



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

PARAPROFESSIONAL RESPONSIBILITIES DURING STUDENT ABSENCE (SCHOOL-BASED) | 4010.3

In the event a student who is assigned paraprofessional support is absent, paraprofessionals are expected to do one or a combination of the following actions based on building/district needs. The actions described below represent the order in which paraprofessionals and administrators should determine responsibilities during student absence.

**Action 1 (Required)** — Check with administrative team to see if there are any unfilled paraprofessional absences in the building. The paraprofessional shall assume the responsibilities of the absent employee for the duration of the day or until substitute coverage arrives.

**Action 2 (Required if there are no coverage needs as indicated in Action 1)** — If there are no existing coverage needs, the paraprofessional should follow the schedule of the student they support. In all circumstances, paraprofessionals must be directly engaged supporting students for the duration of the school day, with the exception of the 30 minute lunch and two 15 minute break periods. Paraprofessionals must collect any assignments for the absent student to complete upon their return to school and must directly support students in the classroom during instruction.

**Action 3a (Optional; may be used in place of Action 2 with administrator approval)** — Check with administrative team to see if there are any unfilled teacher absences in the building. Upon agreement with the building administrator, the paraprofessional shall assume the responsibilities for substituting as a classroom teacher. Administrators must adhere to language in the paraprofessional collective bargaining agreement regarding additional paraprofessional pay for substituting in a classroom.

**Action 3b (Optional; may be used in place of Action 2 with administrator and HR approval)** — Paraprofessionals who are unassigned at their home building for the day also have the option to contact Human Resources (302-552-3700) to see if there are any unfilled substitute teacher positions throughout the district. Upon approval from Human Resources, if a paraprofessional accepts an unassigned substitute teaching position at an alternate location, the increased rate and mileage will be paid. Mileage will be reimbursed for transportation from the home building to the alternate location only.

For options 3a & 3b please note following contract language regarding paraprofessional pay for substituting as a classroom teacher:

*6:12.1 If no substitute is available, paraprofessionals may be used for that purpose; however they shall be paid an amount equal to \$65.00 above their regular rate of pay.*

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources or Special Services.