



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT

1641 Poland Avenue, New Orleans, LA 70117
504.872.0600 • www.nolapublicschools.net



8/25/2008

To: RSD Administrators
From: RSD HR

SUB SERVICES

Now that school has started, you have substitute needs. We want to make sure that you receive the support that you need to cover all classes. In response to administrator feedback that previous substitute coverage was inadequate, we issued an RFP for substitute services and have selected a new substitute provider.

This year's substitute services will be far superior and will go live within the next two months. When that happens, you can expect: same day sub requests, 24-hour customer service, automated remote call-in and web-based sub requests, more consistent coverage, more highly trained substitutes.

The new service will take about one-to-two months to implement. In the interim, we have come up with a temporary solution to cover your needs:

- Teachers Covering Classes
 - Teachers will be paid an additional \$15/per course for covering the class of an absent teacher
 - Principals are only authorized to offer a class-coverage stipend for absent staff or teacher attending attending PD that has been pre-approved by Deputy Superintendent for Academics
 - Secretaries will maintain "Class Coverage Stipend Timesheets" for teachers covering classes (stipend timesheets attached)
 - Time-sheets will be submitted to Amber Morgan at amber.morgan2@rsdla.net to be processed as stipends
 - Class coverage stipends will be processed twice annually: once in December and once in June

- Substitute Service from WeStaff
 - Substitute service will continue to be provided by WeStaff until the new substitute service is ready to provide services
 - Substitutes from WeStaff will only be provided in cases where a classroom teacher is absent or attending PD that has been pre-approved by Deputy Superintendent for Academics
 - Please follow the procedure below to request a WeStaff substitute
 - Email Amber Morgan (amber.morgan2@rsdla.net) to request a substitute
 - Principals or designees will need to submit substitute requests by 12pm the day before you need the substitute
 - Include the following information in your email:
 - Name of school
 - Name, subject and grade level of absent teacher
 - Dates the substitute will be needed
 - Times the substitute will be needed
 - Contact person at the school
 - Contact number at the school
 - There is no same-day substitute service with Westaff

"Rebuilding New Orleans Through Education"

- Master Teachers
 - As part of the TAP model, you have two additional teachers who are highly trained and skilled and, if necessary, can cover classes occasionally
 - Master teachers should be the “last resort” for class coverage but can be used for class coverage if all other options have been exhausted
 - Master teachers are knowledgeable of curriculum and instructional models, know the students and are superior teachers, so when they cover a class, it ensures that it will not be a wasted instructional day