

Proposed Changes to the Substitute Procedures

Regular Board of Education Meeting
January 27, 2023

Current Substitute Procedures

All substitutes are procured through the North County Coastal Consortium.

- District uses teacher substitutes for all vacant positions - teachers, instructional aides, and paraprofessionals.
- We prioritize classroom teaching positions and instructional aides when filling vacancies with available substitutes; paraprofessional vacancies are rarely filled.

Consortium Hiring Process:

- Substitutes who are hired through the Consortium go through the following vetting process:
 - **Application process:**
 - Current resume
 - Letter of introduction
 - Proof of teaching credential or sub permit
 - Two current letters of recommendation (preferably related to teaching)
 - **Interview:** After the application is screened, selected candidates are invited to come in for an in-person interview with the administrator in charge of the Consortium who is part of the HR team in Del Mar Union School District who report to an Assistant Superintendent for Human Resources.
 - **Onboarding process:**
 - Fingerprints cleared by the San Diego County Clearing House (DOJ); not FBI
 - Physical and drug test
 - TB clearance
 - Attend a new hire orientation - protocols and expectations of Consortium districts (Cardiff, Del Mar, Encinitas, Rancho Santa Fe, Solana Beach)

Current Substitute Procedures

Ways we procure substitutes:

- Staff report all absences through the Consortium's substitute system, Frontline, and a substitute is assigned if one is available. They are also asked to text Norberto.
 - Norberto fills the vacancy with either our two long-term substitutes, a substitute from a preferred list of substitutes, or the Consortium.
- Absences known in advance, e.g., professional development, medical procedures, are reported to Frontline to procure a substitute.
 - If a teacher has a preferred substitute, Norberto contacts the substitute and if he/she is available, he enters that name into the system.

What we do if we have unfilled vacancies:

- Certificated administrators cover classrooms
- Middle school teachers will cover a middle school class during their preparation period
- Intervention teachers may cancel groups at the elementary school to cover an elementary school classroom
- Electives may be canceled, if an elective teacher is ill
- Students may be split among teachers at a grade level or department (as a last resort)

New Proposed Substitute Procedures for Enhanced Safety and Security

■ Hire additional long-term, site substitutes.

- The number of long-term, site substitutes is currently 1 (one of the two site-substitutes was utilized to cover a maternity leave); we need to add an additional **five** substitutes to cover the majority, if not all, of the absences on a given day. This should be evaluated at the end of the year to determine the number that will be needed next school year.
 - Conduct additional vetting for long-term positions as follows:
 - Interview with RSF administrator
 - Reference checks
 - FBI Clearance in addition to DOJ
 - Classroom observation(s) by principals
- Any day or part of a day that a long-term substitute is not needed to cover a classroom, he/she will be placed in an area of need - extra help in primary classrooms, extra playground supervision, etc.

■ Develop a District list of preferred substitutes.

- Develop a rating scale for teacher and administrator use based on the following:
 - Substitutes who present professionally, follow substitute plans diligently, leave good notes for teachers, have a good rapport with students and teachers, are flexible with assignments, etc. would be placed on the preferred list.
 - Conduct additional vetting for preferred substitutes as described above.
 - Create a list of 15-20 substitutes
- Recruit additional substitute teachers that can be added to the list.
 - Advertise in Edjoin, Indeed, etc. Francis Leung will do the initial screening of applicants; set up interviews, etc.
 - Any qualified teaching applicants that aren't hired could be offered the opportunity to be a site substitute or preferred substitute.

■ Hire an additional paraprofessional.

- This paraprofessional would be used to cover paraprofessional vacancies, and/or provide additional supervision in key areas of the playground.
- This allows us not to use substitute teachers for one of the paraprofessional absences each day.

Cost to the District

- The daily cost of a substitute is as follows:
 - Regular substitute: \$180.00 per day.
 - Long-term substitute: \$195.00 per day. This amount is paid when a person is at the site for 10 consecutive days or more.

Additional costs:

- 90 days X \$15.00. X 4 substitutes =\$5,400.00
- The cost of a paraprofessional:
 - Approximately \$3,000 per month (with benefits)
 - 1 paraprofessional X 4 remaining months X \$3,000 = \$12,000.00

Additional Security Information

- **San Diego County Office of Education (SDCOE) Manages the Clearinghouse**
 - DOJ sends subsequent arrest reports, FBI does not
 - SDCOE distributes the arrest reports to districts the same day they receive them if serious, and calls any district listed as an employer
 - All districts get the complete list of employees, so we can see anyone in the Consortium
 - SDCOE distributes the arrest reports every two weeks

- **VisitU - Megan's Law Screening Added**
 - All substitutes go through VisitU on the first day of visiting site
 - All substitutes go through VisitU if they haven't been on our site in a week or more