

# Clearfield Area School District

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MEMO: PCA Substitute Flow Chart  
TO: All PCA's, Classroom Assistants, Office Staff  
FROM: Mr. Struble, Superintendent  
DATE: December 16, 2014

## PCA Substitute Flow Chart

12/16/14

**"Source 4 Teachers should always be used to locate a substitute first"**

### **PCA's when students are not present that they are assigned to a full day or a partial day:**

1. Once it is determined the student will not be there, the PCA reports to the office to be reassigned. If the absence is known in advance the PCA is to still report to work.
2. The PCA provides coverage for any absent PCA that does not have substitute coverage.
3. If no substitute coverage is needed as a PCA then they work as a classroom/building aide as assigned by the principal (Would keep list of things that need done and in the ready)
4. If no substitute need is available or other work, the PCA will then report back to their student's case load teacher to provide assistance.

### **Student Present but PCA is absent without coverage:**

1. Utilize a PCA that has an absent student
2. Utilize the Substitute PCA/ Speech Aide
3. Pull a classroom assistant to cover student needs. Classroom assistants are to be used on a rotating basis.