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DEPARTMENT OF HUMAN RESOURCES

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DATE: March 14, 2018

TO: Building Principals

SUBJECT: SECONDARY EMERGENCY SUBSTITUTE PLAN

The following emergency plan has been reviewed and revised in order to cover classes whenever substitutes are unavailable from the Human Resources Department.

The steps listed below are not listed in any specific order. It is expected that you would rotate coverage among the faculty listed below.

1. Any teacher with a valid teaching certificate may substitute teach in any classroom.
2. Professional development that requires substitutes should not be funded by the general fund unless it has already been processed in the budget and approved by an Executive Director or the Superintendent. All professional development should be added to the District PD Calendar. However, any individuals attending professional development may be called back to the building when a substitute is not obtained.
3. The principal will coordinate the use of substitutes in his/her building to cover any vacancies.
4. The principal will try to coordinate his/her staff through special assignments with the voluntary cooperation of his/her staff.
5. Listed below are the individuals at the secondary level that may cover classes. Some of the individuals may not be certified for instruction. However, as long as they have 90 credit hours at an accredited college we can apply for a substitute permit and they would then be eligible to cover classes. The list below is organized alphabetically and there **is no specific rank order** to the list.

- Athletic Directors
- Coordinators
- Counselors
- Department Chairs
- ELD Specialists
- Graduation Specialists
- Media Specialists
- Principals and Assistant Principals
- Special Education co-teachers should only be used to cover for classes where they are normally assigned. Assigning them to other classes should only be done as a last resort.

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- Social workers, Psychologists, Speech and Language Teachers, and Student Services Liaisons if certified or if we apply for a substitute permit
- The use of non-certified staff to cover the lunchroom in order to free up certified teachers to cover classes.
- Any other release/duty hours. This includes, but is not limited to, 9th grade teacher leaders, co-op teachers during co-op hours
- Title One teachers should not be used unless it is an emergency situation. Teachers that are funded by both the General Fund and Title One should use the time under their General Fund responsibilities to cover classes.

Some additional options include the following:

- The principal may have to cancel classes in order to provide coverage. However, preparation time for teachers must be made up. It is recommended to use assembly release time, study hall or combining classes in order to make up preparation time among other potential options that are determined at the building level.
- If building administration is unavailable do to a specific responsibility, central office administration may be contacted to provide support. In addition, we have a few certified teachers at the district level that might be able to provide additional support on specific days during the week.
- Substitutes that are in your building may also be used to cover additional classes. Substitutes are not entitled to preparation time and we will pay them according to a full or half day of work. A Full day pay is anything above 3 hours and 15 minutes.

As mentioned this list is not in a priority order. The principal should rotate the assignments and may choose to have different portions of the day covered by different faculty members.