



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Identification and Evaluation of Preferred Substitute Teachers to Ensure Quality and Consistency of Classroom Instruction

**NUMBER:** REF-5650.1

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**PURPOSE:** The purpose of this Reference Guide is to comply with the Office of Civil Rights/LAUSD Agreement to Resolve regarding substitute teachers. The Reference Guide provides information regarding the identification and assignment of preferred substitute teachers by school principals and classroom teachers, and to call attention to the LAUSD Policy Guide A5 regarding the assignment of substitute teachers. This Reference Guide does not replace existing District policy or language contained within the LAUSD/UTLA Collective Bargaining Agreement.

**MAJOR CHANGES:** This Reference Guide replaces Human Resources Division REF-5650.0 of the same subject issued November 30, 2011. Changes reflect updated website links.

**INSTRUCTIONS:** I. Identifying and Requesting Preferred Substitutes

To ensure that classroom instruction continues at the highest level of quality and consistency during the absence of a regularly assigned teacher, it is imperative that a list of preferred substitute teachers is available when the regular teacher will be absent from his/her assignment. Substitute teachers should be identified based on their credentials and subject matter expertise, and the quality of prior service to the school.

Each school year, a list of preferred substitutes must be developed by the principal with the input of classroom teachers. This list is to be maintained in the school office and is to be distributed to all classroom teachers. The list must contain the names, employee numbers, telephone numbers, and credentialed subject areas of substitute teachers. In the event of a teacher absence, teachers and school staff may call the Subfinder system to request the assignment of a specific preferred substitute teacher. It is recommended that the preferred substitute teacher be contacted directly to confirm his/her availability for the period of the teacher absence prior to making the request in Subfinder.

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### II. Evaluating Substitute Teachers

School site administrators are encouraged to provide input regarding the quality of the service of substitute teachers by submitting a Substitute Teacher Commendation Report or an Inadequate Service Report as appropriate. Links to these reports are contained in the Related Resources section found below.

Substitute teachers serving in extended assignments for 20-days or longer shall be evaluated by the school administrator. Form 1022 is to be used to evaluate extended substitute teachers and may be accessed online in the Certificated Performance Evaluation (Stull) System. Please remember to complete the evaluation by clicking “submit” at the end of the form. In addition, you may download and complete a Form 1022 by visiting web page at: <http://achieve.lausd.net/Page/1545>. Click on the link to Form 1022 – Stull Evaluation for Substitute Teachers in extended assignments.

Final Evaluation Form 1022 may be submitted in one of the following ways:

1. School Mail addressed to: Human Resources Division, Employee Relations, Beaudry Bldg. 14<sup>th</sup> Floor
2. FAX: (213) 241-8404 Attn: Human Resources Division, Employee Relations
3. Hand deliver to the Human Resources Division, Employee Relations, Beaudry Bldg., 14<sup>th</sup> Floor

#### **RELATED RESOURCES:**

LAUSD Policy Guide A 5: *Day to Day Substitute Information* is available online at <http://achieve.lausd.net/Page/6322>.

LAUSD *Certificated Substitute Teacher Commendation Report* is available online at <http://achieve.lausd.net/Page/4242>.

LAUSD *Certificated Substitute Teacher Inadequate Service Report* is available online at <http://achieve.lausd.net/Page/4242>.

LAUSD/UTLA Collective Bargaining Agreement, Articles X and XIX.

#### **ASSISTANCE:**

For assistance or further information please contact the Certificated Substitute Unit at (213) 241-6117 or by email at [subdesk@lausd.net](mailto:subdesk@lausd.net).