

# Maryville City Schools Board of Education

Monitoring:

**Review: Biennially  
in March**

Descriptor Term:

## **Procedures & Guidelines Part-Time, Substitute, and Interim Teachers**

Descriptor Code:

**8.7.1**

Review Date:

**02/13/18**

Rescinds:

Last Revision:

Part-time positions may be approved by the Board of Education whenever needs justify only a part-time position, whenever part-time positions are necessary to retain high quality teachers, or whenever part-time positions increase the efficiency of the system.

Part-time teachers will receive a salary and benefits for which they would otherwise qualify in proportion to the percentage of the school day for which they are employed. (i.e., while a teacher employed for half time but less than 30 hours per week would not qualify for health insurance, they would receive compensation for five vacation days.) Part-time teachers will be responsible for extra duties assigned by the principal in proportion to the time employed. Part-time teachers would also be required to attend faculty meetings, serve on committees, attend committee meetings, and participate in inservice/administrative days as determined by the principal. In addition, part-time teachers will be required to attend parent-teacher conferences, open house and other public events in which all teachers are expected to attend unless excused by the principal.

Additional terms and conditions of employment will be included in a yearly employment contract. While such contracts may be renewed, the duration cannot exceed one year.

### **Special Conditions For Retired Teachers**

- A. Experience for part-time teaching may not be counted for additional retirement credit. (TCA 8-36-821 (8))
- B. Employment is limited to no more than the equivalent of 120 days. (TCA 8-38-821 (1))
- C. Teachers become eligible for part time employment sixty (60) calendar days after the retirement date. (TCA 8-36-821 (4))
- D. Sick leave and personal leave credits shall not be cumulative.
- E. Teachers will be required to enter into a one-year contract with the Board of Education.

### **Special Conditions for Job-Sharing in Elementary Schools**

- A. Job-sharing teachers would be required to plan and coordinate all classroom rules, routines, and procedures for continuity during the school day.
- B. Job-sharing teachers would be required to work as a team in evaluating students and reporting progress to parents.

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### **Certified Substitute Teachers**

- Less than or equal to five consecutive days in any one position = substitute pay rate
- After five consecutive days in any one position = two times substitute pay rate

### **Non-certified Substitutes**

Substitute pay rate for all days

### **Interim Teachers**

An interim teacher is one that is in a temporary assignment for more than 20 days. A certified interim teacher will be paid on the MCS teacher pay scale commensurate with his or her education level and experience. An interim teacher assigned to a position for 85 or more student days will be eligible for benefits.