

Substitute Teaching Addendum to the STA-SUSD Fall 2020 Distance Learning MOU of July 28, 2020 (all effectual dates, limitations & expiration to parallel that MOU)

Item 7 as it reads in the MOU:

7. *For the distance learning model, substitute work shall digitally parallel traditional responsibilities to the greatest extent possible. Content or lesson plans remain the purview of the teacher, while the substitute shall be responsible to host, manage, and guide students, take attendance, etc.*

Item 7 to now read as follows:

7. During the period of distance learning and/or hybrid models, substitute work shall digitally parallel traditional responsibilities to the greatest extent possible. Content or lesson plans remain the purview of the teacher, while the substitute shall be responsible to host, manage, and guide students, take attendance, etc. SUSD will follow a typical approach to employing substitute teachers when full time teachers of record are absent. For the purposes of this section, extended-term (19+ days) and long-term (6-18 days) substitute assignments are each considered the “teacher of record” regarding lesson plans, rostered students, etc.

a. Teacher Absences

Substitute opportunities will continue to be posted and selected via our Absence Management system.

Each teacher of record shall facilitate substitute teacher access to lesson plans, virtual teaching platforms and connection with enrolled students. Such access shall be accomplished by equipping one designated site administrator (or designee) with co-teacher access to a digital “substitute teacher classroom” that incorporates current student rostering, a mechanism for connecting with the rostered students, and lesson plans (to include any materials the substitute would need to conduct the lesson plans).

This access is in no way intended to allow the administrator, nor anyone other than the teacher of record, to alter digital classroom content including lesson plans or student grades, and doing so would be in violation of this MOU item.

In fulfillment of contract section 3.9 (last paragraph), full time teachers will ensure that their annual emergency substitute plans are digitally available to the designated site administrator (or designee) in case the teacher becomes unavailable to post current lesson plans for an unexpected absence.

b. Substitute Teacher Duties

Prior to selecting substitute teaching opportunities during a distance/hybrid learning context, substitutes will have access to both pre-recorded and real-time virtual trainings that prepare them for the experience of virtual instruction. Upon completion of said training, substitute teachers will be compensated at an hourly rate (equal to their per-period rate) for undergoing the training.



