

# KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	<b>Substitute Teachers</b>	5701	3/28/19

1 When a teacher is absent from work, each school within KIPP Nashville will  
2 provide its own coverage for the teacher using other current staff members in the  
3 building.

4 The Director of Operations will create the coverage schedule and ensure all sub plans and  
5 materials are prepared for the day. The Director of Operations will alert staff members via  
6 email of the classes and/or duties they will cover. In rare cases, for example for long term  
7 sub needs, KIPP Nashville will use a substitute teacher through Enriched Schools.

8 KIPP Nashville contracts with Enriched Schools, an outsourced organization that employs  
9 highly qualified substitute teachers on an as-needed, part-time basis. As substitute  
10 teachers are hired through Enriched Schools, they undergo a thorough hiring process  
11 which includes an application and resume screening, phone screen and sample lesson to  
12 ensure that any employed teacher has knowledge of working with students. Once hired,  
13 substitute teachers attend an Enriched Schools onboarding session to ensure that they  
14 understand the norms, values and tactical procedures needed in each school they may  
15 teach in. Enriched School will run a background check on each hired substitute teacher.