

### **Emergency Substitute Staffing Procedures**

When all other options have been exhausted, and only when absolutely necessary, instructional classified staff who work on a daily basis with children in support of instruction can be assigned to cover part or all of a school day as an emergency substitute teacher.

When this must happen, the instructional classified staff member serving as an emergency substitute teacher will be paid an additional 50 dollars over and above their regular daily wage for full-day coverage and 25 dollars over and above their regular daily wage for half-day and 10 dollars for any amount of time less than a half-day of coverage but more than 30 minutes.

During the period of time an instructional classified staff member serves as an emergency substitute teacher, they will be relieved from all of their regular work duties so they can focus on their work as an emergency substitute teacher.

The role of an emergency substitute teacher will be to supervise the students in the classroom and/or to implement the instructional plan provided by a regular classroom teacher.

To make this plan actionable, the Cañon City School District, at its own expense, will pay all costs related to securing a Colorado Department of Education One Year Substitute Authorization for all participating instructional classified employees, including offering employees time within their workday to complete the application process.

A building pool of qualified instructional classified staff members shall be created for each building. Instructional Classified staff who choose to and are approved to receive One Year Substitute Authorization will only perform those duties in the building they are currently assigned to.

Participation in the emergency substitute program shall be on a voluntary basis. However, all CCSD employees understand, as per their job description, that they can be assigned additional duties outside their regular scope of work, if absolutely necessary.

Choosing substitute personnel shall be based on what best serves the needs of the students. Building leadership should account for knowledge of technology platforms and current employee placement.

For a classified staff member to be assigned as an emergency substitute teacher, the following must first happen:

1. The Canon City School District must first attempt to secure class coverage by a person already on the approved certified substitute list. If doing so is not possible:

a. The school principal will declare a substitute emergency and assign a classified instructional staff member of the principal's choosing, that best suits the needs of the students, to cover the class.

b. The school principal will, to the greatest extent possible, spread such assignments out evenly among all classified instructional staff members, while doing all they can to avoid making use of tier 2 and 3 special education staff if at all possible.

2. Any classified instructional staff member who is not comfortable serving in the role of emergency substitute teacher can confer with their principal to express a desire not to be used in such a way. If the principal does not approve this request, the classified employee can appeal to the Canon City School District Director of Human Resources, or designee, to be relieved of such responsibility. There shall be no disciplinary action taken against an instructional classified staff member who expresses discomfort with being an emergency substitute.

3. Any non-instructional Classified staff member who wishes to serve as an emergency substitute may do so with the approval of the building principal. The building principal will recommend to the Human Resources Department that they also be allowed to apply for the CDE One Year Substitute Authorization.

4. Additionally, the District will offer to all classified staff professional development in how to manage student and full classroom behavior. The District will do all it can to make sure these opportunities are provided during the regular calendar year utilizing already set aside professional development time.