



SUBSTITUTE HANDBOOK

NONDISCRIMINATION NOTICE

District programs, activities, and practices shall be free from discrimination based on race; color; ancestry; nationality; national origin; ethnic group identification; age; religion; marital, pregnancy, or parental status; physical or mental disability; sex; sexual orientation; gender; gender identity or expression; genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others.

The district's coordinator for nondiscrimination manages the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at:

Jessica Hull
4380 Carmel Valley Road/P.O. Box 222700
Carmel, CA 93922
831-624-1546, ext 2022
jhull@carmelunified.org



SUBSTITUTE HANDBOOK

Welcome to Carmel Unified School District!

Substitutes are a very important part of Carmel Unified School District's commitment to educational excellence. We appreciate your professional service to our pupils, schools, and community. We hope that you find our staff and students friendly and welcoming.

This handbook has been assembled to assist you in serving successfully as a substitute for Carmel Unified School District. Enclosed you will find information regarding our expectations, commonly asked questions, contact information, **Frontline Education** our automated sub calling system, school bell schedules, calendars & more. Maintenance of good work habits and citizenship standards by students and adherence to the planned courses of study are the responsibilities of CUSD substitutes. The Office staff at each site provides support for your responsibilities. Please check with the principal's secretary when you arrive and when you leave each day.

DISTRICT OFFICE STAFF

Ted Knight, Ed.D.	Superintendent		
Sharon Ofek	Deputy Superintendent - Ed Services		
Craig Chavez	Chief Human Resources Officer		
Yvonne Perez	Chief Business Official /Facilities		
Cassandra Ziskind	Director II - Student Services		
Steve Gonzalez, Ed.D.	Director II of Special Education		
Therese Phillips	Director I - Human Resources		
Manny Carrera	Interim Director I - IT		
Fran Garza	Receptionist/HR Clerk/Frontline Coord.	~	624-1546 x 2000
Geri Simmons	Confidential Admin. Assistant, HR	~	624-1546 x 2016
Patty Szeszowicki	Accounting Specialist A-L	~	624-1546 x 2057
Barbara Hunsdorfer	Accounting Specialist M-Z	~	624-1546 x 2053

SCHOOLS

Carmel High School Ocean Ave & Hwy One, Carmel	624-1821	Jon Lyons, Principal Craig Tuana, Asst. Principal Debra Puente, Assistant Principal Lisa Fosler-Brazil, Secretary
Carmel Valley High School 27335 Schulte Road, Carmel	624-4462	Tom Parry, Principal Marcie Garvin, Secretary
Carmel Middle School 4380 Carmel Valley Road, Carmel	624-2785	Dan Morgan, Principal Jennifer Kasper, Assistant Principal Robin Montana, Secretary
River School 2770 15th Avenue, Carmel	624-4609	Jay Marden, Principal Connie Weilenmann, Secretary
Tularcitos School 35 Ford Road, Carmel Valley	620-8195	Ryan Peterson, Principal Lindsey Terry, Secretary
Captain Cooper School	667-2452	Elisa Tacconi, Teaching Principal Kouri Spungin, Secretary
Carmel Child Development Center	624-8047	Laura Dunn, Program Director Terry Gasper, Secretary
Carmel Adult School Co-op Preschool 8460 Carmel Valley Rd, Carmel Valley	659-4887	Laura Dunn, Director Marie Dart-Newell, Bookkeeper
Apple Pie Preschool @ Capt. Cooper Highway One, Big Sur	667-2921	Laura Dunn, Director Cristina Hernandez, Teacher
River Recreation (River Rec) 2770 15th Avenue, Carmel	625-3147	Sylvia Ortiz, Teacher Rec-Before/After School Program
Tularcitos Recreation (Tular Rex) 35 Ford Road, Carmel Valley	659-5370	Sunny Wicks, Teacher Rec-Before/After School Program
Cachagua Children's Center 37320 Nason Road, Carmel Valley	659-5202	Beth Frederick, Teacher Preschool & Rec After School

EMPLOYMENT REQUIREMENTS

Application & Payroll Paperwork

Once you have applied on Edjoin and if you are selected to substitute for our district you must complete the employment process through the Human Resource Office. Payroll paperwork (provided in the employment packet), fingerprinting (processed through the Monterey County Office of Education Substitute Consortium at substitutes expense) and TB clearance (Adult Tuberculosis (TB) Risk Assessment Questionnaire) must be complete and on file in order to be placed on the active substitute call list.

