

Allen County Schools

Emergency Non-Certified School Personnel Program Application

The Allen County Board of Education approved on November 21, 2022 to submit a written letter of application for participation in the **Emergency Non-Certified School Personnel Program**.

Allen County School District is in desperate need of qualified substitute teachers. We have experienced a hardship in recruiting and retaining qualified substitute teachers. If approved to participate in The Emergency Non-Certified School Personnel Program will help lessen the stress on other school personnel.

Please accept a letter of application for Allen County School District written to participate in the **Emergency Non-Certified School Personnel Program**. The letter includes the supporting documentation required by the Educational Professional Standard Board for consideration of approval.

1. The number of teaching days not filled with an appropriately certified teacher or appropriately certified emergency substitute in the preceding year;

Absence Monthly Summary Report

Month	Filled positions	Unfilled positions
August 2021	191	123
September 2021	184	229
October 2021	170	103
November 2021	169	135
December 2021	106	77
January 2022	185	233
February 2022	219	141
March 2022	290	135
April 2022	194	115
May 2022	163	43
August 2022	191	71
September 2022	296	116
October 2022	241	89

TOTAL	2599	1610
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2. The extent and anticipated usage of emergency school personnel;

Emergency substitutes will be used to fulfill certified teacher and paraprofessional vacancies. Allen County Schools uses Frontline Absence Management Program for absence tracking and to contact substitutes for teacher vacancies. If approved the non-certified emergency substitutes would be placed as a secondary option on the call list. The non-certified emergency substitutes would be called after all Certified substitutes are unavailable to fill the vacant positions.

3. A plan to eliminate the need for emergency school personnel in the future;

Allen County School District will continue to recruit certified substitute teachers to the district by utilizing; Job fairs, online employment recruiting platforms, such as Indeed, Zip Recruiter and LinkedIn. We will network our job openings on Twitter, Facebook and Instagram. We will advertise in the local newspaper and on the Allen County School District website.

4. The steps taken by the district to recruit and retain emergency certified personnel;

Allen County School District will continue to recruit certified substitute teachers to the district by utilizing; job fairs, online employment recruiting platforms, such as Indeed, Zip Recruiter and LinkedIn. We will network our job openings on Twitter, Facebook and Instagram. We will advertise in the local newspaper and on the Allen County School District website.

5. The recruitment of persons with a high school diploma (or its equivalent), age 25 or over, except an individual enrolled in an approved teacher education program who may be less than 25 years old;

Allen County Schools will use all advertisement avenues (newspaper, district website and social media) to explain the part-time opportunity that is available for the emergency substitute positions. We will also continue to reach out to retired certified and classified employees.

6. Recruitment of parents or paraprofessionals assigned to the school (the EPSB does not encourage the use of instructional assistants assigned to other classrooms, since regular

classroom teachers are relying on these assistants to be available to them);

Allen County will reach out to retired paraprofessionals or parents that would be eligible for this opportunity that are not already committed as volunteers in our schools.

7. A detailed outline of a minimum 18-clock-hour orientation program including emphasis on student safety, district policies and procedures; districts may develop their own.

1. 6- hour Instructional Technology- how to access and use the current technology programs in our schools and support students virtually, if needed.
2. 3-hour Allen County Induction Substitute Training: This training consists of reviewing procedures for Allen County Schools, the Substitute Employee Handbook
3. 1- hour Complete the Substitute Online training course through STEDI.org
4. 2-hours Active Shooter Training
5. 2-hour Confidentiality Training Part #1 and #2
6. 2- hour Seclusion and Restraint training Part #1 and #2
7. 1 - hour Recognizing and Reporting Child Abuse and Neglect
8. 1- hour Bloodborne Pathogen training

8. An outline of the district screening process, including the required criminal record and reference check.

1. Applicant completes application
2. Application is reviewed
3. Applicant completed background check, CAN check.
4. If everything is clear, the applicant is given the employee paperwork to complete
5. Applicant completes required state trainings

Please let me know if there is additional information needed. You can contact me at joseph.cosby@allen.kyschools.us or 270-618-3181.

Sincerely,

Joseph Cosby, Director of Human Resources
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