**TO**: Elizabethtown Board of Education

**FROM**: Cora Wood, Director of Personnel

**SUBJECT**: Recommendation to Institute Classified Substitutes (Approve Job Description and Pay Rate)

**DATE**: November 2, 2012

From time to time, it is necessary to employ a substitute for a classified employee. When an instructional assistant is absent for one day or so, we try to cover the loss of personnel by rotating and altering schedules for other assistants. However, there are some circumstances when this isn’t possible. (Example: A special education instructional assistant has been away on long-term medical leave; the district had to hire a substitute certified teacher to replace the assistant. However, instead of receiving pay according the substitute teacher pay scale, the person is paid at the rate of a non-experienced assistant.)

Some of our certified substitute teachers have agreed to serve as a substitute for an assistant, but they really don’t like to do this for an extended period of time. They make less money per hour working as a substitute assistant. Another problem with this practice is its impact on our payroll department. We don’t use an automated payroll system. Much of the calculation of payroll and benefits is done manually in this district. As a result, when you have an employee who’s worked both as a certified and classified employee during the school year, it’s somewhat problematic in June to rectify all the retirement calculations. When the substitute worked for a certified staff member, they paid certified retirement. When the substitute worked for a classified employee, they paid classified retirement. It’s not impossible to calculate, but it’s very tedious and very time-consuming labor.

I would like to recommend that our district begin employing classified substitutes. Other districts in our area are already conducting this practice. There are many fabulous candidates for employment who have an associate’s degree, successful completion of the Kentucky Paraeducator Examination, or 48 college credit hours over a two-year period of enrollment in higher education. They would be qualified to serve as a substitute for an instructional assistant.

If you approve, these employees would be selected through a process similar to that for substitute teachers. Their pay would be set at the hourly rate of an Instructional Assistant with zero years of experience (presently $9.51 per hour).

Substitutes would only be called for the absence of Kindergarten IA’s (required by statute) and those substitutes that the superintendent determined to be in absence long enough to require substitute employment. The superintendent would determine when the absence of the classified employee has created a hardship on the students and the school. Principals would contact the superintendent to request this coverage and his approval to hire a substitute. Because district funding is used to finance this employment, it requires superintendent approval.

A proposed job description for the position is attached for your review. Elements of it were taken from the current EIS job description for Instructional Assistants as well as the Kentucky job description for instructional assistants.

Your approval of this recommendation would be greatly appreciated.

(FYI: For clerical and custodial employees, the superintendent usually authorizes Ms. Morgan to contract temporary service from a local employment agency. This service wouldn’t work as well for a substitute Instructional Assistant.)