

To: Superintendent Lawrence
Board Members

From: Julie Braun Martin
Assistant Superintendent, Personnel Services

Subject: Personnel Procedures for Long Term Substitutes

The process of procuring a long term substitute is initiated by a request from the teacher and/or the site administrator to Personnel Services indicating that the employee needs to take an extended leave. The leave may be due to an unexpected emergency or it may be an anticipated request for a leave such as a maternity leave.

In the event that it is an anticipated leave and the employee knows of the absence ahead of time, the teacher and/or the site administrator notifies Personnel Services of the anticipated leave. The teacher identifies in advance the substitute who will cover the position for him or her. If the teacher and principal do not have a specific candidate in mind, Personnel Services creates a list of possible substitutes who hold the appropriate credential and works with the site to hire a substitute in advance to cover the absence period.

Lists of appropriate substitutes who are fully credentialed are stored in our IFAS system. Our goal is to put a substitute holding the subject credential in place, so students have the most highly qualified candidate serving their needs. Personnel Services also maintains a database in Smart Find Express of those substitutes who prefer to work at specific sites and in specific subject areas.

If we cannot immediately locate someone with the appropriate subject credential, Personnel Services will select a substitute with a Thirty Day Substitute Credential to cover the absence temporarily. However, a Thirty Day Substitute must be removed at the end of thirty day period since their credential is limited. For example, if a chemistry teacher becomes ill and none of our substitutes holding a chemistry credential are immediately available, we may hire a Thirty Day Substitute initially and search for a candidate who can cover the situation on a long term basis.

Personnel Services monitors the Smart Find Express Daily Alerts for the purpose of identifying potential long term substitute positions arising from an employee emergency which may require an extended absence. Our staff also asks the site staff to notify us immediately if an employee has an emergency situation which may require an extended absence.

Before placing a long term substitute in a position, the staff must verify that the individual holds the proper credentials, is on active status in the Smart Find Express system, and in good standing. If there are any questions regarding the credentials of the individual, the Credential Analyst reviews the file and obtains any additional credential information that is needed to ensure that the individual is in compliance with credential requirements and can legally cover the position for an extended period of time.

Substitutes who work in our system are reviewed by the site administrators. Unsuccessful candidates receive notice of their unsatisfactory performance using the Form 2 document which is filled out by the site administrator noting the concerns and a review is conducted by the personnel administration to determine if the substitute should be inactivated and removed from the district lists.

When a long term substitute is needed for a specific subject area and there is no one currently available in the district, we try to expand our district pool by advertising on EdJoin for the specific long term position, by reviewing our recruitment list of candidates who have applied for permanent teacher positions and have not yet been hired, as well as by posting announcements on the Smart Find Express system.

RESPONSIBILITIES OF EVERY SUBSTITUTE TEACHER

1. All substitute teachers are required by the state law to file their valid California teaching credential/permit and all subsequent renewals with the Personnel Office.
2. Substitute teachers may **not** accept any teaching assignment with an invalid or expired credential/permit. **The district cannot issue a pay warrant to any substitute teacher who does not hold a valid California teaching credential/permit.**
3. Substitute teachers may only accept substitute assignments in accordance with the terms of their valid California credential/permit as determined by the state of California.
4. Renewals of credentials/permits, are the responsibility of the substitute teacher. To renew your credential/permit on-line, you may visit www.ctc.ca.gov . Once you receive your renewed document from the Commission on Teacher Credentialing (CTC), you are required to file your original document with the MDUSD Personnel Department.
5. The SmartFindExpress (SFE) system authorizes substituting teaching assignments for substitutes holding valid, not expired, credentials/permits, and provides job numbers for each assignment through its automated telephone or on-line system at 682-3453. In rare instances, a Personnel Services employee may arrange an assignment by directly calling the substitute teacher.
6. **If your credential/permit expires, SFE changes your status to inactive and you are not eligible to work as a substitute until you file your credential renewal is again on file in Personnel. The district cannot issue a pay warrant to any substitute teacher who does not hold a valid California teaching credential/permit.**
7. Each assignment written on the Substitute Teacher Time Report must have its designated job number and the signature of the site administrator. If you require assistance, you may contact the SFE Help Desk at sfehlp@mdusd.org or 682-8000, extension 4140 or 4139.