Prior to the start of each school year, substitutes already on the books will be mailed a letter asking if they plan to continue as a CUSD substitute the following school year. This letter must be returned to the District Office confirming their desired continuance for a substitute to remain an active substitute. If we do not receive this letter, we will assume that you have chosen not to continue, and your name will be removed from our active list.

Certificated Substitute Qualifications

Substitute teachers must hold a current credential or permit authorizing substitute service. Eligibility for a “30-Day Emergency Substitute Permit” is based on a Bachelor’s Degree and passage of the CBEST (California Basic Educational Skills Test). Information/assistance in applying for credentials/permits and/or renewals may be obtained the Monterey County Office of Education – Contact Christina Garcia at (831) 755-0300 ext. 046 or <chrgarcia@montereycoe.org>

If you hold a valid California credential or permit, it must be on file with the Monterey County Office of Education. You can take it to MCOE at 901 Blanco Circle, Salinas, for registration. A copy of your credential/permit must also be included in your employment packet.

Persons not previously employed in a certificated position in the state of California are required to submit a medical certificate stating the applicant is free from any disabling disease making it unsuitable for the applicant to instruct or associate with children. Forms as prescribed by the State Board of Education are included in the employment paperwork. The examination shall have been conducted not more than six (6) months before the submission of the certificate and shall be at the expense of the applicant (EC 44839).

Verification of Absence of Tuberculosis

All school employees are required to provide verification of absence of T.B. An Adult Tuberculosis (TB) Risk Assessment Questionnaire must be filed with the employment paperwork. This questionnaire needs to be updated every 4 years.

Verification of Fingerprint Clearance

All school employees are required to have fingerprint clearance prior to starting employment. **We require Substitutes be fingerprinted by The Monterey County Office of Education Fingerprint Consortium.** Substitutes pay a nominal fee to have their clearance and credential information distributed to all the school districts they intend to sub for in Monterey County.

Payroll Information

All service time of substitutes is reported by the school sites to the Payroll Office. Payroll checks are issued on the last working day of each month for work performed from the 10th of the previous month through the 9th of the current month (i.e.: work performed from September 10th – October 9th is paid on October 31st.)

Checks are available for pick up at the District Office. If your check has not been picked up by 3:30 p.m. on payday, it will be mailed to you that day. Questions about payment should be directed to Payroll Office, 624-1546.

Substituting for a Classified Position

Classified substitute pay varies depending on the classified position being covered. To learn the amount you will be paid you will need to pull up the correct job description (located on our website) to see the **salary range** for that position. Classified substitutes are paid at **Step 1** of the **salary range**. If a certificated substitute accepts a classified position, they are paid the same as a classified substitute. Our *Classified Hourly Salary Schedule* is also located on our website.

CERTIFICATED PERSONNEL

Substitute Teachers – Page 1

1. Regular substitute teachers who are hired on a daily basis shall be paid at the following rates for a full day's assignment:

Substitute Teacher		
1st thru 5th *consecutive day	\$ 145.00/day	eff: 7/1/21
6th thru 45th *consecutive day	\$ 175.00/day	eff: 7/1/21
After 45th *consecutive day	\$ 347.34/day	eff: 7/1/19
*consecutive in same assignment		

2. Substitutes who work less than a full day shall be compensated as follows:
 - a. At the secondary level (grades 6-12), any substitute who works less than the equivalent of three consecutive class periods shall be compensated at one-half the full daily rate. Any substitute who works the equivalent of three or more consecutive teaching periods shall be compensated at the full daily rate.
 - b. At the elementary level (grades K-5), any substitute who works the period of time from the beginning of the school day to the beginning of the lunch break shall be compensated at two-thirds the full daily rate. Any substitute who works the period of time from the end of the lunch break to the closing of the school day shall be compensated at one-half the daily rate.
3. Substitute teachers in all cases are employed and paid by the district. In no case is time served as a substitute teacher recorded for tenure purposes or for future placement on the certificated salary schedule.
4. Substitute teachers working a full day shall be expected to serve the same professional day as regular teachers and assume all duties of the regular teachers as assigned by the Principal.
5. Substitutes shall be employed for classroom teachers when the duration of illness (absence) is indeterminate.
6. Suitable arrangements shall be made by the administration for orientation of substitute teachers. Additionally, the school Principal shall be responsible for evaluating and monitoring the effectiveness of substitutes.

Preferred Status

Highly qualified substitute teachers, having potential for future probationary/permanent employment, may be given assurance they will receive first call for substitute assignments. The Principal shall recommend candidates for preferred status after observing and evaluating their teaching performance. It is anticipated the substitutes in this category may serve up to, but not more than, 75% of the school year.

