

# *Cumberland County Public Schools*



## *Substitute Teacher Handbook 2021-2022*



**CUMBERLAND COUNTY SCHOOL BOARD**

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\*\*Vice Chairman

**CUMBERLAND SCHOOL DISTRICT OFFICE STAFF**  
**804-492-4212**

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**CUMBERLAND ELEMENTARY SCHOOL**  
**804-492-4212**

Principal  
*Mrs. Ginny Gills*



Assistant Principal  
*Mrs. Wendy Tillet*

**CUMBERLAND MIDDLE SCHOOL**  
**804-492-4212**

Principal  
*Mr. Andrew Hoyt*



Assistant Principal  
*Mr. Jason Mawyer*

**CUMBERLAND HIGH SCHOOL**  
**804-492-4212**

Principal  
*Mr. Eugene Williams*



Assistant Principal  
*Mrs. Ashley Long*

## APPLICATION PROCESS FOR ALL SUBSTITUTE TEACHERS

Substitute teachers play an important role in the smooth operation of any school division. In the absence of the regular classroom teacher, the substitute teacher assumes the role of the educational leader for the classroom. Therefore, it becomes very important to employ substitute teachers who have the knowledge, ability, and professionalism necessary to fulfill that role. With this goal in mind, the Cumberland County Public School system has implemented the following procedures for selecting substitute teachers for the division.

1. The potential substitute teacher will complete an application for employment. In order to be considered for the position, applicants must meet minimum age and educational requirements (i.e., must be 21 years of age and have, at a minimum, a high school diploma).
2. Candidates who meet these initial requirements may be called to appear for an interview (based on need for substitute teachers). As part of the interview process, applicants may be given a basic mathematics and English composition assessment.
3. Those candidates doing well on the interview and skills assessments must then have a criminal background check, including fingerprinting. According to the CUCPS Policy Manual, "The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry" retrieved as part of the criminal background search.
4. Candidates must attend a training session provided by the school division. During this time, rules, regulations, and procedures will be reviewed. Candidates will also receive instruction in topics such as allergic reactions, blood borne pathogens, sexual harassment, and bullying.
5. Candidates who have successfully completed all parts of the application process will then be recommended to the School Board for employment in the capacity of substitute teachers.



## GENERAL INFORMATION FOR ALL SUBSTITUTES

1. All substitutes are appointed for one year only. If the substitute wishes to be reappointed, it is the responsibility of the substitute to notify the office of the superintendent of his/her wish to be considered for reappointment.
2. Arrangements for substitutes are made by the principal or his/her designee.
3. If at any time during the year a substitute wishes to indicate that he/she is no longer available, it is the substitute's responsibility to notify Human Resources.
4. Any change of address or telephone number should be reported to the schools and Human Resources.
5. The substitute is responsible for the completion of the form verifying service on any date. This form should be completed at the end of the day.
6. Payment for substitutes will be made on the last working day of the month, with the pay period including the fifteenth of each month. Substitute work done after that date will be covered in the next pay period. Direct deposit is required for all employees.
7. Pay scale for substitutes is on a per diem basis as follows:

High School Graduate – Non-degreed	--\$104.00
College Graduate – Degreed	--\$120.00
8. Arrangements for long-term substitutes are made by the principal and/or Office of Human Resources. After ten (10) days in a given classroom as a long-term substitute, the rate of pay shall be increased by ten dollars (\$10) per day for any days over the initial 10. The substitute's rate of compensation shall be increased to \$142 per day for those with a four-year college degree and \$170 per day for those who are licensed by the State of Virginia to teach in the subject area of their assignment for any days after the initial consecutive 10 days. [NOTE: Increased pay for long-term substitutes is based on the increased duties and responsibilities that the substitute may be required to perform. **This does not apply to those substituting for office personnel (i.e., secretaries) or nurses, which positions do not require substitutes to do extra duties outside of the regular school day.**]
9. All substitutes are under the supervision and direction of the principal of the school in which they are working. Each substitute shall be responsible for being informed on procedures, routines, and special requirements at each school relative to the class in which he/she is substituting.
10. All substitutes are required to attend an orientation. This requirement may be waived after a year of satisfactory service or for prior comparable experience.
11. All regularly employed substitutes may be evaluated each year by the principal or his/her designee. Substitutes who have received poor evaluations may be removed from the substitute teacher list.

## RESPONSIBILITIES

### Punctuality and Attendance

The principal/teacher/supervisor/director is depending on you. It is extremely important that you be on time. When you find that you cannot fulfill your commitment for the day or that you will be unavoidably detained, you should call immediately.

### Awareness of Policies and Regulations

All employees must be aware of rules and regulations regarding students and legal implications. BE SURE you understand policies on corporal punishment, discipline, medication, emergency treatment, confidentiality, attendance procedures, and supervision.

### Supervision

Substitutes should never leave students in their care unattended. Students should not be allowed to leave the classroom unless authorized by an administrator or for a school sponsored event. Substitutes are also expected to monitor the room and any equipment that is in the room.

### Personal Conduct

All substitutes are expected to function in a supportive manner. Exhibiting pleasant manners and a cooperative spirit add a great deal of enjoyment to the day. The courtesy and respect we show for each other will serve as desirable models for the youngsters we teach. This includes the language that is used in the presence of children and especially to the children. Remember also that it is unlawful to use tobacco products in Virginia Public Schools.

### Communication

Relating information in an accurate way will be greatly appreciated by those with whom you work. **Being discreet in sharing information with the community is a mark of a true professional.** Avoid criticism of the regular classroom teacher.

