

SUBSTITUTE PERSONNEL

TEACHERS

The Livingston Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his/her designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

The compensation to be paid substitute teachers of the Livingston Parish School Board shall be fixed by the Board from time to time or shall be included in the salary schedule for different categories of personnel.

All substitutes hired by the Board shall be required to sign a *Substitute Contract*. Substitute positions shall not be eligible for employee benefits which include retirement, insurance, annual leave and sick leave.

SUBSTITUTES FOR SUPPORT STAFF

The Livingston Parish School Board requires the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support staff absent from work. Appropriate administrative judgment as to actual need shall be exercised before employment of a substitute for support staff.

Bus Operators

A substitute bus operator may only be used as a temporary resource until a permanent operator can be appointed to a route. A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route.

A substitute bus operator shall be paid a daily rate as approved by the School Board, but in no case less than sixty-five percent (65%) of the daily rate of pay being paid the regular bus operator, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

Revised: April, 1999

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Revised: October, 2002

Revised: August, 2003

Revised: July, 2012

Ref: La. Rev. Stat. Ann. ' '11:710, 17:81, 17:84, 17:493.1, 17:500, 17:1212, 17:1213, 17:1216, 17:1217; Board minutes, 2-5-98, 2-4-99, 8-19-99, 9-19-02, 8-7-03, 8-21-03, 11-20-03.