



# 2020-21 Building Substitute E-Learning Model

Human Resources Department, Substitute Services

## Purpose

Building substitutes are assigned to individual school locations and are expected to work every day providing instruction and support to students in order to cover daily absences of any school-based professional or paraprofessional. In the event a school has more building substitutes assigned to it than absences to cover, building subs will be expected to support instruction as assigned by the school’s principal or their designee.

## Minimum Educational Requirements

A Bachelor’s degree (Pennsylvania Department of Education-issued certification(s) is preferred, but not required) or 60 semester hours or the equivalent of courses and currently enrolled in a teacher preparation program in a Pennsylvania college or university that is accredited by a regional accrediting agency recognized by the United States Department of Education.

## Work Schedule and Pay Rate

Building substitutes are expected to work each day and are compensated at the day-to-day substitute rate. For additional information regarding day-to-day substitute pay rates, visit the “Substitute Pay and Payroll Schedule” section of the substitute webpage ([www.pghschool.org/subservices](http://www.pghschool.org/subservices)).

## Building Substitute Selection and School Deployment

At the onset of the 2020-21 school year, substitutes who have consistently filled assignments in individual schools who receive the recommendation of that school’s principal will be assigned as building subs. Additional building substitute assignments will be based on two factors: type of certification and substitute seniority. Building substitutes will be assigned according to the table below:

School Configuration	Assignment Protocol
K-5 K-8	Elementary-certified substitutes are given preference to serve as building substitutes based on their respective substitute seniority.
6-8 6-12 9-12	Emergency-certified substitutes are given preference to serve as building substitutes based on their respective substitute seniority.

## Additional Considerations

- Building subs are intended to work in an individual school, not an individual assignment (e.g. to cover a long-term leave of absence).
  - In the event such a long-term absence occurs in a school, a building sub may be assigned to cover that absence until a dedicated day-to-day or full-time substitute is secured, at which point the building sub will revert to being assigned to cover various absences throughout the school.
  - In the event a building sub is assigned to cover a long-term absence, and ultimately serves in that position for forty (40) consecutive days, they will become a full-time substitute. While serving as a full-time substitute, they will be compensated at the full-time substitute rate (for additional information regarding full-time substitute pay rates, visit the “Substitute Pay and Payroll Schedule” section of the substitute webpage ([www.pghschool.org/subservices](http://www.pghschool.org/subservices))), however, upon completion of the full-time assignment, they relinquish their building sub position and revert to day-to-day substitute status.

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