

# INDEPENDENT SCHOOL DISTRICT NO. 1

## TEACHERS AS SUBS PROTOCOL

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### 1. Purpose

*Independent School District No. 1, along with the rest of the region, is experiencing a shortage of substitutes. At times, there are certified teaching positions that go unfilled for a portion of the day. Therefore ISD#1 has created a system where certified teachers may volunteer to fill those positions at their respective schools during their prep time.*

### 2. Guidelines

*Below are the guidelines in which teachers may fill an unfilled substitute teaching position:*

- 1. The District will continue to fill positions first using their substitute system already in place.*
- 2. Principals will monitor those unfilled positions via the substitute system as needed.*
- 3. Principals have a conversation with teachers and will create a list of teachers who are willing to volunteer their prep time in order to cover unfilled positions within their schools during their prep time. This is strictly volunteer and teachers are not required to give up their prep times.*
- 4. Prep hours are to be made up outside the contract day at the teacher's discretion.*
- 5. Teachers may only utilize their prep times to substitute at their own school.*
- 6. Pay will be based on the certified hourly rate to compensate for prep time done outside the contract day.*
- 7. Certificated employees only.*

### 3. Protocol

- 1. Substitutes will be first assigned as indicated below:*
  - A. District substitute management system*
  - B. Student interns as allowed by supervising universities*
  - C. Relocation of students within the building where supervision is present (i.e. library)*
  - D. Certified teachers within the building who have volunteered to cover during their prep*
- 2. Principals will be alerted by District Substitute Coordinator if there is an unfilled position.*
- 3. Principals will arrange subs based on volunteers within the school and make notations of these in the system.*
- 4. Teachers who sub will fill out the hourly form on the day prep was given and turn the form in to the principal for processing through the Business Office.*