Adult School Substitutes

Substitutes in the adult school programs, including substitutes for Co-op Pre-school Directors, shall be paid \$28.00 per hour for each worked, normally up to a maximum of 3 hours per session.

Short-Term and Substitute Employees

Paid Sick Leave

Persons employed by the Carmel Unified School District, who are not covered by a collective bargaining unit agreement, are entitled to sick leave as outlined by the Healthy Workplaces/Healthy Families Act of 2014 effective July 1, 2015. Carmel Unified School District recognizes the rights of these individuals and outlines the procedures of enacting this law in this policy.

Eligibility

An employee who works for thirty (30) or more days within a year (does not have to be consecutive days) from the first day of work after July 1, 2015 is entitled to earn paid sick leave. Under this policy, a "year" is defined as July 1 through June 30.

An employee covered by this policy shall be entitled to use accrued sick leave beginning on the 90th day following the first day of ACTIVE employment.

Accrual

Beginning July 1, 2015, twenty-four (24) hours of sick leave will be credited to any temporary or substitute employee who works for thirty (30) or more days within a year of his/her employment. Unused sick leave shall not carry over to the following year of employment.

Use of Sick Leave

Sick leave must be taken in minimum increments of two (2) hours not to exceed eight (8) hours in one day.

Paid sick leave may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the employee or family member. Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking.

For the purposes of this policy, "family member" is defined as follows:

1. A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse.
4. A registered domestic partner.
5. A grandparent.
6. A grandchild.
7. A sibling.

Absence Reporting Procedure

To use sick leave, an employee covered by this policy must be scheduled in advance to report to work on the day the use of sick leave is requested.

If the use of the sick leave is foreseeable, the employee shall provide reasonable advance notification of two days. If the need is unforeseeable, the request must be made by telephone conversation with the affected site secretary prior to the scheduled start time of the work shift.

An individual requesting sick leave is not responsible for securing a replacement worker to cover the time during which the individual uses sick leave, only to report the absence using the required procedures.

An administrator may require a doctor's note to verify the absence where an abuse of sick leave is reasonably suspected.

CUSD shall not deny an individual the right to use accrued sick leave, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with the County Superintendent or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

Payment of Sick Leave

An individual will be paid no later than the payday for the next regular payroll period after the sick leave is requested and taken **provided a Substitute Sick Leave Form (located on the last page of this handbook) is completed and provided to the site secretary.** The rate of pay will be at the rate of the assignment the individual was scheduled to work on the day of request for use of sick leave.

Separation of Employment

Employees covered under this policy will not be provided compensation for unused accrued sick leave upon separation of employment. However, if rehired within one year from the date of separation, previously accrued sick leave shall be reinstated. The employee shall be entitled to use previously accrued and unused paid sick leave and to accrue additional paid sick leave upon rehiring.

Recordkeeping

CUSD shall keep for at least three years records documenting the hours worked and paid sick days accrued and used by an employee, and shall allow the Labor Commissioner to access these records. CUSD shall make these records available to the employee in the same manner.

Legal Reference:
LABOR CODE
245-249 Healthy Workplace, Healthy Families Ad
Approved: 07/13/15

Frontline Education an Automated Calling System

Carmel Unified School District uses an automated service that greatly simplifies and streamlines the process of notifying you when your services are needed in the district. This service, called Frontline Education, utilizes both the telephone and the Internet to assist you in locating substitute positions.

Things to note:

- ❖ You may interact with the Frontline Education system either on the Internet at <http://www.aesonline.com> or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767.
- ❖ You can also search for and accept available jobs, change personal settings, update your calendar, and personalize your available to call times 24 hours a day, 7 days a week by visiting Frontline Education at <http://www.aesonline.com>. You will need your ID and pin numbers.
- ❖ The Frontline Education system will call for substitutes: Sunday through Thursday between the hours of 5 pm and 9:30 pm. No calls are made on Saturday or on Sunday before 5 pm.

Should you experience difficulty using the system, please contact Human Resources (831) 624-1546 x2000 or Frontline Education at support@aesonline.com. We are confident that you will find the Frontline Education experience beneficial and enjoyable.

What to do when Frontline Education calls you:

You will be prompted to enter either a PIN number and/or an Identification (ID) number. This information is given to you when you are hired. You will then be prompted to either accept or reject the assignment, as well as all future calls for jobs on the day of the particular assignment. If you accept, Frontline Education will issue you a confirmation number that you might need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number.

