

ELEMENTARY EMERGENCY SUBSTITUTE SHORTAGE PLANS

Regarding: Substitute Shortage at _____ – Filling Open Positions that are not filled on a given morning or when a staff member needs to leave and no one is available ...

At _____, the following options will be considered in the identified order to fill a position that is unfilled at the start of the school day:

1. When a position is unfilled at the start of the school day, any available Emergency Certified Teachers in the building, or affiliated with the school, will be used to cover the class for that day.
2. If the math, ELA or EL coach have a sub, the sub will be pulled to work in the unfilled classroom.
3. If a certified teacher is planning to use a guest teacher for an assessment, the teacher will be asked to postpone the assessment to another day, if possible, and there is time on the timeline. The guest teacher will be reassigned to the open position.
4. Specialists and instructional coaches will be used on a rotating basis (Music, Library, PE, STEM, EL/ELA/Math coaches) to cover the class and the specialist class will be closed for the day with affected teachers losing planning but being compensated per contract.
5. If the certificated teacher whose position is unfilled is away at a voluntary district training, they will be directed and/or offered the opportunity to return to their regular assignment dependent on the availability of the training at another time.
6. If teams are willing to divide up students and take them into their classrooms, this idea will take precedence over rotating in specialists to cover classrooms.