

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Child Development and Health	PC Approval Date: 1/18/18
Title: Substitutes	Updated: 11/3/17
Policy #: HS-77	NI Board Approval: 9/12/19
Forms Required: Request for leave Form	
Performance Standards: 1306.21/Sec. 648a of the Head Start Act	Page 1 of 2

Policy: All of NeighborImpact Head Start & Early Head Start Staff must meet the qualifications set by the Head Start Act, originating from the *Improving Head Start for School Readiness Act of 2007*, in order to ensure that quality services are being delivered each day.

Purpose: NeighborImpact Head Start & Early Head Start is committed to delivering quality educational services to children and families. In the event of an absence of a Teacher Advocate or Assistant Teacher, NeighborImpact Head Start & Early Head Start will provide a qualified substitute, Assistant Teacher or Teacher Advocate to fill the vacancy until the Primary Teacher Advocate or Assistant Teacher can return. This will ensure that qualified staff will be in the classrooms teaching children which supports creating consistency at the sites, while meeting performance standard regulations.

Procedure:

Unplanned Absence for Teacher Advocates (TA) (maximum two days):

1. The TA with the unplanned absence is responsible for calling the opposing class TA asking them to teach in both the AM and PM classrooms. The TA with the unplanned absence is responsible for contacting their supervisor and communicating the outcome.
 - A. Each time this occurs the supervisor will track the days taught by the opposing TA. The TA with the absence will cover class time for opposing class TA to return lost office time when requested. This day will be approved and decided with Supervisor ensuring that it meets the needs of the site.
 - B. In the event the unplanned absence exceeds two days, the Supervisor will contact the Regional Coordinator and a qualified substitute will be placed in the classroom.
2. Midday TA with an unplanned absence is responsible for contacting their supervisor.
 - A. The Supervisor will contact the Regional Coordinator. The Regional Coordinator will review the substitute list and enlist a substitute to fill the position.
 - B. The Assistant Teacher will take the lead, and the Regional Coordinator will place a teacher advocate qualified substitute.

Unplanned Absence for Assistant Teachers (AT) (maximum two days):

1. The AT with the unplanned absence is responsible for calling the opposing class AT asking them to assist the teacher in both the AM and PM classrooms and calling their Supervisor and communicating the outcome.
 - A. Each time this occurs the Supervisor will track the days taught by the opposing AT.
 - B. In the event the unplanned absence exceeds two days, the Supervisor will contact the Regional Coordinator and a qualified substitute will be placed in the classroom.

3. Midday AT with an unplanned absence is responsible for contacting their supervisor according to the Union contract.
 - A. The Supervisor will contact the Regional Coordinator. The Regional Coordinator will review the substitute list and enlist qualified substitute to fill the position.

Unplanned for Center Aides:

1. The Center Aide with the unplanned absence is responsible for contacting their Supervisor.
 - A. The Supervisor will contact the Regional Coordinator. The Regional Coordinator will review the substitute list and enlist qualified substitute to fill the position.

Temporary Planned Leave (1-5 days):

1. Request for leave form will be filled out and submitted to their supervisor for time off requested. Prior to approval the supervisor will work with the Regional Coordinator to enlist a qualified substitute to fill the position.
 - A. When a TA is needed, the Assistant Teacher will take the lead to create consistency within the classroom. The Teacher Advocate will support the Assistant Teacher in what needs to occur to ensure that the days are appropriately planned and prepared in advance. (Please refer to Lesson Planning Policy and Procedure).
 - B. If the Assistant Teacher is Teacher Advocate qualified they will receive substitute assistant teacher, teacher qualified rate of pay.

Leave (reference section D of the NeighborImpact employee handbook and your union contract):

1. If a staff member goes on a leave, the Supervisor and the Regional Coordinator will work together to develop a plan on how classroom coverage will occur. A temporary hire will occur and the substitute covering the role must meet the qualifications set forth in the applicable job description. Once the substitute is chosen the Regional Coordinator will PAN (Personal Action Notice) the substitute into the temporary position and transfer supervision to the Supervisor. When the leave is complete the Regional Coordinator will PAN the substitute back onto the substitute list.

Unable to employ a substitute:

1. If a substitute is not available, the Supervisor is responsible for teaching in the classroom until the employee is able to return to work.
 - A. If the Supervisor is not available the Regional Coordinator or other Head Start qualified staff will be responsible for teaching in the classroom.
 - B. In the event that a Head Start qualified staff is not able to substitute, the Associate Director of Education & Quality will decide whether class will be shut down for the day. It is one of NeighborImpact's philosophies that a quality preschool program is provided for children and families enrolled, which means we must have qualified staff in the classrooms at all times. A make-up day will be added to that particular class to ensure required class days are being met per our program requirements.