

# **Strategies for Responding to Substitute Teacher Shortages**

## **Protocol suggestions from Dakota County United Educators and Rosemount-Apple Valley-Eagan (ISD 196) Public Schools**

Below is a preferred protocol to use when we are unable to fill all teacher absences on a given day with substitute teachers. These are sequenced in order of preference.

### Elementary Schools

1. Recall teacher(s) who are attending in-district or out-of-district meetings to return to the building and reassign their substitute to the unfilled absent teacher's classroom.
2. Cover the classroom with licensed individuals not assigned to a classroom such as the principal, instructional assistant, another teacher or another employee (non-teacher) who is a licensed teacher.
3. Ask the teachers to cover the classes during their preparation period and timesheet them for the period at the rate listed on the Substitute and Temporary Wage Rate Schedule, which is currently \$17.23 per period. This would include a classroom teacher who teaches a specialist area such as a physical education class during their preparation period.
4. Distribute the absent teacher's students to the other grade-level teachers for the day. The other grade-level teachers would timesheet for the retiree substitute pay proportionally. (Example: If there are five (5) teachers on that grade-level team, the absent teacher's students would be absorbed into the classes of the remaining four (4) teachers....  $4 \times \$17.25 = \$69.00$  half-day substitute pay and  $4 \times \$30.00 = \$120.00$  full-day substitute pay.)
5. Please consult with the Elementary Education Director or the Human Resources Director prior to implementing any other options or strategies.

Be cautious when approving personal leave so as not to exceed the limitation of teachers using personal leave in the Master Agreement (Section 8.7.8 pg. 17)

### Middle Schools

1. Recall teacher(s) who are attending in-district or out-of-district meetings to return to the building and reassign their substitute to the unfilled absent teachers classroom.
2. Cover the classroom with licensed individuals not assigned to a classroom such as the principal, assistant principal, assistant administrator, another teacher or another employee (non-teacher) who is a licensed teacher.
3. Ask the teachers to cover the classes during their preparation period and timesheet them for the period at the rate listed on the Substitute and Temporary Wage Rate Schedule, which is currently \$17.23 per period.

4. Distribute the absent teacher's students to other teachers for the day. The other teachers would timesheet for the retiree substitute pay proportionally. (Example: If the absent teacher's students would be absorbed into the classes of two (2) teachers per period, each teacher would receive \$12 per period  $\{(\$120/5=\$24)/2=\$12\}$ . This rate is based upon the daily substitute rate in place at the time of the absence.)
5. Please consult with the Secondary Education Director or the Human Resources Director prior to implementing any other options or strategies.

Be cautious when approving personal leave so as not to exceed the limitation of teachers using personal leave in the Master Agreement (Section 8.7.8 pg. 17)

### High Schools

1. Recall teacher(s) who are attending in-district or out-of-district meetings to return to the building and reassign their substitute to the unfilled absent teacher's classroom.
2. Cover the classroom with licensed individuals not assigned to a classroom such as the principal, assistant principal, assistant administrator, dean, another teacher or another employee (non-teacher) who is a licensed teacher.
3. Ask the teachers to cover the classes during their preparation period and timesheet them for the period at the rate listed on the Substitute and Temporary Wage Rate Schedule, which is currently \$17.23 per period.
4. Distribute the absent teacher's students to other teachers for the day. The other teachers would timesheet for the retiree substitute pay proportionally. (Example: If the absent teachers students would be absorbed into the classes of two (2) teachers per period, each teacher would receive \$12 per period  $\{(\$120/5=\$24)/2=\$12\}$ . This rate is based upon the daily substitute rate in place at the time of the absence.)
5. Please consult with the Secondary Education Director or the Human Resources Director prior to implementing any other options or strategies.

Be cautious when approving personal leave so as not to exceed the limitation of teachers using personal leave in the Master Agreement (Section 8.7.8 pg. 17)