8. Substitutes must report to and remain at the work site for the **complete** half or full-day assignments in accordance with the times given by SFE. Compensation will reflect half or full day assignments only. In the event the regular classroom teacher returns to the classroom prior to the end of the substitute's assignment, the site administrator will be responsible for determining additional placements and duties. **Substitutes remain on site for the complete half/full workday as assigned, even if students are released early.**

9. You are on the same professional level as a regular teacher and you are expected to observe the same ethical codes. There may be "...many disagreements over methods - even disagreements as to the basic aims of education. These are healthy and lead to progress, but they belong in the profession. Individual criticism of another teacher or other schools destroys public faith in all teachers and schools. Nothing else so feeds the fires of public distrust."* Particularly desirable is loyalty to the school system and community. Gossip from school is inexcusable. "...loyalty to the profession is next after pride in the list of attitudes essential to effective teacher- public relations. Where praise seems impossible, silence is the rule."**
 - a. If a substitute is concerned about some practice at the school, the substitute should talk to the administrator in charge.

 - b. If a substitute engages an unethical practice, the substitute may be removed from the substitute list after having first met with the Director of Personnel.

*National School Public Relations Association, *It Starts in the Classroom*, p 8.

**Ibid.

State Of California
Commission on Teacher Credentialing
Box 944270
Sacramento, CA 94244-2700
(888) 921-2682
E-mail: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. This permit is valid for one year and is renewable. In order to employ individuals on an Emergency 30-Day Substitute Teaching Permit, the employing agency must keep a completed Statement of Need form (CL-505a) on file at their office for the duration of the school year.

Requirements for Initial Issuance

Individuals may submit their application packet directly to the Commission or through their employer. The application packet must include all of the following:

1. Official transcripts showing the conferral of a baccalaureate or higher degree from a regionally-accredited college or university
2. Basic skills requirement. See Commission leaflet CL-667, entitled *Basic Skills Requirement* for additional information.
3. Completed application (form 41-4), and, if not previously submitted to the Commission, a completed LiveScan receipt (form 41-LS). Out-of-State residents have the option of submitting two fingerprint cards (FD-258) in lieu of a LiveScan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
4. Application processing fee

Requirements for Renewal

Currently, individuals may either renew their Emergency 30-Day Substitute Teaching Permit online or submit a completed application (form 41-REN) and processing fee through their employing agency or directly to the Commission.

Effective October 1, 2009, all Emergency 30-Day Substitute Permits will only be renewable online. Paper applications received on or after October 1, 2009 will be returned to sender with a letter instructing them to renew online.

Period of Validity

Applications for initial issuance will be valid for one year beginning the date the application was received at the Commission or employing agency. Applications for renewal submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications for renewal submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or to the Commission.

Reference: Title 5, California Code of Regulations, Section 80025

CL-505P 7/09



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For credentialed substitute teachers accepting assignments outside their credential areas, service as a substitute is limited to no more than 30 days for any one teacher during the school year, except in a special education classroom, where the service is limited to 20 days for any one teacher during the school year.

The days of service do not need to be consecutive, but are counted cumulatively. (After 30 or 20 days of service for any one teacher, the substitute cannot take one day off and return to the same class for the remainder of the academic school year.)

For assignments longer than 30 or 20 days, other requirements for credentials may also apply. Placement in these long-term assignments must be approved by the Personnel Services Department.

DAY-TO-DAY SUBSTITUTES

Responsibilities and Procedures

1. As a substitute teacher, you are responsible for the students' conduct and safety in the assigned classes. When and if special problems arise, you should feel free to turn to the administrator for help. You should not feel that such a request for help is in itself a reflection upon your ability or that it will be so considered by the principal.
2. Remember that you set the tone for the day. Classroom management is very important. Students follow your lead. The first ten minutes in a room can set the stage properly or ruin your chance for success.
3. You are responsible for the full schedule of the regular teacher. This includes the classroom day, clubs, study halls, yard duty, and any special duties normally performed by the absent teacher. You are expected **to follow the lesson plans** of the regular teacher as closely as possible. You are invited to attend all faculty meetings, and is expected to attend specific meetings at the request of the principal or supervisor.
4. As a substitute teacher, you shall:
 - a. Meet with the principal (or designee) for orientation to the school policies and procedures such as: attendance, discipline, support system, schedules and any other pertinent policies for that school insofar as possible.
 - b. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans. If there are not, you should contact the office.
 - c. Maintain normal classroom routines and discipline procedures. The administrator should be contacted if a serious discipline problem arises.
 - d. Leave the regular teacher a report of work done in the plan book, especially if lesson plans have been altered.
 - e. Correct papers and list grades for the regular teacher.
 - f. Leave adequate notes regarding absences, transfers, new students, and new books ordered, books returned and student behavior.
 - g. Place detached chairs on desks after school in order to facilitate sweeping.
 - h. Leave the room as neat as possible at the end of the day.
 - i. Lock classrooms whenever you and the students are out of the room. If you are the last-session teacher, make sure that all windows and doors are locked. If the school has not issued a key, it is your responsibility to notify the office at departure.

