

## **SOUTHWEST HRA HEAD START**

**Section:** Early Childhood Development  
**Subject:** Use of Substitute Assistant Teachers  
**Revised:** July 6, 2004; February 2010

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### **REGULATION REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.52(g)(3)

### **POLICY:**

When a member of the Head Start Teaching Staff must be absent from the classroom, she will make contact with a substitute to secure a substitute assistant in the classroom. If a Head Start Teacher or Assistant Teacher knows that she is going to be on extended leave (a week or more), arrangements for a Substitute **MUST** be approved by the Assistant Director for Early Childhood Development or Head Start Director.

### **PROCEDURES:**

1. By the end of each program year, the Teaching Staff will submit names of possible substitutes to the Director for Early Childhood Development.
2. The AD/ECD will make contact and secure applications from these possible substitutes.
3. The Assistant Director/ ECD will screen these applications to establish a Substitute Assistant Teachers List. A revised list of all substitutes, their addresses and telephone numbers will be distributed to all classrooms each year during Pre-Service Training. When staff need a substitute, they will call individuals located in their own county or neighboring county. These substitutes will make the choice of whether to travel to the various locations or not (no mileage will be paid to substitutes).
4. The Substitute Assistant Teachers will receive training by the ECD Staff using information in the Southwest HRA Head Start New Staff Training Handbook and "A Training Series for New Child Care Teachers—First Steps" (video required by DHS). These substitutes will receive a certificate for four hours SWHRA training and another First Step Certificate. They will be required to get a physical which includes a TB skin test and a drug test. This process will be completed before working in a classroom with children. Also, all substitutes must be scheduled for fingerprinting and criminal background and the program must receive a letter stating eligibility before the substitute can work in any classroom with children. The program must also secure documentation of employee's absence from the Tennessee Abuse Registry.
5. If a Head Start Teacher is absent, the Head Start Assistant Teacher will assume the teaching responsibilities; therefore, a Substitute will always assume the **Assistant Teacher** responsibilities.

**Substitute Assistant Teachers**

6. When a Teaching Staff employee realizes she will be absent from her duties in the Head Start classroom, it is her responsibility to contact the Area Manager, the other teaching staff person, and a Substitute Assistant Teacher. If a substitute CANNOT be secured, another full-time Head Start employee must fill this position (Family Case Manager, Specialist, or Area Manager). In extreme circumstances when the above mentioned staff are also not available, a Foster Grandparent can assume this responsibility on a voluntary basis. In that case, the teaching staff would also need to arrange for a parent volunteer to share this work load. **(Foster Grandparents meet licensing requirements to serve as substitutes BUT we do not want them to bear the burden of the extra work load AND we must make arrangements with them concerning their amount of time in the program. We cannot man-date that they perform this duty-it MUST be voluntary.)**
7. For Teaching Staff employees needing to take extended leave (a week or more), the employee will make arrangements for a Substitute and secure approval of the AD/ECD.
8. When the Head Start Staff person calls the Area Manager to notify of her absence, the staff person must let the Area Manager know who will serve as the Substitute Assistant Teacher.
9. The Head Start Teaching staff person left working in the classroom must FAX **(first thing in the morning)** the "Verification of SUBSTITUTE Contact Form" (see next page) to the Administrative Specialist in Central Office each and every day that a Substitute is utilized (Exception: extended leave substitutes).
10. The first day a substitute or new staff person works in a classroom, they are introduced to the children. The children are told why this new person is in their classroom. The children wear name tags when possible to help ease the transition for the child and the adult.

# SOUTHWEST HRA HEAD START Verification of **SUBSTITUTE** Form

(The Head Start Teaching Staff person left working in the classroom must FAX this form to the Administrative Specialist at 901-989-9589 (**early in the day**) each and every day that a Substitute is utilized)

Head Start Center \_\_\_\_\_ Date \_\_\_\_\_

**ABSENT** Head Start Teaching Staff \_\_\_\_\_

Who will serve as the Assistant Teacher for this day? (Check only one)

\_\_\_ Substitute Assistant Teacher: \_\_\_\_\_ (name)

\_\_\_ Head Start Staff \_\_\_\_\_ (name)

\_\_\_ Foster Grandparent \_\_\_\_\_ (name)

\_\_\_\_\_  
Staff Signature