

PERSONNEL

Substitute Employment

I. Substitute Teachers:

- A. Substitutes are to attend meetings which are required of regular teachers except when excused by the principal.
- B. Substitutes are to confer with the principal for any special help they may need when undertaking an assignment of long duration.
- C. Substitutes will not accept assignments from anyone except an authorized member of the Human Resources Department staff.
- D. Special procedures for substitutes will be provided by the building principal or designee.
- E. Adequate lesson planning is generally the responsibility of the absent staff member and plans will be provided the substitute.

II. The following guidelines relate to the use of classified substitutes in the event of classified employee absences:

- A. Food Services Department (including cashier positions): Substitutes are called by the Food Services Department. Substitutes are provided for all food services absences.
- B. Transportation Department: Substitutes for drivers and bus monitors are called by the Transportation Department when needed.
- C. Maintenance and Operations Department: There are no substitutes provided for absences of maintenance personnel. Custodial substitutes will be provided for all absences and are obtained by the Operations Department.
- D. Clerical: There will be no substitutes provided during processing, screening and hiring. Exceptions from this will need authorization from the appropriate assistant superintendent. Substitutes are called by the Human Resources Department.
 - 1. Office Managers: Substitutes provided on the first day of absence.
 - 2. Secretaries:

- a. Substitute provided on the first day of absence for the security secretary.
 - b. Substitutes provided with prior approval from the appropriate assistant superintendent for the following:
 - Annexes
 - ERAC
 3. Other school and central office staff: Substitutes provided with prior approval from appropriate assistant superintendent.
- E. Instructional Assistants: There will be no substitutes provided during processing, screening and hiring. Exceptions from this will need authorization from the appropriate assistant superintendent. Substitutes are called by the Human Resources Department.
1. District funded - Class Size, Flex, Library, Basic Skills, In-school Suspension Program
 - a. Class Size, Library Assistants, Basic Skills, In-school Suspension: Substitutes allowed on the first day of absence.
 - b. Others: No substitutes without prior approval of the assistant superintendent of curriculum and instruction.
 2. Categorically funded - Learning Assistance Program, Title I, English-as-a-Second Language
 - a. Substitutes provided on the first day of absence for the following:
 - 1) Learning Assistance Program and Title I at all middle and high schools
 - 2) English-as-a-Second Language at all schools
 - b. Learning Assistance Program and Title I at elementary schools - substitutes allowed with prior approval of the assistant superintendent of curriculum and instruction.
 3. Special Education

- a. Substitutes provided on the first day of absence for the following:
 - 1) Early Childhood Special Education (ECSE)
 - 2) Developmentally Disabled (DD)
 - 3) Deaf and Hard of Hearing
 - 4) Severely Behaviorally Disabled (SBD)
 - 5) Program for Academic & Vocational Enrichment (PAVE)
 - 6) Integrated Classroom (Special education students in regular education classroom, full day)
 - b. Substitutes provided on the second day of absence for Resource Room.
 - c. No substitutes allowed:
 - 1) Realistic Transition Program (RTP)
 - 2) Vocational Job Placement
4. Preschool and Childcare Center - Substitutes provided on first day as follows:
- a. Highline Day Care Center at Olympic Elementary School -substitutes called by site manager.
 - b. Satellite Day Care and ECEAP Program - substitutes called by the Human Resources Department.

Approved by the Superintendent: November 30, 1983

Revised by the Superintendent: October 8, 1992

Revised by the Superintendent: August 9, 2000