

Entirely New Policy to be Coded in NSBA System:

Support Staff as Substitutes

When a substitute cannot fill a support staff position vacancy or absence, it may be necessary to place an existing staff member in the position on a temporary basis. All attempts shall be made to implement a solution which minimizes disruption and is in the interest of the greatest number of students. In an ongoing vacancy situation, the site's top priority shall always be to fill the vacancy.

Each principal or other supervisor shall annually develop a plan for coverage in the event that a substitute is not available. Such plan must be developed through collaboration of the administration and representatives of the support staff. Each member of the support staff will be invited to participate in the development of the plan. A copy of the plan shall be given to all support staff and any affected certificated staff members. A copy shall also be sent to the Amphitheater Education Association president. The plan shall include:

- A description of the efforts to invite staff to participate in the development of the plan and a list of participants, if any;
 - Voluntary participation by support staff members;
 - Mandatory assignment, where necessary, of support personnel;
 - Method of assigning substitute duty on a rotating basis, whether the assignment is voluntary or mandatory;
 - and Provisions to ensure that federally funded or other mandated programs, e.g. special education, Title I, ELL, are impacted to no greater extent than any regular education program.
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