

Classroom Substitute

Procedure:

If the Lead Teacher is absent: The Teacher Assistant from the same classroom will fill the teacher's role, if qualifications and experience in the position allow. The criteria is noted below.

If it is determined that the Teacher Assistant is unable to substitute, the assigned Program Manager will assign a qualified Teacher Substitute from our substitute pool, assign someone qualified from another site in the geographical area, or may be responsible for the teacher's role as needed.

If the Teacher Assistant is absent: The Teacher and Program Manager will determine if a substitute is needed. A classroom ratio of 1 to 10 must always be always maintained and qualified staffing must be ensured.

If the Classroom Assistant is absent: the Teacher and Teacher Assistant will need to complete the Classroom Assistant's duties. If additional support is needed, the Teacher will contact the Program Manager to discuss the situation. If the need for a third member of staff is determined for the individual classroom, every effort will be made to find a substitute.

If efforts were made and we are unable to provide a Substitute Teacher, the program will follow the Minnesota-DHS-Rule 3 Childcare Licensing qualifications for the position.

In the event of a classroom teacher requiring a long-term leave of absence, beyond ten (10) consecutive working days, the position may be posted for a temporary replacement. Since a qualified teacher is necessary to keep a classroom open the following order will be used to determine who will fill the teacher's absence:

1. At a minimum, a CDA qualified Teacher Assistant with at least 1,560 hours as assistant teacher, aide, or student intern. The CDA qualified Teacher Assistant will be subject to the criteria noted below. To minimize program disruption, they must be from the same site the classroom teacher is taking a long-term leave of absence from. The agency hiring process will be conducted for any posted positions.
2. If a CDA qualified Teacher Assistant does not exist at the same site as the classroom teacher who is taking a long-term leave of absence or is unable to take on the responsibility, the position may be posted for temporary replacement considering both internal and external applicants to fill the position. The agency hiring process will be conducted for any open positions including interviews and reference checks.

This determination will take into consideration the length of service with the agency, job performance, job experience, qualifications and education/certification, and geographic area.

Compensation

When an employee works in a higher paying job, the employee shall be paid at the higher rate of pay for all work in that position. It must be pre-approved by the Manager and Department Director.

The employee moving into the teacher's role for at least ten consecutive working days will be compensated. This increase will be in the amount of \$3.00 per hour for a qualified Teacher Assistant working as a Teacher. These increases will be paid for all work performed through the payroll classification only. Normal activities will remain at the rates for the individual employee.

The procedure is effective as of August 19, 2024.