

Using Substitute Teachers and Substitute Paraprofessionals for Summer Rising and Other Summer Programs

Based on the anticipated need for substitute teachers and substitute paraprofessionals for the summer instructional programs, the SubCentral Office has worked to ensure that those needs can continue to be met for the months of July and August. It is expected, as during the school year, that substitutes are called to work only after all eligible full time teachers have been offered employment. To that end, please note the following changes and implementations for this summer only.

ADMINISTRATIVE ACCESS TO SUB CENTRAL

SubCentral Administrators are employees in the following titles: Principals, Assistant Principals and Payroll Secretaries. Please note the following with regard to access to SubCentral this summer.

- If a SubCentral Administrator is in the same location for the summer as during the School Year (SY), no change is needed.
- If a SubCentral Administrator is in a different location for the summer, that administrator will need access to the new site. The administrator needs to complete the form in the link below.
- If a SubCentral Administrator does not have administrative access to the site during the school year, but needs access for the summer, the administrator needs to complete the form in the link below.

https://video.eschoolsolutions.com/udocs/SC_PRINCIPAL_DESIGNEE%20FORM_16_17.pdf

CHANGES TO SUBCENTRAL FOR THE SUMMER

Full-Time Employees Will Not Be Able to Create Their Own Absences

- With the exception of Chapter 683, full time employees assigned to summer school will not be able to create their own absences as they would do during the school year. This means that the SubCentral Administrator must create the absence.
- Therefore, employees will not be calling the automated SubCentral system to arrange for coverage. Only administrators will be permitted to create vacancies to fill.

- School administrators should set up specific call out instructions with their summer staff and should include giving schools enough notice for schools to arrange for a substitute.
- If there are days when many absences are expected, it would be in the school's best interest to prearrange extra staff ahead of time. An example of this may be a Friday where the absence rate is usually higher than the rest of the week. Schools may be proactive in creating extra positions for subs to work as floaters.

Changes to Classifications/Subject Areas

- Substitutes who are assigned during the summer are given the generic classification of either Summer Paraprofessional or Summer Teacher (Summer Pre-K Paraprofessional or Summer Pre-K Teacher for the Pre-K locations).
- Substitute teachers will not be assigned by subject area but rather this general classification.
- If a school is in need of a specific teacher classification, particularly for middle school or high school subjects, please contact SubCentral (subcentral@schools.nyc.gov) and we will provide you with a list of available summer teachers matching the need.

Only Eligible Substitutes May Work During the Summer Months

- In order for a substitute teacher or substitute paraprofessional to be eligible to work in a summer program, the substitute must have a summer classification in their profile. All substitutes were given the opportunity to put their name on the summer substitute list by responding to a survey.
- If a summer substitute does not have this classification in the profile, the substitute is not eligible. This may be easily resolved by contacting SubCentral. However, schools are still responsible for ensuring that the substitute is eligible to work as employee status may change overnight.
- If you plan on using a substitute who does not have this classification in the profile, please notify SubCentral via email subcentral@schools.nyc.gov or telephone 718-935-4401 so that they can validate and authorize use of the substitute.
- Schools are responsible for maintaining a daily check of eligible substitutes in their building.

DIRECTIONS FOR USING LONG TERM SUBSTITUTES THIS SUMMER

If you have already identified a substitute and plan on using that substitute for the summer, please note the following:

- If a school is using a substitute for the entire summer program, the school would create a job for the duration of the summer and pre-arrange the substitute into the job. This will record the assignment and the substitute will not get calls for other assignments.
- If a school needs to use the substitute every day as a floater, the long-term job should be created for the required length of the job and the substitute should be pre-arranged into the job.
- If a school intends to use a substitute for only certain days or for a partial assignment, the job should be created in SubCentral with the appropriate dates & times and the substitute should be pre-arranged into that job.
 - Please follow these instructions for creating Pre-Arranged Vacancies:
 - Create a Vacancy using one of the two classifications: [Summer Paraprofessional](#) for paras or [Summer Teacher](#) for teachers ([Summer Pre-K Paraprofessional](#) or [Summer Pre-K Teacher](#) for the Pre-K locations);
 - Ensure that the time frame for the job is accurate.
 - Ensure that the Sub you would like to Pre-Arrange is Active (summer classification must be in the sub's profile) and available (not assigned to any other jobs);
 - Confirm the arrangement with the substitute;
 - Once you create the job, a job number will be generated confirming the successful job creation.

If you have a long-term need and have not identified a substitute, please note the following:

- The SubCentral system will perform automated call outs to all available and eligible substitutes during regular call out hours:
 - ✓ Evening Callout - 5PM-10PM
 - ✓ Morning Callout- 5:30AM to 30 minutes before the job start time
- Please follow these instructions for creating an open vacancy:

- Create a Vacancy using one of the two classifications: [Summer Paraprofessional](#) for paras or [Summer Teacher](#) for teachers ([Summer Pre-K Paraprofessional](#) or [Summer Pre-K Teacher](#) for the Pre-K locations);
- Ensure the time frame of the job, as well as the hours of the daily job, are accurate.
- Once created, the job number will be assigned, signifying that the job has been successfully created
- The system will call out until the position is filled or one half hour before the job begins.

DIRECTIONS FOR CREATING JOBS FOR ONE DAY OR SHORT TERM ABSENCES THIS SUMMER

It is important to note – as mentioned above – that full time employees may not call in their absences to SubCentral this summer. This is because of the itinerant nature of the summer positions and the fact that not all full time employees are assigned to their home schools. Therefore, school administrators should put procedures in place for summer staff to call out as early as possible so that the administrator may create a vacancy that can be called out before the school day begins. Additionally, administrators who are given advanced notice of an absence may create that vacancy ahead of the absence date.

- Please follow these instructions for creating an open vacancy for one day:
 - Create a Vacancy using one of the two classifications: [Summer Paraprofessional](#) for paras or [Summer Teacher](#) for teachers ([Summer Pre-K Paraprofessional](#) or [Summer Pre-K Teacher](#) for the Pre-K locations);
 - Ensure the date of the job, as well as the hours of the job, are accurate.
 - Once created, the job number will be assigned, signifying that the job has been successfully created
 - The system will call out until the position is filled or one half hour before the job begins.

A link to the PowerPoint with Step-by-Step summer job creation instructions can be found [HERE](#) on SubCentral Administrator's Home Page.

PAYMENTS FOR SUBSTITUTES

- Substitute teachers will be paid at the per session rate for all summer school work. They should not be paid at the per diem rate.
- Substitute paraprofessionals will be paid at the regular hourly rate for work during the summer.

SUBSTITUTE DISCIPLINE

As in the regular school year, substitutes whose performance is poor or unprofessional or who do not fulfill the duties of the job should be reported to our office. Additionally, substitutes who do not appear for work after accepting a job should also be reported to this office. This is done online through our online system: [LINK HERE](#). It should also be noted that if there are allegations of any nature which rise to the level of reporting through OORS, our office is to be notified immediately through this system and the substitute will need to be removed.

OTHER ITEMS OF NOTE

- SubCentral is accessible, 24/7, by users via the internet or a phone, Absence reporting and job filling can be done in real time without delay.
- Administrators have the capability to do the following:
 - Run reports of substitutes assigned to the school
 - Create jobs when coverage is needed
 - Cancel/Modify job requests when situations change
 - Create pre-arranged jobs for substitutes