

**SUBSTITUTE TEACHERS HANDBOOK**  
**2019-2020 SCHOOL YEAR**  
*Revised December 19, 2018*



**CARLSBAD MUNICIPAL SCHOOLS**  
**408 NORTH CANYON**  
**CARLSBAD, NEW MEXICO 88220**  
**(575) 234-3300**

# WELCOME

**Welcome to the Carlsbad Municipal School District (CMS) as a substitute employee for the 2019-2020 school year! Your assignment is on an “as needed” basis. Substitute teachers/educational assistants are a very critical component in providing a quality education to the students in CMS. The goal of our substitute teacher program is to ensure a complete continuity of education in the absence of a contract employee: In effect, to provide each student with a school experience as valuable to students as the one they might have experienced had their regular teacher not been absent. Attainment of this goal should be the aim of each substitute.**

**It is always a challenge to assume a teacher's role on short notice. Substitutes are needed to manage varying educational situations in different schools within the district along with a variety of expectations. At best, it is a difficult task, requiring professionalism at all times.**

**One of the reasons for this Substitute Teacher Handbook is to provide some direction, both to regular staff members and to those who will, on occasion, take their places. Working together, the regular teacher and the substitute teacher can better approach the goal set forth above.**

**Please accept our thanks for your willingness to assist as a substitute teacher, and our best wishes that you will find your experience personally satisfying and enjoyable!**

## SECTION I -- GENERAL INFORMATION FOR SUBSTITUTES

### 1. SIGNING UP

You may sign up for substitute teaching by completing the application form online at <http://www.carlsbadschools.net/>. Under the **Departments** tab, click on **Human Resources**, then click on **Employment Opportunities** and then **Substitute Teacher** in the **Vacancies** column.

To qualify for certification, you must:

- A. Present a transcript reflecting semester hours of earned college credit;
- B. Complete a withholding statement (W-4);
- C. Display driver's license or other document establishing identity and original social security card for completion of Employment Eligibility Verification Form I-9;
- D. Submit a cashier's check or money order for \$35.00 made out to Public Education Department for licensure. A background/fingerprint check is required. This is done through 3M Cogent at CARC Farm or Brucom (Electric Supply). Fee: \$44.00.
- E. Observe in a district classroom for appropriate grade levels and/or satisfy the requirements as outlined on the Licensure Application Form.

### 2. SUBSTITUTE LICENSURE

A listing of those applicants who have completed the above requirements will be maintained in the Human Resources Department.

### 3. THE SUBSTITUTE LIST

Building principals will receive a Directory which contains the substitute list, compiled from those submitting applications. The list indicates the grade level(s) one desires to teach and telephone number. The building principal/teacher selects a substitute for an assignment. Substitutes who sign up after the start of school are added to the Directory as needed.

### 4. RATE OF PAY FOR SUBSTITUTE TEACHERS

Regular Substitute Teacher Pay Rate:	\$84.00 per day
Substitute Teacher w/Degree (4 yr. Degree)	\$89.04 per day
Substitute Teacher w/Teaching Degree & Licensed	\$94.01 per day
Long-Term Substitute Teacher Pay Rate:	\$100.00 per day
Substitute for Instructional Assistant Rate:	\$74.55 per day
Substitute for Library Assistant Pay Rate:	\$74.55 per day
Substitute for Nurse Assistant Pay Rate:	\$74.55 per day

A substitute teacher who is employed for a regular teacher for more than 10 consecutive days is considered a long-term substitute teacher. Payment at the rate of \$100.00 per day will be retroactive to

the first day, after the 10th consecutive day of substitute work for the same teacher. These rates will be back to the original rate when the long term is finished. If you are requested to substitute for a secretary, you will be paid \$78.75 per day. Substitutes for Secretary, Instructional Assistant (IA), Library Assistant, and Nurse Assistant will not get the long-term substitute rates.

**Please keep a record of days worked. If a problem occurs with your days worked you can easily refer back to your records.**

## **5. PAY PERIODS FOR SUBSTITUTE TEACHERS**

Building principals will submit substitute teacher report forms to the Human Resources Department twice a month. The Human Resources Department compiles a payroll statement for the Business Office; checks are processed on the 15th and 30th of each month and mailed directly to the substitute teacher. Substitute days worked the 1st-15<sup>th</sup> of a month are paid on the 30th of that month. Days worked the 16th-31st of a month are paid on the 15th of the following month. Because of the Christmas break, payroll for December may be adjusted.

## **Section II -- RESPONSIBILITIES FOR EFFECTIVE SUBSTITUTE TEACHING**

### **1. THE DISTRICT'S RESPONSIBILITY**

- A. The district shall certify as to the educational achievement, based on submitted transcripts, and other qualifications of the substitute teacher applicant and shall maintain a file of these records in the Human Resources Department.

