

ADMINISTRATIVE REGULATION

No. 320

Board of Trustees Douglas County School District

PERSONNEL

EMPLOYMENT OF SUBSTITUTES

SHORT-TERM SUBSTITUTES

The following are positions for which short-term substitutes will be called, "Short-term" herein to mean a duration of five days or less for classified employees and 20 days or less for certified employees for absences for incidental illness, personal business, conferences, etc.

- Classroom Teaching Positions
- Reading Teachers
- Food Service Personnel
- Aide-Instructional
- Aide-Non-Instructional
- Gifted and Talented Teachers
- Media Specialists
- Special Education Aides
- Educational Interpreter/Tutor
- Bus Driver

The following are positions for which short-term substitutes will not be called. If it is known in advance that an employee in the positions listed below will be out for longer than five (5) days, substitute arrangements may be necessary. This regulation is open to appeal to Human Resources in cases involving unusual circumstances or workload.

- Administration – All Levels
- Librarian
- Speech/Language Pathologist
- District-Wide Specialists
- Classified Supervisors
- Teacher Assistant
- Student Safety Campus Monitor
- Custodian
- Information Technology Personnel
- Warehouse Manager/Delivery/Mail
- School Account Clerk
- Counselor
- Learning Strategist
- School Psychologist
- Health Services Nurse/Health Aide
- Secretary/Clerk
- Library Aide
- Maintenance & Grounds Personnel
- Mechanic – Equipment/Automotive
- Confidential Secretary
- Student Worker

The positions listed in this regulation are not meant to be all-inclusive. Administrators and supervisors are encouraged to recognize that certain other positions for which qualified substitutes cannot be found could possibly be covered temporarily in some other way.

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LONG-TERM TEACHING SUBSTITUTES

Long-term teaching substitute contracts resulting in increased salary over short-term substitute service will not be written until after the twenty day requirement has been fulfilled. The increased salary per day is not retroactive but begins with the twenty-first day of consecutive service in the same assignment.