

## SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Maintaining continuity in the education process when the regular classroom teacher is absent is a prime objective of the Waterloo Community School District.

Substitute teachers shall be licensed to teach in Iowa and adhere to the Board of Educational Examiners (BOEE) <https://boee.iowa.gov/licauthorization/substitute-license> requirements for taking assignments. Substitute teachers are expected to take an active interest in classroom activities, continue the prescribed program of instruction, teach effectively, adhere to the code of professional ethics, and become acquainted with the regulations and policies of the District.

Substitute teachers will be paid a rate of pay specified by the Human Resources Department. Substitute teachers should refer to the Substitute Handbook, available on the district website, to learn more detailed information regarding rate of pay and the duration of days for short-term and long-term assignments.

All substitute teachers must submit all required employment documents to Human Resources prior to being assigned.

Legal Ref.: IASB v. PERB, 400 N.W.2d 571 (Iowa 1987).  
Iowa Code §§ 20.1, 4(5),.9; Ch.272.  
281 I.A.C. 12.4.

Cross Ref.: 404.4 Certification and Licensing

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