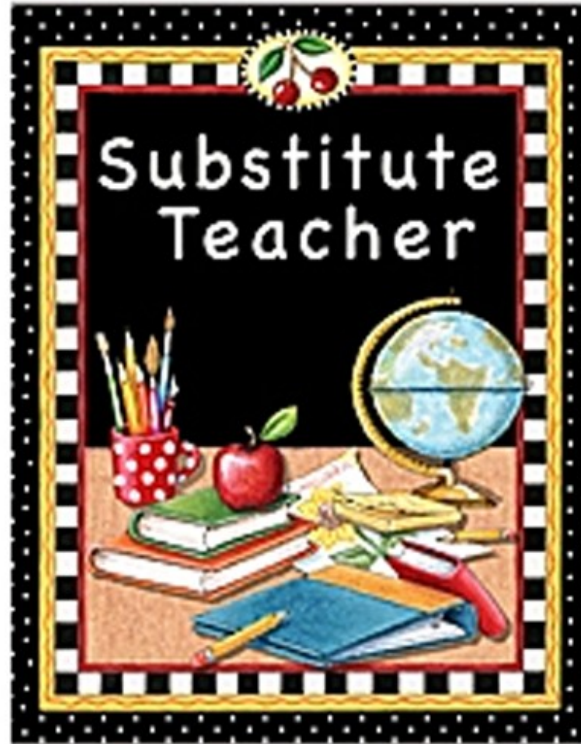


# SUBSTITUTE TEACHER HANDBOOK



**ELL-SALINE USD 307  
2016 - 2017**

This handbook is available on our district website ([www.ellsaline.org](http://www.ellsaline.org)).

# SUBSTITUTE TEACHER TABLE OF CONTENTS

WELCOME .....	3
“ALL CAN ACHIEVE AND SUCCEED” .....	3
EDUCATIONAL PHILOSOPHY USD 307 .....	3
SUCCESSFUL SUBSTITUTE TEACHING PRACTICES.....	3
Be Punctual .....	3
Be Professional .....	4
Be Pleasant.....	4
Be Practical .....	4
Be Patient.....	4
Be Prepared.....	4
LEGAL AND ETHICAL CONCERNS FOR SUBSTITUTES .....	4
WEBSITE RESOURCES FOR SUBSTITUTES .....	4
SUBSTITUTE LICENSURE REQUIREMENTS.....	5
GENERAL INFORMATION.....	5
DUTIES AND RESPONSIBILITIES.....	5
PRINCIPAL-TEACHER RESPONSIBILITIES .....	6
REQUIRED PAYROLL FORMS .....	6
EMPLOYMENT AND PAY INFORMATION .....	7
FEDERAL, STATE AND SOCIAL SECURITY WITHHOLDINGS.....	7
DISCIPLINE.....	7
MEALS.....	7
TELEPHONE USE.....	7
CELLULAR TELEPHONE/PAGING DEVICES IN SCHOOL .....	8
JOB DESCRIPTION .....	9
SUBSTITUTE TEACHER FORM.....	10

## **WELCOME**

Welcome to the instructional team of the Ell-Saline Schools. We want you to know we appreciate having you as a substitute teacher and we consider you a valued part of our school staff.

### **“ALL CAN ACHIEVE AND SUCCEED”**

The mission of the Ell-Saline Schools is that all students will be provided a safe, stimulating environment so that they will gain the knowledge, skills, and values necessary for living, learning, and working.

### **EDUCATIONAL PHILOSOPHY USD 307**

The educational philosophy of the Ell-Saline Schools is based on the democratic conviction that all children can learn if given the time and resources.

It is the aim of the Board of Education and faculty of USD 307 to provide an educational climate for the development of the individual to the utmost of his/her social, emotional and physical potentialities.

To accomplish this aim, emphasis will be placed upon an instructional program which will:

1. Demonstrate the students' responsible role in society concerning human values, beliefs, cultures, and social responsibilities.
2. Develop the students' ability to think analytically, critically, and creatively in evaluating information to make decisions and to accept consequences of his/her decisions.
3. Develop, through the use of technology and various learning strategies, the students' basic academic skills that will enable him/her to engage in the life-long learning process.
4. Assist the student in understanding and demonstrating the importance of feelings of positive self-image and self-worth.
5. Encourage the student to apply the current principles of good health practices that promote positive physical well being.

### **SUCCESSFUL SUBSTITUTE TEACHING PRACTICES**

If you have ever been a substitute teacher before, you have probably been given a great deal of solicited and unsolicited advice about how to be a successful substitute. This, in practical terms, means going into another teacher's classroom and giving the students a positive educational experience. It sounds simple enough. The following practices will help you be successful as a substitute teacher.

