



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Differentiated Learners Division

MEMORANDUM

TO: Title I Program Administrators

FROM: Teresa Neely, Coordinator
Title I

RE: Appropriate Use of Title I Instructional Staff

DATE: March 22, 2010

Our office recognizes that many districts are struggling with the issue of maintaining an adequate number of available substitute teachers. As a result, many alternatives are being considered as potential solutions to the substitute shortage. Therefore, timely clarification of Title I regulations concerning the use of Title I staff seems appropriate.

The purpose of Title I is to provide instruction to Title I students to enable them to meet high standards expected of all children. *Title I classes may not be cancelled* to allow Title I instructional staff to be substitute teachers in an emergency situation. Substitute teaching may only be performed by the Title I personnel during non-teaching period, such as during planning periods. According to Title I law, Title I personnel may be assigned non-instructional duties, such as duties related to the cafeteria, recess, and buses, if *similarly situated personnel are not paid by Title I at the same school site are assigned these duties*. Furthermore, before an LEA uses Title I personnel for substitute teaching during planning periods for any emergency situation, it must ensure that similarly situated personnel are also used for substituting teaching. For example, it would be unallowable to narrowly define similarly situated so that few other types of personnel would qualify, and as a result, Title I personnel would carry a disproportionate share of the emergency substitute teaching responsibilities.

Finally, Title I schools may use their funds to hire or pay for rotating substitutes to release teachers for job-embedded professional development purposes. Use of such funds must support collaboration or other professional development activities that are directly related to and support the implementation of strategies for meeting the needs of Title I children

If you have further questions or require clarification, please contact your Title I Specialist at (317) 232-0540.