



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Identification and Evaluation of Preferred Substitute Teachers to Ensure Quality and Consistency of Classroom Instruction

NUMBER: REF-5650.0

ISSUER: Deborah Ignagni, Assistant Chief Human Resources Officer
Certificated Employment Operations

Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: November 30, 2011

PURPOSE: The purpose of this Reference Guide is to comply with the Office of Civil Rights/LAUSD Agreement to Resolve regarding substitute teachers. It provides information regarding the identification and assignment of preferred substitute teachers by school principals and classroom teachers, and to call attention to the revised LAUSD Policy Guide A5 regarding the assignment of substitute teachers. This Reference Guide does not replace existing District policy or language contained within the LAUSD/UTLA Collective Bargaining Agreement.

MAJOR CHANGES: None

INSTRUCTIONS: I. Identifying and Requesting Preferred Substitutes

ROUTING
All Schools and Offices

To ensure that classroom instruction continues at the highest level of quality and consistency during the absence of a regularly assigned teacher, it is imperative that principals and teachers develop a list of preferred substitute teachers who will be called when a regular teacher will be absent from his/her assignment. Substitute teachers should be identified based on their credentials and subject matter expertise, and the quality of prior service to the school community.

Each school year, a list of preferred substitutes must be developed by the principal with the input of classroom teachers. This list is to be maintained in the school office and is to be distributed to all classroom teachers. The list must contain the names, employee numbers, telephone numbers, and credentialed subject areas of substitute teachers. In the event of a teacher absence, teachers and school staff may call the Subfinder system to request the assignment of a specific preferred substitute teacher. It is recommended that the substitute teacher be contacted directly to confirm his/her availability for the period of the teacher absence prior to making the request in Subfinder.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

II. Evaluating Substitute Teachers

School site administrators are encouraged to provide information regarding the quality of the service of substitute teachers by submitting the Substitute Teacher Commendation Report or the Inadequate Service Report as appropriate. Links to these reports are contained in the Related Resources section found below.

Substitute teachers serving in extended assignments for 20 days or longer shall be evaluated by the school administrator. Form 1022 is to be used to evaluate extended substitute teachers and may be accessed online in the Certificated Performance Evaluation (Stull) System. Please remember to complete the evaluation by clicking “submit” at the end of the form.

RELATED RESOURCES:

LAUSD Policy Guide A 5: *Day to Day Substitute Information* is available online at http://www.teachinla.com/hr_forms.html#personl_polic_guides.

LAUSD *Certificated Substitute Teacher Commendation Report* is available online at <http://www.teachinla.com/forms/substitute/hrf1081.pdf>.

LAUSD *Certificated Substitute Teacher Inadequate Service Report* is available online at <http://www.teachinla.com/forms/substitute/hrf1079.pdf>.

LAUSD/UTLA Collective Bargaining Agreement, Articles X and XIX.

ASSISTANCE:

For assistance or further information please contact the Certificated Substitute Unit at (213) 241-6117 or by email at subdesk@lausd.net.