#### **BE PUNCTUAL**

Schools are busy places and people are counting on you to be on time in the morning or to any other duty that you may have. If you are supervising students during that time, it becomes even more important that you are on time. The principal of the building may not remember you for being on time, but they will certainly remember you if you are late.

### BE PROFESSIONAL

Dress like a professional. Act like a professional (educator), not a babysitter. Treat kids well, teach and interact with them. Use common sense in dealing with behavior problems. Don't make discipline threats that you cannot follow through on.

### BE PLEASANT

It should almost go without saying, but being pleasant with faculty and students is imperative to your success as a substitute. If you really have to work at being cordial, respectful, and nice to other people, then you probably shouldn't be working in a school. If you are going to be complimentary to students or others, be sincere.

### BE PRACTICAL

You are not going to save the world, change behaviors, or make them all geniuses. What you can do is keep them safe, give them the most positive experience you can that day, and possibly give them one more reason to like school. Don't be naïve or a push over. Take the time to get to know the students, even if the lesson plans that were left for you do not afford you the opportunity.

### BE PATIENT

You should expect that some students will try to get away with things. It will take some time for them to get to know what you expect from them. The more you are in a building, the better your experiences will get. The worst thing that you can do as a substitute is to lose your temper.

### BE PREPARED

There are so many resources available to teachers and substitute teachers that there is absolutely no reason not to have something prepared to fill in time gaps. You also need to be prepared for misbehavior. Plan for, and expect something to happen. Know in advance how you plan to handle specific misbehaviors. But, don't let it affect your attitude.

## **LEGAL AND ETHICAL CONCERNS FOR SUBSTITUTES**

Although there are many legal and ethical concerns for teachers and substitute teachers, there are several that are of particular importance.

- Never share student information.
- Document student discipline problems.
- Report suspected abuses or neglect to administration.
- Use age appropriate lessons, language and materials.
- Know about accommodations for students with special needs.
- Know all emergency procedures.

## **WEBSITE RESOURCES FOR SUBSTITUTES**

[www.ksde.org/cert/emsubltr.html](http://www.ksde.org/cert/emsubltr.html)

[www.funbrain.com/teachers](http://www.funbrain.com/teachers)

[www.teachnet.com](http://www.teachnet.com)

[www.teachervision.com](http://www.teachervision.com)

To view other Kansas School District websites that contain substitute information, type in keywords Kansas Substitute Teaching to begin your search.

## **SUBSTITUTE LICENSURE REQUIREMENTS**

### **91-1-203. Licensure Requirements.**

#### ***Substitute teaching license.***

Each applicant for an initial substitute teaching license shall submit to the state board the following: (1) An official transcript from an accredited institution verifying the granting of a bachelor's degree; (2) verification from an accredited institution of completion of an approved teacher education program; (3) an application for substitute teaching license; and (4) the licensure fee.

#### ***Emergency substitute teaching license.***

Each applicant for an emergency substitute teaching license shall submit to the state board the following: (1) An official transcript verifying the completion of at least 60 semester hours of general education coursework, professional education coursework, or a combination of these types of coursework; (2) an application for emergency substitute teaching license; and (3) the licensure fee.

## **GENERAL INFORMATION**

1. The school day is from 8:00 a.m. to 4:00 p.m. unless the building principal directs otherwise.
2. The building principal of the school in which you are substituting is your immediate supervisor. While in the building, you are a member of the staff and responsible for implementing the policies as set forth by the Board of Education.
3. Please check in and check out of the office at each school where you are to substitute.
4. Only accept substitute calls from the principal, the school secretary, or the principal designate.
5. Please notify the building principal by 6:00 a.m. if you are unable to substitute, or call Lynn Davis at 225-6813 if you wish to have your name removed from the substitute list.
6. Substitute teachers who are new to this district are encouraged to observe classroom work. Call the building principal where you want to observe. The necessary arrangements will be made.
7. Be a good supervisor by assisting in hall, lunch, and other supervisory duties. Following the expectations of regular staff will be much appreciated by your co-workers and administrators.
8. Smoking is not permitted on school grounds.

## **DUTIES AND RESPONSIBILITIES**

1. Report to the building principal or his/her secretary when you arrive at the building.
2. Assume all the duties and responsibilities of the regular teacher.

3. Follow the teacher's lesson plans.
4. Become familiar with Board of Education and building policies regarding classroom management.
5. Discuss any serious problems that may occur on duty with the building principal.
6. Grade all papers and workbooks, if appropriate, involved in the day's work and leave them for the regular teacher. If you have questions concerning this please check with the principal.
7. Leave a statement regarding the work accomplished on the daily lesson plan.
8. Check at the office before leaving to see if you will be needed for the next day.
9. Fill out any evaluation forms your principal requests.

