

# SECONDARY EMERGENCY SUBSTITUTE SHORTAGE PLANS

## \_\_\_\_\_ Emergency Substitute Shortage Plan

A Grid of Teacher Availability by prep period will be utilized to equitably address sub shortages in the building that may present on any given day. Teachers will be placed in alphabetical order on the on the grid and a rotation will be put into place so that each teacher will be "called up" to take turns providing substitute services. Each teacher will be given one "pass" per semester at which time the next person on the list for that period will be given the assignment. Passes may not carry over to the next semester. When a teacher uses her/his pass, she/he will not be asked to sub until her/his name is "called up" again according to the natural progression of the rotation. At the semester, the order in the alphabet will reverse to begin with teachers from the end of the alphabet (reverse alphabetical order).

In the event that there is a sub shortage involving a teacher who is at professional development the following protocol will be used. If the teacher is engaged in building professional development the teacher will be asked to return to her/his room and to teach her/his students. If the teacher is engaged in professional development at the CRC, the building will attempt to fill the vacancy using the Grid of Teacher Availability. In the event, there are more shortages than manageable, the teachers will be asked to return from the CRC to teach in their classrooms.

Additionally, as soon as possible the office manager will alert staff filling in for the vacancy via a phone call (at the very lease calling those covering periods 1, 2, 3). The office manager will also send an email notifying all staff to vacancies that are not filled along with the teacher who will be filling in each period. The office manager will closely track the rotation schedule for each period as well as the date each teacher uses their pass. Teachers may volunteer to sub on behalf of their "called up" colleague by notifying the colleague and office manager.

Grid of Teacher Availability						
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Blank Space