**Blue Ridge Schools**

**Substitute Teacher and Substitute Teacher Aide Manual**

**2022-2023**

Thank you for working with our students and staff. As a substitute teacher or a substitute teacher aide, you are providing a valuable service by helping maintain the daily routine that enables our students to grow both academically and socially. We have included information below which we believe you will find helpful in your role working in our schools. If you have any questions, please check with the school secretary or any school staff member and he/she will be able to provide you with assistance.

**Directory**

**Unit Office**

411 N. John, Farmer City, Illinois

309-928-9141

Dr. Hillary Stanifer, Superintendent

Kristi Woliung, District Secretary

Krista Voyles, District Bookkeeper

**Schneider Elementary School (Grades Pre-K-3)**

309 N John, Farmer City, Illinois

309-928-2611

Ryan Peyton, Principal

Mary Russell, Secretary

Michelle Case, Secretary/Nurse

**Blue Ridge Intermediate and Junior High School (Grades 4-8)**

107 S McKinley, Mansfield, Illinois

217-489-5201

Burt Huddleston, Principal

Erica Duvall, Secretary

Dawn Stout, Secretary/Nurse

**Blue Ridge High School**

411 N John, Farmer City, Illinois

309-928-2622

Brian Easter, Principal

Mary Diener, Assistant Principal

Jill Hardesty, Secretary

Nancy Hoffman, Secretary

**Substitute Teacher and Substitute Teacher Aide Coordinator**

Elizabeth Raines—309-846-8706, lraines@blueridge18.org

Elizabeth Raines is responsible for coordinating and contacting substitute teachers for all of the Blue Ridge Schools. If you have a question about when you are scheduled to sub or need to change your schedule you should contact Elizabeth.

**Salary Information**

Substitute teachers earn $120 a day, while substitute teacher aides earn the pay rate specified in the Collective Bargaining Agreement with Blue Ridge Federation of Teachers. If an individual who is qualified to be a substitute teacher serves as a substitute teaching assistant he/she will be paid at an hourly rate equal to the substitute teacher daily rate divided by 7. For example, the current hourly rate would be $120/7 or $17.14/hour. Substitutes are paid on the 10th of every month. If you have questions about your compensation, tax withholding or other issues related to your pay, please contact our bookkeeper at the Unit Office.

**Hours**

Substitute teachers and aides need to arrive at school no later than 8:00 unless notified otherwise by Elizabeth Raines. Please check and sign in at the school office upon arrival. Typically the end of the workday will be after the late buses have picked up students, which is around 3:35 p.m. Please check out with the school secretary when leaving at the end of the school day.

**Responsibilities**

Within a school day the responsibilities of any adult employee in the school may include almost anything from encouraging students to make their best efforts to consoling a child who is distraught over a lost kitten. We want all employees to consistently be vigilant in supervising our students while also being empathetic and caring positive role models for our students. A list of some basic specific responsibilities is included below

* Be on time for all responsibilities during the school day.
* Dress appropriately and professionally; jeans are acceptable on Fridays.
* Appropriately supervise students at all times.
* Take attendance and lunch count information as indicated in the teacher’s plans.
* Follow the lesson plans provided as closely as possible.
* Grade student work during teacher-prep time in the daily schedule.
* Notify the principal if you suspect a student is an abuse victim.
* Maintain the confidentiality of student information.
* ***Do not administer medication to students and avoid coming in contact with blood. Contact the office and/or school nurse if there is an injury or a student requests medication of any kind, including over-the-counter meds or cough drops.***
* Be calm and follow all posted procedures in emergency situations.
* Leave the classroom in good order at the end of the school day. This includes leaving a note for the regular classroom teacher or teacher aide so he/she will know of the progress the students made while he/she was not at school.

**Responsibilities After Leaving School**

While your school day may end at 3:30, your responsibilities for maintaining confidentiality extend beyond the school hours and school doors. Please do not share information about students and/or staff in casual conversation or through social media. What may be considered an amusing anecdote during a day of subbing can be perceived very differently when posted and shared on social media.

**Concerns**

If you have concerns about anything during the school day, please share those concerns with the school principal prior to leaving for the day. If the principal is not available at the end of the day, please contact the principal either by phone or email as soon as possible to express your concerns. The principal will make his/her best efforts to address your concerns.

**Helpful Tips for Substitute Teachers**

The following suggestions were excerpted from an article by educator Melissa Kelly.

* Talk to the students as they enter the classroom. Start building a working relationship with the students as soon as they enter the classroom.
* Convey confidence to the students. Arriving at school early to thoroughly go over the lesson plans and procedures for the day can help with this.
* Stay on top of discipline from the first moment. Familiarize yourself with school and classroom expectations. Actively teaching and supervising the students by walking around the classroom helps to maintain a productive learning environment.
* Believe that all students can succeed. Students respond better to adults who have faith in their ability to be successful.
* Keep the students busy. Students engaged in activities are less likely to make poor behavioral choices. It is always good to come to the classroom with a mini-lesson or activity in case a lesson planned by the teacher leaves too much free time for the students.
* Avoid confrontations as much as possible. If a student causes a significant disruption in the classroom despite your best efforts, please contact the office for assistance rather than getting involved in a confrontational situation with the student.

**Notes for Teacher Aide Substitutes**

The above expectations for substitute teachers also generally apply for substitute teacher aides. Our teacher aides typically work under the direction of one of our teachers. When you check in at the office you will learn the name of the teacher with whom you will be working. Please meet with him/her as soon as possible. If there are any assigned duties or responsibilities which you do not feel you will be able to perform or meet, please notify the teacher immediately.