### **PRINCIPAL-TEACHER RESPONSIBILITIES**

To provide the following:

1. An up-to-date lesson plan.
2. Room seating chart with pupils' names.
3. Daily program and time schedule.
4. Duty chart.
5. Special teachers' schedules.
6. Other information helpful to the substitute.
7. A designated place in the classroom where this information may always be found.

### **REQUIRED PAYROLL FORMS**

1. A substitute teacher application on file in the district office.
2. A current Kansas Teacher License.
3. A W-4 federal tax withholding form, and a K-4 state tax withholding form.
4. An official transcript verifying an earned degree.
5. Health certificate.
6. I-9.

Providing your qualifications meet the standards for employment in the Ell-Saline schools, your name will be placed on the substitute teacher listing.

## EMPLOYMENT AND PAY INFORMATION

The substitute salary is \$100.00 per day. Substitute teachers working 5 or more consecutive days in the same assignment shall be paid at the rate of \$110.00 per day, and after 45 days in a long-term assignment will be paid at the base teacher salary schedule rate. Mileage will be paid between the elementary building and the middle/high school building when substituting for a teacher requiring travel between the two buildings. This will be recorded on the Substitute Teacher Payroll Information form. Payroll checks are issued on the 15<sup>th</sup> of each month. Checks are mailed to the home address of the substitute on the distribution date. Each substitute is to keep a monthly record of days worked on a Substitute Teacher Payroll Information form to be turned in to the District Office.

## FEDERAL, STATE AND SOCIAL SECURITY WITHHOLDING

Federal & State Withholding tax:

The Federal & State withholding tax is withheld according to the exemptions filed on the W-4 form.

Social Security & Medicare:

The Social Security & Medicare tax is withheld in compliance with federal law.

## DISCIPLINE

Students are expected to observe school guidelines and regulations at all times. The substitute teacher is expected to maintain discipline in the classroom. It is important to have sufficient material to keep the students actively involved as a step in preventing discipline problems. In the event that discipline problems occur, contact the principal at the most immediate and appropriate time. Do not wait until the end of the day to report problems. Seek available assistance to remedy the situation as soon as possible. **IN NO CASE IS THE SUBSTITUTE TEACHER TO ADMINISTER CORPORAL PUNISHMENT.** By policy, corporal punishment may not be administered by any USD 307 employee.

## MEALS

Price of an adult lunch: \$3.50

Price of an adult breakfast: \$2.10

## TELEPHONE USE

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

## **CELLULAR TELEPHONE/PAGING DEVICES IN SCHOOL**

Employees shall not use a cellular phone/paging device during the regular school day, unless the employee has been assigned a device by the administration for job-related use, or the employee is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. Cellular phone use to deal with personal matters is discouraged.

A “paging device” is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.



## **JOB DESCRIPTION: SUBSTITUTE TEACHER**

### 1. Job Goal:

The substitute teacher is responsible for creating an environment, which enables each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

### 2. Supervised by and reports to: Building Administrator

### 3. Payment Rate: As established by the Board of Education

### 4. Qualifications:

- Kansas Certificate endorsed as a substitute teacher
- Health Certificate
- Desire to continue career improvement

### 5. Essential Functions:

- Facilitate the personal, social, and intellectual development of students.
- Establish a positive learning environment and respond to the individual needs of students.
- Ensure that all activities conform to district and building rules and regulations.
- Communicate effectively with colleagues, parents and community members.
- Understand and support the mission and goals of USD 307.

### 6. Physical Requirements/Environmental Conditions:

- Requires prolonged sitting or standing.
- Requires stooping, bending and reaching.
- Work in a noisy, crowded environment.

### 7. General Responsibilities:

- Teach the lesson outlined and described by the absent regular teacher.
- Effectively assess student performance and provide students with effective feedback.
- Establish and maintain appropriate expectations for student achievement and behavior.
- Be present in the classroom and available to students when class is in session.
- Assist with supervision of hallways, playgrounds, and parking lots, as requested between classes and before and after school.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Complete the Substitute Teacher's Report Form and turn in to the building administrator at the end of each teaching day.
- Other duties as assigned by the supervisor which are consistent with the general requirements and qualifications of the position.

# SUBSTITUTE TEACHER FORM

(To be completed and submitted to the principal after last class)

Substitute's Name \_\_\_\_\_

Names of Absentees Period

Teacher's Name \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Did you follow the lesson plans left?  Yes  No

\_\_\_\_\_

If not, please explain why and what you did.

\_\_\_\_\_

Were the lesson plans adequate?

Did you have trouble finding equipment and materials?

Describe briefly the behavior of the class.

List name(s) of problem students.

General comments.