



Mountain View  
Whisman  
School District

# Substitute Teaching

June 2025





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# Substitute Teachers

# Substitute Teachers

- Our substitute teachers provide a tremendous support to the students and staff in our district. They provide consistency for a classroom environment when a teacher needs to be away.
- Post COVID, teachers and substitute teachers became harder and harder to find
- Districts throughout the state struggled to find adequate coverage.

# Substitute Teaching Credentials/Permits

- California law limits how many days a substitute teacher can teach depending on the assignment and type of CTC-issued credential or substitute permit holds.
- An individual with a substitute teaching credential or an emergency substitute teaching permit is capped at 30 days in a general education assignment, and 20 days in a special education classroom.

# Other Substitute Permits

- The Teaching Permit for Statutory Leave (TPSL) allows an employing agency to fill a position where the teacher of record is unable to teach due to a statutory leave (such as a medical leave, Military Leave, or Administrative Leave) with a temporary teacher of record for the duration of the leave. The TPSL is only available at the request of an employing agency. Holders of the TPSL are restricted to service with the employing agency requesting the permit.
- The Emergency Career Substitute Permit authorizes the qualifying holder to serve as a day-to-day substitute teacher in any classroom for no more than 60 days, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. The permit is valid for one year and is renewable.

# TPSL Requirements

A TPSL candidate must have:

- Successful completion of an initial 45 hours of TPSL preparation as determined by the Local Employing Agency.
- Successful completion of course work for the permit type requested, as specified below:
  - That the employer will provide early orientation during the first month of service for every position the TPSL holder will serve in as the interim teacher of record.
  - That for each statutory leave assignment, the district shall provide the TPSL holder with an average of two hours per week of mentoring, support, and/or coaching that meets the following requirements:
    - i. is coordinated and/or delivered by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment,
    - ii. the mentor provides lesson plans for the first four weeks of the statutory leave assignment (if not already provided), and
    - iii. the mentor provides continued assistance in the development of curriculum, lesson planning, and Individualized Education Programs (IEPs).

# TPSL Requirements

- A TPSL holder may only cover for a teacher on statutory leave
- If a teacher decides to extend a leave and take a personal leave, the TPSL permit is not valid

# Factors to Consider

- 45 hours of training, provided by the district, before the school year starts is challenging
- Providing intensive coaching to substitutes reduces coaching for new and current teachers
- There is a reality that there are only so many people able to provide all of the needs
- Access to coursework can be provided through online partnerships





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# Options and Next Steps

# 2024-25

- The Human Resources Department made a shift in hiring in the Fall.
- We began actively seeking substitutes with full credentials and prioritizing them for long term positions.
  - Based on that focus, we now have 19 fully credentialed substitutes who do not have credential restrictions on the number of days they can teach. We will continue this focus into 2025-26
- We also brought on a part time HR staff member who is dedicated specifically to leaves and substitute coverage
  - Long term coverage has already been assigned for known vacancies at the beginning of the upcoming school year.

# Next Steps

Moving into 2025-26, we will

- continue to prioritize fully credentialed subs for long term assignments
- connect with substitutes during the summer to determine interest in TPSL authorizations and Career Substitute Permits for long term assignments if necessary
- Prioritize long term substitutes to cover core classroom assignments
- Support sites with communication about staff leaves and substitute assignments



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# Questions?