

## **ARRANGEMENTS FOR SUBSTITUTES**

A roster of teachers approved for substitute teaching on a per diem basis shall be issued annually by the superintendent of schools, which shall contain the names of approved teachers who shall have made formal application to the office of the superintendent to serve as emergency teachers. Principals shall use the roster of approved substitute teachers in selecting teachers for emergency service as required.

Retired teachers may substitute-teach. 3 25-11-127 (1985)

### **CRIMINAL RECORDS BACKGROUND CHECK**

**Superintendents/directors of schools under the purview of the State Board of Education, the superintendent of the local school district and any private firm under contract with the local public school district to provide substitute teachers to teach during the absence of a regularly employed schoolteacher shall require, through the appropriate governmental authority, that current criminal records background checks and current child abuse registry checks are obtained, and that such criminal record information and registry checks are on file for any new hires applying for employment as a licensed or non-licensed employee at a school and not previously employed in such school under the purview of the State Board of Education or at such local school district prior to July 1, 2000. In order to determine the applicant's suitability for employment, the applicant shall be fingerprinted.**  
3 37-9-17 (2) (2005)

### **TERMS OF EMPLOYMENT AND COMPENSATION**

Substitute teachers are approved by the school board for one academic year. Substitute teacher applicants are screened. The applicants with the most educational training are selected. Temporary service teachers are at-will employees and have no property rights in their employment which may be terminated at any time by either the employee or the employer without notice.

**All substitute teachers employed by the Canton Public School District must possess the minimum of a Bachelor's degree. This is designed to ensure that we have the highest quality personnel available to our students when teachers are absent.**

### **PAYMENT FOR SUBSTITUTE TEACHERS**

School boards may include in their budgets provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district

funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

§ 37-7-307 (7) (2003)

NOTE: MS Code § 37-19-20, which provided for the hiring of long term substitute teachers, was repealed under Senate Bill 2969, passed during the 2002 Regular Legislative Session.

SOURCE : Canton Public School District  
Canton, MS (GBRJ)

DATE : March 14, 2006

REVISED : August 14, 2012

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GBQ Professional Personnel Retirement  
GBRJ-R Substitute Teachers  
GCD Classified Personnel Hiring

## **Substitute Teachers**

If you are interested in becoming a substitute teacher for the Canton Public School District, contact the Office of Personnel and complete the required employment paperwork. Arrangements for securing substitute teachers are administered by the Office of Personnel. After submitting the required documentation and being screened, eligible substitute teachers will be placed on an approved list. This list will be distributed to school administrators.

Individuals on the approved list must be available for any assignment in any school. Whenever possible, the substitute's credentials will be matched with the grades and/or subject area(s) for which you are qualified and willing to teach. If you have additional questions, contact the Office of Personnel.

### **Required Documentation**

- Official transcript
- Completed on-line application
- Criminal background check and fingerprint clearance (\$40.00 processing fee)
- Mississippi License (if applicable)
- Resume'
- Social security card
- Driver's license

### **Expectations**

- Report to work when called
- Be professional in conduct
- Follow district policies and procedures
- Carry out the teacher's lesson plans
- Maintain discipline and control of assigned classroom
- Demonstrate a professional image in appearance and attire
- Report directly to the principal or his designee

Canton Public School District  
Office of Personnel  
403 East Lincoln Street  
Canton, MS 39046  
Phone: (601) 859-3089  
Fax: (601) 859-4023

Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.

Effective July 1, 2009, the Canton Public School District Board of Trustees provided for a wage adjustment for substitute teachers. Substitute teachers will receive per diem rates according to the chart below.

Definition	Per Diem Rate
Limited Service: Individuals who possess a Bachelor's or higher degree from a regionally/nationally accredited institution of higher learning, with or without a teaching license. A Limited Service Teacher replaces an employee who is absent from work for twenty (20) or more days and requires school board approval.	\$ 100.00
Individuals who possess a degree	\$ 85.00

**Note:** Substitute teachers are not eligible to participate in health benefits or the Employees' Retirement System. Wages are subject to Social Security and Medicare taxes.