5. If you accept an elementary substitute teaching assignment, you will be required to teach physical education instruction.
6. In your assignments as a substitute teacher, under no circumstances, will you:
 - a. Leave students unattended in classroom without the supervision of another certificated employee.
 - b. Release a student from school during school hours without written permission from the school office.
 - c. Leave money or valuables in the desk.
 - d. Resort to use of corporal punishment.
 - e. Criticize the regular teacher.
 - f. Dismiss class early/ahead of time.

NOTE: In secondary schools, a number of the above-mentioned duties are not necessarily the responsibility of the substitute teacher. Please check with the principal or the person to whom authority has been delegated for instructions.

SUBSTITUTING SIX OR MORE CONSECUTIVE DAYS IN ONE ASSIGNMENT

Responsibilities and Procedures

1. On the sixth day in the same assignment, you will assume all the responsibilities of the regular classroom teacher.
 - a. Check with the principal for explanations and clarification of duties and for a copy of the school handbook and rules.
 - b. Confer with the regular classroom teacher at end of substitute assignment.
 - c. Leave follow-up lesson plans for one day upon completion of assignment and any additional written reports deemed advisable.
 - d. Assist and work cooperatively with the regular teacher in assigning end-of-quarter grades.

MT. DIABLO UNIFIED SCHOOL DISTRICT

1936 Carlotta Drive

Concord, CA 94519

(925) 682-8000

REQUEST FOR LEAVE OF ABSENCE FOR MATERNITY

(Please complete and return to Personnel Services 60 days prior to the last day of duty)

Name _____ Social Security # _____ Phone _____

Address _____

Street

City

State

Zip

Assignment _____

Site

Grade/Subject/Dept.

Full or Part Time

I hereby request a leave of absence for maternity purposes. I have read Article 19.17 of the Contractual Agreement and understand its provisions.

My last day of duty will be _____ (date).

- I wish to use my accumulated sick leave during my period of disability. (Sick Leave is paid only in the event absence verifications are submitted each month, signed by employee and medical advisor, and routed through the supervisor in the usual manner.)
- I do not want to use my accumulated sick leave. (If sick leave is not used, employee will be placed in unpaid status).
- I wish to use Family Care and Medical Leave consecutively with Maternity Leave, for a total of 18 weeks. (Family Care and Medical Leave of Absence form must be submitted to Personnel. Dental and vision benefits will be paid by the district for the 12 weeks of Family Care Leave.)
- I plan to apply for an unpaid parental leave at the end of any disability period (maternity leave). A separate application must be submitted showing dates of unpaid leave. Employee may wish to continue vision and/or dental insurance coverage during an unpaid leave. Contact Risk Management (Ext. 4152) in regard to these plans. (The District only pays these premiums when employee is on active or sick leave status.)

I wish to continue my: Dental Insurance Vision Insurance

I do not plan to apply for an unpaid parental leave.

I plan to return to work on _____ (date).

NOTE: It is your responsibility to arrange for substitute coverage. Please call Substitute Services in Personnel, Ext. 4139, to receive credential approval of recommended substitute.

Employee's Signature Date

TO BE COMPLETED BY SUPERVISOR:

This employee has informed me of her request for maternity leave.

Supervisor's Signature Date

TO BE COMPLETED BY EMPLOYEE'S PHYSICIAN/MEDICAL ADVISOR:

For the reason of maternity, I anticipate the beginning date of disability to be _____, and the anticipated date of ability to return to work will be _____. Estimated date of delivery is _____.

