



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7293

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **4-01-68**

SUBJECT: **Substitute Procedures for Districtwide Emergencies**

REVISED: **11-08-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing emergency utilization of personnel other than certificated substitutes as teachers when a shortage of qualified substitutes exists as a result of citywide epidemics or other crises.
2. **Related procedures:**

School or site closure/early dismissal of students	5003
Withdrawal of services by employee	8450

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-3000, J-8500.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Emergency procedures** (outlined in D.) will be in effect only upon notification by instructional leader that a critical shortage of qualified teacher substitutes exists. Such procedures may be in effect for a specified period of time *or* until canceled.

D. IMPLEMENTATION

1. **Human Resource Services Deputy Administrative Officer** notifies the superintendent that substitute service has reached a critical stage and that many substitute requests will be unfilled because of unavailability of qualified substitutes.
2. **Superintendent** notifies appropriate division heads to implement emergency plans for substitute service as outlined below.
3. **Deputy Chancellor** notifies instructional leaders and principals that emergency substitute teacher procedures are in effect for specified period of time *or* until canceled.
4. **Principals**
 - a. **Phase I:** Cancel inservice programs and other non-illness demands on substitute service.

- b. **Phase II:** Combine classes whenever educationally sound.
- c. **Phase III:**
- (1) Contact and notify the following personnel that they may be utilized as substitute teachers during the emergency period:
- | | |
|--|---|
| Elementary | Secondary |
| Vice principal | Vice principal |
| Resource teacher | Resource teacher |
| Counselor | Counselor |
| Librarian, <i>if properly credentialed</i> | Head counselor |
| Other certificated nonclassroom personnel assigned to school | Nonclassroom assignment periods of regular teachers (testing, A-V, and inschool resource) |
| | Librarian, <i>if properly credentialed</i> |
| | Other certificated nonclassroom personnel assigned to school |
- (2) When state of emergency is declared, utilize personnel in D.4.c.(1) as substitute teachers *before* calling the Human Resource Services Division to request substitutes.
- (a) When specific categories or priorities are not clear, contact instructional leader for assistance.
- (b) Reschedule canceled inservice programs for later date.
- (3) Call the Human Resource Services Division to request additional substitutes, if needed.
5. **Central Office Division Heads.** Provide the Human Resource Services Division with listing of all certificated personnel below level of director/department head for possible assignment to schools (supervisors, coordinators, principals on special assignment, and resource teachers). *Listings should be in descending priority order with persons to be assigned last at top of lists.*
6. **Instructional Leaders.** When substitute needs cannot be met (D.4.), may contact the Human Resource Services Division for availability lists (D.5.).

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7. **Deputy Chancellor.** If there is no predetermined date for terminating emergency procedures, notifies schools to return to regular certificated substitute procedures after recommendation from the Human Resource Services Division.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education