 12.4(10); 36; 43.12-.24.

Cross Reference: 411.2 Support Employee Qualifications, Recruitment, Selection

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SUPPORT EMPLOYEE ASSIGNMENT

Determining the assignment of each support employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent along with the building principals shall consider the qualifications of each support employee and the needs of the school district.

It shall be the responsibility of the superintendent to assign support employees and report such assignments to the board.

The requirements stated in the Master Contract between employees in that support bargaining unit and the board regarding of such employees shall be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (2005).

Cross Reference: 200.3 Powers of the Board of Directors
411.6 Support Employee Transfers

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SUPPORT EMPLOYEE TRANSFERS

Determining the location where a support employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent shall consider the qualifications of each support employee and the needs of the school district.

A transfer may be initiated by the employee, the principal or the superintendent.

It shall be the responsibility of the superintendent to transfer support employees and report such transfers to the board.

The requirements stated in the Master Contract between employees in that support bargaining unit and the board regarding of such employees shall be followed.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
 42 U.S.C. §§ 2000e *et seq.* (1994)
 42 U.S.C. §§ 12101 *et seq.* (1994).
 Iowa Code §§ 20.9; 35C; 216; 279.8; 294.1 (2005).

Cross Reference: 411.2 Support Employee Qualifications, Recruitment, Selection
 411.5 Support Employment Assignment

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