



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 may be implemented. This is meant to be a framework rather than a lock step approach. Contexts and circumstances may require unique solutions.

- 1) Seek volunteers of part-time teachers in your building for subbing.
- 2) Seek the assignment of LEA Instructional Assistants who possess a Michigan Substitute Teacher Permit.
- 3) Seek teacher volunteers who will (compensate as detailed in appendix A3 "Extra Assignment Compensation Schedule" pay rate of \$26.14/hour):
 - A. Substitute teach during their planning time
 - B. Transfer the teacher's students evenly (20 students divided by 4 classrooms equals 5 students per classroom) to other teachers in the building. The principal of the school shall be involved in splitting up the classrooms with consideration given to behavior and academic levels.
 - C. Double up their classes with LSEA certified teachers only.
 - D. Absorb classroom responsibilities to teach lessons based on role in school (Non-classroom-type LSEA members), (counselors, reading teachers, etc.). Every effort should be made to rotate volunteers so there is shared equity. The intent is to not overburden a particular set of students or teachers, for example, special education, literacy teacher, math specialist, etc.
- 4) Recall Teacher-In-Charge back to his/her classroom and reassign substitute teacher to uncovered classroom within building or within district.
- 5) Assign teachers to sub during planning time or non-classroom type of LSEA members (compensate as detailed in appendix A3 "Extra Assignment Compensation Schedule" pay rate of \$26.14/hour). Every effort should be made to rotate assignments so there is shared equity. The intent is to not overburden a particular set of students or teachers, for example, special education, literacy teacher, math specialist, etc. The principal of the school shall be involved in splitting up the classrooms with consideration given to behavior and academic levels.
- 6) Recall teachers from visitations.
- 7) Assign building administrators from within the building.
- 8) Reschedule district meetings and/or workshops unless conference is paid for out of pocket.
- 9) Recall teachers from conferences/workshops within the local area unless conference is paid for out of pocket.
- 10) Recall teachers from conferences outside the local area.

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
- Personal days