Frontline Education will provide you with the following details of the assignment:

1. School name
2. Date(s) of assignment
3. Room or location where you need to report
4. Start time
5. Any further special instructions left by the absentee

At the start and end of the day:

Please check-IN and OUT with the principal's secretary listed in this handbook for keys and instructions. When you check out, the secretary will also inform you if the substitute position has been extended.

THE SCHOOL'S RESPONSIBILITY

The site secretary and/or school principal will assist you by:

1. Explaining the procedures for recording student attendance.
2. Explaining any special reports, money collections, or programs for the day.
3. Pointing out the lunchroom and the services available, the nearest restroom facilities, and the yard area where the substitute may have duty, and where the class is to play.
4. Dropping by during the day to see if the class is operating satisfactorily and if any help can be offered (especially on the 1st day, or if the class is difficult).
5. Explaining the rules for student conduct, and the manner for handling any special discipline cases that may need to be referred to the School Office.
6. Providing instructional assistance, access to curriculum guides, etc., for extended assignments.

Substitutes may expect the following items, prepared by the teacher, to be in the classroom:

1. The lesson plan book which includes:
 - The daily schedule of the class
 - Assignments for the day along with teacher manuals
 - A current seating chart.
2. A notebook containing other needed information including:
 - Schedule of yard duty or other assignments
 - Fire Drill routines
 - Names of children leaving classroom for special classes (e.g., Speech, Music) and times of such classes
 - Names & photos of any children with special medical concerns

THE SUBSTITUTE'S RESPONSIBILITY

It is your responsibility to:

1. Arrive at the school 20 minutes before classes begin unless you receive a last-minute assignment.
2. Report to the School Office upon arrival and departure. Sign in with the Secretary to obtain any needed information, supplies and keys. During a multiple day absence check in and out with the secretary each day.
3. Learn the correct attendance procedures, take roll accurately and turn in all required attendance reports.
4. Check with each school regarding procedures for sending children to Counselors, Library, Nurse, etc.
5. Be certain that classroom windows and doors are locked before you leave.
6. Try to complete the daily lesson assigned by the regular teacher and correct all papers.
7. Assume the regular teacher's ground, hall or cafeteria duty.
8. Know the school rules for student conduct and hold children accountable.
9. Leave a note summarizing the day's happenings for the regular teacher.
10. **Report to the School Office before leaving** so that the Secretary may record your hours for payroll and advise you regarding any extension of your assignment.
11. Inform the School Principal or site secretary of any difficulties encountered that detract from a successful experience. This may include any difficulty with student behavior, lesson plans, etc.
12. Be a good public relations person between the public and the schools. Realize that a short acquaintance makes it difficult to properly understand all the factors in a given school situation.

Substitutes are evaluated by staff. If a substitute does not meet the sites expectations, they have the right to ask Human Resources to block the substitute from working at their school site.

THE FOLLOWING INFORMATION CAN BE FOUND ON THE CUSD WEBSITE

(www.carmelunified.org):

- District Calendar
- School Bell Schedules
- School Locations



Substitute Sick Leave Form

PLEASE DO NOT SUBMIT THIS FORM UNLESS YOU HAVE MET THE FOLLOWING REQUIREMENTS

An employee who works for thirty (30) or more days within a year (does not have to be consecutive days) from the first day of work is entitled to a maximum 3 paid sick leave days. Under this policy, a "year" is defined as July 1 through June 30.

An employee covered by this policy shall be entitled to use accrued sick leave beginning on the 90th day following the first day of ACTIVE employment.

PLEASE PRINT

First Name: _____ Last Name: _____

Date (s) of Absence: _____

Number of Hours: _____

Substitute Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Complete and return to site secretary

The Board of Education recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2 - Certification)

Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 - Assignment)

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14/4317.14 - Postretirement Employment)

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 - Personnel Reduction)

Classification

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)

(cf. 6175 - Migrant Education Program)

(cf. 6200 - Adult Education)

3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919) (cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)
5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to mid-year graduations (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

Temporary employees shall not participate in the health and welfare plans or other fringe benefits of the district.

Paid Sick Leave

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

Any temporary or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 - Personal Illness/Injury Leave.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one school year. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Reemployment as a Probationary Employee

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, his/her previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status.

(Education Code 44917, 44918, 44920)

(cf. 4116 - Probationary/Permanent Status)

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

A temporary employee hired pursuant to item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment.

(Education Code 44919)

A person employed pursuant to item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant position in the district for which he/she is certified.

Preference for available positions shall be determined by the Board as prescribed by Education Code 44845 and 44846. (Education Code 44921)

With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served in a certificated position in the district for at least 75 percent of each of two consecutive school years shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)