Printed Name of Physician/Medical Advisor Signature Date

- Personnel _____
- Payroll _____
- School/Site _____
- Benefits _____
- Employee _____
- Sub Services _____
- IFAS _____
- History Card _____

Director of Certificated Personnel Date

Request for Long-Term Substitute Teacher Assignment

To request a long-term substitute teacher, please complete the information below. A **credential check** of the substitute teacher will be conducted to determine if the substitute has the proper credential on file in Personnel to be eligible for the assignment and substitute teach more than 30 days in regular education, or 20 days in special education. **All days worked previously in the current school year, for the permanent teacher, count towards the 30 day and 20 day limits. Once the limit is reached in the school year, the substitute teacher cannot leave the assignment for a day or a school break, only to return later in the same school year. Exceeding the limit would be in violation of T5 §80025, EC §56061(a), and Title 5 §80025.4.**

The information we require is as follows:

- 1) School Site
- 2) Name of the long-term substitute teacher you are requesting
- 3) Name of the permanent teacher who will be absent
- 4) Dates of the assignment/teacher's absence (e.g. August 28-December 15)
- 5) Details about the full assignment including grade level(s), subject areas, and any electives they will be teaching (e.g. first grade- ELL, 6th grade core, PE, Algebra, AVID, Special Ed- Mild/Moderate or Moderate/Severe, Mental Health Collaborative).
- 6) FTE and work schedule

School Site			
Name of Substitute Teacher			
Name of Absent Teacher			
Dates of the Assignment			
Assignment (subjects, grade level)			
FTE and work schedule hours	FTE:	Hours From to	Days of the Week

For HR Use Only:

Credential(s) required _____

Credential(s) on File in Personnel: _____

Eligible for Assignment? Yes _____ No _____

For further information, please contact Marsha Andersen at andersenme@mdusd.org or ext. 4139. Please return to Marsha Andersen, Certificated Substitute Services.



MT. DIABLO UNIFIED SCHOOL DISTRICT
 JAMES W. DENT EDUCATION CENTER
 1936 Carlotta Drive
 Concord, California 94519-1397
 www.mdusd.org
 (925) 682-8000

PERSONNEL SERVICES

SIGN-UPS BEGIN JULY 29, 2011

Dear Substitute Teacher Applicant:

Thank you for applying via Edjoin to become a substitute teacher in the Mt. Diablo Unified School District. Substitute teachers provide a valuable service to the students of our district and we appreciate your efforts in delivering a quality instructional program in the absence of the classroom teacher.

Your attendance is required at one of the following Substitute Teacher Orientations offered in the Board Room at the MDUSD District Office (Dent Center), 1936 Carlotta Drive, Concord, CA 94519. Please note: Food or drinks (other than water) are not permitted in the board room, but are allowed in the employee lounge.

Attendance is by appointment only. Limited space is available; please email Marsha Andersen at andersenme@mdusd.org to request the specific session you wish to attend.

Thursday, August 18, 2011	9 am to 12 pm
Thursday, August 25, 2011	9 am to 12 pm
Thursday, September 8, 2011	9 am to 12 pm
Thursday, October 6, 2011	9 am to 12 pm
Thursday, November 3, 2011	9 am to 12 pm

Thursday, December 1, 2011	9 am to 12 pm
Thursday, January 5, 2012	9 am to 12 pm
Thursday, February 2, 2012	9 am to 12 pm
Thursday, March 1, 2012	9am to 12 pm

For additional dates, see columns to the above right. Schedule may be subject to change.

Marsha Andersen, Personnel Specialist, will facilitate this in-service and is the designated contact person for certificated substitute service. The agenda for the orientation will consist of the following:

- An orientation to the Mt. Diablo Unified School District
- An orientation to the online/calling system
- Some Do's and Don'ts in Substituting
- Answer questions you might have
- Complete required paper work for payroll

Please bring appropriate items as listed on the page entitled "What to Bring to the Certificated Substitute Orientation".

Thank you for your interest in the Mt. Diablo Unified School District, and we look forward to meeting you.

Sincerely,

JULIE BRAUN MARTIN
 Assistant Superintendent, Personnel Services

MARSHA ANDERSEN
 Personnel Specialist-Confidential

FROM CONCORD TO DISTRICT OFFICE/ DENT:
 North on Willow Pass Rd. to Ashdale. Right on Ashdale.
 Right on Carlotta Drive.

FROM WALNUT CREEK TO DISTRICT OFFICE/ DENT:
 Highway 680 North to Willow Pass Rd exit. Take Willow Pass Road 3 mi. east
 To Ashdale. Turn right on Ashdale, then right on Carlotta Drive.