

## Substitute Procedures for Self-Contained Classrooms

When a teacher for a learning center or functional skills class will be absent from the classroom and requires a sub, the following are possible options:

1. Use the Sub Finder to obtain a certified teacher as a sub for the classroom. The teacher will usually assign a TA in the classroom, most times the FT TA, to be responsible for overseeing the classroom routines and procedures and assist the sub in the duties left by the teacher.
2. If the classroom has one or more PT TA's they could sub for the teacher on their off hours. This would provide the classroom with a full day of coverage in the teacher's absence. If the TA subs for the teacher they should be paid at the sub rate since that is the job they are filling.
3. Other PT employees at the school could be considered as a sub for the teacher.
4. If the teacher is going to be out for an extended amount of time it would be important to secure a long-term sub. Principals are welcome to work with the Special Education District Office to see if they may be able to help find a qualified individual.
5. If the teacher will be absent from the classroom for just a couple of hours, he/she may elect to not have coverage.

### Additional information

Full or part-time TA's cannot take personal leave and then sub for the teacher that is double dipping and against District Policy.

We need to watch the number of hours that any one individual subs in the classroom. Their total hours for the year cannot exceed 720 hours. Otherwise they will begin to accrue retirement and we do not have the budget to pay those costs.

According to HR certified subs are entitled to a preparation period. Special Education does not have the funds to pay for a sub to do the additional period. The school team needs to figure out the best time for the sub to take their prep.