



WHEN SUBSTITUTE TEACHER, PARAPROFESSIONAL, SECRETARY ARE NEEDED

The following are guidelines provided for when to request a substitute teacher, para, or secretary. Please note: **Not all absences warrant the use of a Substitute.**

Important information to remember:

- Substitutes are utilized for **full days only**. **IF LESS THAN FULL Day**, enter no sub required.
- SmartFind Express (SFE) is the tool used to request a substitute.

WHEN SUBS ARE NEEDED	
Substitutes ARE Required	NO Substitute Required
Illness (full day)	½ Day Illness
Jury Duty	Report Card
Field Trip – IF portion of class remains in classroom	Parent Teacher Conferences
Special Privilege – MUST BE APPROVED IN ADVANCE (CBA Article 21, Section 6) UNDER STAFF BUTTON	“No Student” days
Leave of Absence	Early Dismissal
Professional Development (Principal Authorized)	Professional Development (when less than ½ day – PRINCIPAL to authorize)
	School Closures

Principal requests for substitutes:

Occasionally, principals may request a substitute for extra assistance in their building. Requests should be made directly to the sub center, or with your Talent Partner. Principal requested substitutes are charged to the school.

- School based Professional Development
 - The most effective instruction for students comes when their teacher is in the classroom. School based PD should be conducted during 100 minutes or on professional development days. When this is not possible, principals may request a sub. Subs can only be requested in full days.
 - Partial day professional development the, CMSD Administrator is responsible for internal movement between teachers to account for coverage of classes. Class coverage should be paid to teachers covering classes.
- Miscellaneous Time – IEP’s. (Contract provides for IEPs to be done as part of the teacher’s regular workload. Using a sub should be an exception.) Refer to CTU Agreement Article 23, Section 9(K).
- Open Position/Vacancy – When a position is open, work with your talent partner to select a qualified sub for your position. We encourage you to recommend a person for the position, as the CBA assigns subs by seniority and not by certification.

Many times, a principal or teacher would like a **specific individual** to be their substitute. This is called a “**Specified**” substitute.

The specified substitute’s name (or ID) **must** be entered at the time the absence is entered in SFE or requested from the substitute coordinator.

All Specified Sub assignment acceptances are TIME SENSITIVE

There are two (2) ways a substitute can accept a Specified Sub assignment:

1. Sign onto SFE and view “red” box (click to accept assignment)
2. Receive phone call from SFE to accept assignment

When specified sub absences are entered

- SFE calls out Monday –Friday mornings from 5:00 am to 10:00 am for assignments for the **current day only**.
 - SFE Calls out Sunday –Friday evenings 5:00 pm to 10:00 pm for **next day and future absences**.
1. SFE will call and notify the “**specified**” substitute each morning and evening, starting 10 days prior to the assignment for them to answer and accept.
 - a. **Best Practice:** Tell the specified sub to log in and accept the assignment. If you have entered the sub request into SFE, it should be available immediately for the sub to accept.
 - b. *A specified sub must be entered at time the assignment is created or they will not receive a call, an assignment number or potentially know to report.*
 - c. If the specified sub has not answered the call or accepted by 8:00 pm the evening before the assignment, it will begin to call all other substitutes in the pool to fill assignment.
 - d. If a substitute reports without accepting the assignment and another substitute accepts it and reports, the one with the job number gets first priority in the assignment unless otherwise agreed between all parties.
 2. If absent for multiple days (including LOA), enter all anticipated time off so consistent sub is in front of the classroom/office.
 3. If absence dates change from initial submission, contact Sub Center prior to the last day (> 24 hours wherever possible).