

Emergency Substitute Teacher Coverage

In the event that the district is unable to cover all substitute teaching assignments that may arise on a particular school day, the following steps shall be implemented prior to directing the return to the district/building of a teacher who is on an applicable prearranged absence from their assigned duties:

- 1) Seek volunteers of part-time teachers in your building for subbing.
- 2) Seek teacher volunteers who will sub: (entitled to compensation as detailed in appendix A3 "Extra Assignment Compensation Schedule")
 - A. During their planning time
 - B. Transfer a portion of a teacher's students to other teachers in the building
 - C. By doubling up their classes
 - D. Non-classroom-type LSEA members (counselors, reading teachers, etc.)
- 3) Recall Teacher-In-Charge back to his/her classroom and reassign substitute teacher to uncovered classroom within building or within district.
- 4) Assign teachers to sub during planning time or non-classroom type of LSEA members (compensate per LSEA contract).
- 5) Seek the assignment of LEA Instructional Assistants who possess a Michigan Substitute Teacher Permit (must have educational transcript on file in Human Resources with 90 or more semester credit hours from a 4 year college/university to be eligible to substitute teach).
- 6) Assign building administrators from within the building.
- 7) Recall teachers from visitations.
- 8) Reschedule district meetings and/or workshops.
- 9) Recall teachers from conferences/workshops within the local area.
- 10) Recall teachers from conferences outside the local area.
- 11) Assign other available administrators within the district (Central, Special Ed., etc.)

The following teachers are not subject to Substitute Emergency recall:

- Teachers on student field trips
- Teachers on floating holiday
- Teachers using sick days (including funeral/bereavement)
- Teachers on jury duty/court appearances