

ADMINISTRATIVE REGULATION

No. 403

Board of Trustees

Douglas County School District

CLASSIFIED STAFF

SHORT-TERM SUBSTITUTES

The following are positions for which short-term substitutes will not be called, "short-term" herein to mean a duration of five days or less for absences for incidental illness, conferences, etc. If it is known in advance that an employee in the positions listed below will be out for longer than five days, substitute arrangements may be necessary. This regulation is open to appeal to Personnel Services in cases involving unusual circumstances or workload.

CERTIFICATED:

Administration - all levels
Counselor
Librarian
Reading Specialist
Speech/Language Therapist
Gifted and Talented Teacher
School Psychologist
District-wide Specialists
School Nurse

CLASSIFIED:

Supervisors
Secretary/Clerk - unless more than one are out, or a one-secretary operation
Clerical Aide
Teacher Aide - unless more than one are out or the aide is employed to work one-to-one with a special education student
Teacher Assistant
Library Aide
Security
Mechanic
Maintenance
Grounds
Health Service Nurse

This regulation is meant as a guide to encourage administrators and supervisors to consider actual workload requirements on any given day before assuming a substitute is imperative. The positions listed in this regulation are not meant to be all-inclusive. Administrators and supervisors are encouraged

ADMINISTRATIVE REGULATION

No. 403

**Board of Trustees
Douglas County School District**

CLASSIFIED STAFF

to recognize that certain other positions for which qualified substitutes cannot be found could possibly be covered temporarily in some other way.

[See Policy related to this Administrative Regulation](#)

Revised: 01/87
Revised: 09/90