



SUBSTITUTE COMMONLY ASKED QUESTIONS

SUBSTITUTE TEACHERS/PARAPROFESSIONALS

We would like to take this opportunity to thank you again for all you do every day for our scholars. We are also taking this opportunity to provide information on commonly asked questions.

Q1) How are Substitute Teacher Assignments classified? *(see Article 23, Section 9K for complete definition)*

- a. **Daily Assignment** – A Daily Assignment is an assignment anticipated to last for **five (5)** or fewer school days. Assignment will not be permitted to use accrued sick time for any absence during a Daily Assignment.
- b. **Short-Term Assignment** – A Short-Term Assignment is a substitute teacher assignment anticipated to last a minimum of **six (6) to a maximum of 60** work days in the same assignment.
- c. **Long-Term Assignment** – A Long-Term Assignment is a substitute teacher assignment anticipated to last a **minimum of 61** work days in the same assignment.

Q2) What assignments are eligible to use accumulated sick time? *(see Article 23, Section 9K for complete definition)*

- a. **Daily Assignment** – not eligible
- b. **Short-Term Assignment** - Substitutes assigned to a Short-Term Assignment are permitted to use previously accrued sick time for any absence occurring after the fifth day of the assignment under the terms outlined in Article 21, Section 1.
- c. **Long-Term Assignment** - Substitutes assigned to a Long-Term Assignment are permitted to use previously accrued sick time for any absence occurring after the fifth day of the assignment under the terms outlined in Article 21, Section 1. In addition, a substitute in a long term assignment shall begin to accrue sick leave on the 61st day in the same assignment.

Q3) What assignments are benefits eligible? *(see Article 23, Section 9, Article 30, Section 1D, Article 30. Section 9 for complete definition)*

- a. **Daily Assignment** – not eligible
- b. **Short-Term Assignment** – not eligible
- c. **Long-Term Assignment** - Substitutes in Long-Term Assignments are eligible for health insurance as set forth in Article 30 Section 1(D) upon their 61st day of service in the same Long-Term Assignment as outlined in Article 23, Section 9 and Appendix A.

Q4) Where can I find Rates of Pay? – *(refer to Appendix A of the agreement between the District and the Cleveland Teachers Union)*

District and the Cleveland Teachers Union

Q5) What is the timeframe for Non-Reappointment/Reappointment? *(see Article 23, Section 9H for complete definition)*

Substitutes must be notified by June 1 of their non-reappointment for the ensuing school year. Those substitutes reappointed will be notified of their reappointment by June 30 of every year. Substitute teachers who have had a one (1) year or more lapse in service with the District must be interviewed, fingerprinted for a criminal background check, provide a valid teaching certificate/license, and complete all new hire forms.

Q6) How are Licenses/Permits renewals monitored? *(see Article 8, Section 2C for complete description and the Ohio Department of Education page - <http://education.ohio.gov/> for additional information)*

The District will monitor individual certification/licensure requirements, send timely notice to individuals specifying what they must do to renew their certificates/licenses. Individuals may also monitor their certification/licensure information via their account with the Ohio Department of Education at <https://safe.ode.state.oh.us/portal>

Substitute Handbook

You can view 24/7 the Substitute Teacher/Paraprofessional Handbook by:

1) www.clevelandmetroschools.org

2) Select Departments

3) Select Human Resources

4) Look in the middle of the page and you will find the link -

<https://www.clevelandmetroschools.org/cms/lib/OH01915844/Centricity/Domain/41//2019/SubTeacherParaHandbook2019.pdf>