### Good Working Relationships

You work as a support person. Your immediate direction comes from the regular teacher through his/her written instructional plan. As a "member" of the faculty, even though it is temporary, you are under the supervision of the principal or his/her designee; and you are expected to carry out the duties of a teacher. It is your responsibility to know what is expected of you. You are encouraged to request a conference to clarify any area of uncertainty.

## Checklist for Substitute Teachers

The following represents a tracking system to employ when fulfilling the responsibilities and duties of a substitute teacher.

1.	Report to the school's main administrative office upon arrival.
2.	Obtain materials, information, room key, etc. from school officials in the main office.
3.	Become familiar with the school's daily schedule and routine.
4.	Read the lesson plan. Prepare all materials, including media, needed for the day's lesson.
5.	Arrive at the proper classroom before the students arrive and prepare it for the day's activities. Write your name on the whiteboard.
6.	Introduce yourself to your neighboring teachers.
7.	Take the role in each class.
8.	Complete the various forms associated with attendance, tardies, cafeteria, academics, etc.
9.	Start class on time.
10.	Follow the regular teacher's lesson plans.
11.	Fulfill the regular classroom teacher's extra duties (bus duty, lunch duty, etc.)
12.	Maintain a neat, orderly, and safe environment for students.
13.	Be enthusiastic and act professionally.
14.	Leave the classroom in order with all materials and equipment stored in their appropriate places.
15.	Close windows, turn off lights, turn off media equipment, etc.
16.	Complete any reports that are due at the end of the school day.
17.	Organize all papers taken up and leave for the regular teacher.
18.	Return keys and other items to the school administrative office.
19.	Check out in the office. Determine if you are needed for the following day.
20.	Report any incidents (accidents, injuries, etc.) as they occur.



**Calling All  
Substitute Teachers!**

## EVALUATION

1. All regularly employed substitutes may have an evaluation each year by the principal or his/her designee.
2. A checklist will be provided for evaluation.
3. Long-term substitutes would be evaluated using the same criteria and procedures as regularly employed teachers.
4. Areas of evaluation for substitute teachers generally include the following:
  - a. Classroom management and control
  - b. Teaching performance
  - c. Professional attitudes
  - d. Acceptance of responsibilities



# Cumberland County Public Schools Performance Evaluation

Position: Substitute Teacher

Employee Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

Key for Evaluation: M: Meets Expectations D: Does Not Meet Expectations  
N/A: Not Applicable/No Basis for Evaluation  
Comments are expected for employees who "do not meet" expectations.

Performance Factors	M	D	N/A	Comments If more space is needed, attach a sheet.
1. Follows lesson plans as directed.				
2. Follows school and classroom procedures.				
3. Supervises students adequately.				
4. Leaves adequate and accurate information concerning the day's activities.				
5. Returns all keys and materials.				
6. Arrives on time.				
7. Maintains neat, safe, orderly classroom environment.				
8. Maintains professional conduct.				
9. Works well with students and school personnel.				
10. Is flexible, handles unforeseen events well (i.e., fire drills), and is cooperative.				

**General Comments:** (suggested areas include initiative, attendance, punctuality, confidentiality, and recommendations for improvement)

Signatures:

Evaluatee: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Principal/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Note: If you disagree with this evaluation, you may attach a written statement to be included in your personnel file. Such a statement is form informational purposes only and does not imply that further action will be taken. Your signature does not indicate your approval or disapproval of this evaluation; it only certifies that your supervisor has discussed it with you.

*Distribution: Original – Personnel; Copy 1 – Evaluator; Copy 2--Employee*



# SCHOOL BOARD POLICY ON SUBSTITUTE TEACHERS

File: GCE

## PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

### Substitute Teachers

Substitute teachers shall meet the following qualifications:

- be at least 21 years old,
- possess good moral character,
- hold a high school diploma
- attend orientation to school policies and procedures

The Cumberland County School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

### Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

### Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

### Summer School Teachers

Summer school teachers shall meet all certification requirements.

### Interns

Arrangements for the utilization of interns in the school division should be initiated through the superintendent.

### Student Teachers

The school division shall accept student teachers only from accredited institutions.

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All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Student teachers shall not be used as substitute teachers.

Adopted: January 9, 1995

Revised: September 9, 1996

January 11, 1999

December 13, 1999

May 12, 2003

July 12, 2010

July 9, 2012

July 14, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.: GCB Professional Staff Contracts  
GCPD Professional Staff Discipline  
GCDF Suspension of Staff Members

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**APPENDIX**

File: GCE-R

Substitute Teachers

Substitute teachers approved by the Board may be employed by the superintendent and compensated at a per diem rate established by the Board.

Substitute teachers may be employed for a minimum of one-half day. Compensation is made through the Central Office.

An employee who is unable to attend for illness or other reasons shall notify their principal, supervisor, or designee as appropriate.

After ten consecutive days in a given classroom, the substitute's (with a high school diplomas, but not a four year college degree) rate of compensation shall be increased by ten dollars per day for any days after the initial consecutive ten days. This does not apply to those substituting for office personnel (i.e., secretaries) or nurses, which positions do not require substitutes to do extra duties outside the regular school day.

After ten consecutive days in a given classroom, the substitute's rate of compensation shall be increased for those with a four-year college degree. . . and. . . for those who are licensed by the State of Virginia to teach in the subject area of their assignment for any days after the initial consecutive ten days.

Adopted: June 9, 1997

Revised: December 14, 1998  
May 10, 1999  
August 9, 2004  
July 12, 2010  
July 1, 2021

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Legal Refs: Code of Virginia, section 22.-302