### **2. THE PRINCIPAL'S RESPONSIBILITY**

- A. When the substitute teacher reports to the principal's office, the principal should explain building policy as it pertains to class operation and to extra duties of supervision. The principal or designee should provide information about special activities and reports that are required, take the substitute to the classroom, and assist him or her in finding the essential materials for the day's work.
- B. Substitutes want to know about school routine. Every school should prepare a list of instruction for the substitute's guidance.
- C. The principal should visit with the substitute teacher as much during the day as time will permit.
- D. Principals will prepare bi-monthly reports of substitute teacher service.

### **3. RESPONSIBILITY OF THE REGULAR TEACHER**

- A. The teacher's lesson plans along with other information regarding extra duties, etc., should be accessible in the teacher's desk or mailbox.
- B. The teacher's plan book should provide information concerning exceptional concerns, such as physically handicapped and diabetic students, and should include a seating chart of the students.

- C. The teacher should make room keys available in the event of prolonged absence.
- D. The teacher should identify a responsible student to whom the substitute may look for answers to questions regarding class procedure.
- E. The teacher should have attendance registers and grade books available so that the substitute teacher can record grades and absences.
- F. The teacher should make available the necessary supplies if absence is anticipated and a substitute teacher is planned.
- G. When returning to the classroom, the teacher should emphasize the importance of the work done during absence and stress that the substitute is a vital factor in the school program.
- H. The teacher should provide the substitute with needed information by phone, if requested, providing the illness is not of a serious nature.
- I. If papers are to be graded by the substitute, information should be furnished pertaining to the grading policy used by the teacher.
- J. The teacher should use professional channels if a substitute's work warrants criticism, by informing the principal of concerns. There is a form available through the school office.
- K. A great help in speeding up the calling of a substitute is notifying the principal or the building secretary as soon as it is determined that absence is necessary due to sudden illness or emergency.

#### **4. THE RESPONSIBILITY OF THE SUBSTITUTE**

- A. Persons who are new to substitute teaching in Carlsbad are asked to observe in a classroom setting at the level for which they have signed up on the substitute teacher list prior to working as a substitute teacher. A minimum of three (3) hours of observation is required. In order to complete this requirement, you are asked to contact the principal at the building of your choice to make arrangements for a convenient time for you to sit in and observe a class session. For your convenience, a list of buildings and principals is attached. After your observation session is complete, the principal will sign off on the observation form and the substitute teacher will submit it to the Human Resources Department.

If you have signed up for both the elementary and secondary level, you will need to observe at both an elementary and a secondary site.

- B. After you have completed the application process, it is recommended that you visit the schools and become acquainted with the principal and others concerned with personnel to help you in establishing the location of the schools.
- C. Please be prompt in arrival at the school when you are called. Ordinarily, the substitute should report to the principal or his/her designated representative at least one-half hour prior to time for classes to convene. If you accept a substitute position, and for some reason are unable to keep

the obligation, you MUST contact the school with the available position as soon as you are able to and inform them that you will not be there.

**The daily schedule for students is:**

<b><u>Grades</u></b>	<b><u>Starting</u></b>	<b><u>Dismissal</u></b>
3 & 4 Year Old Preschool (am)	8:00 a.m.	10:45 a.m.
(pm)	11:15 a.m.	2:00 p.m.
Kindergarten	7:45 a.m.	2:25 p.m.
Elementary (Grades 1-5)	7:45 a.m.	2:45 p.m.
Sixth Grade Academy (Grade 6)	8:30 a.m.	3:10 p.m.
Intermediate School (Grades 7-8)	8:10 a.m.	3:30 p.m.
High School (Grades 9 – 12)	8:45 a.m.	3:50 p.m.
Early College High School	7:45 a.m.	3:45 p.m.
Eddy Alternative	8:30 a.m.	3:00 p.m.

**The teacher's day normally begins at 7:30 a.m. and ends at 4:00 p.m.**

- D. Make whatever reports are required both for the information of the school office and the regular teacher, including a brief daily summary of materials covered, pupil progress, duties performed and unusual situations developing within the class. Place this report in the lesson plan book for the convenience of the regular teacher.
- E. Please grade all student work assigned for the day unless requested not to do so by the teacher or principal.
- F. Report to the principal or his/her designated representative before leaving the building at the close of the day.
- G. Be prepared to take over a classroom on short notice. This can be done by preparing special collections of stories, songs, games, art work, etc., which can be adapted to many situations. In the secondary schools, the teacher can be aware of new developments in the subject fields and have some practical information for the class.  
  
Consult with the principal or his/her designated representative on matters that deviate from the normal class procedure.
- H. Assume the extra duties (playground, lunch, bus etc.) that the regular teacher has for the day.
- I. Report any accidents that may have occurred during the day to the principal, and complete an accident report if a student is seriously injured.
- J. Keep careful records of any money collected, always give a receipt, and turn the money into the office as soon as possible. If you have questions, please consult the principal about this.
- K. Positive classroom discipline should be utilized whenever possible. Because of the temporary placement/assignment of the substitute teacher, any extreme or unusual circumstances regarding classroom management should be reported directly to the Principal. (Punishment or suspension may be utilized by the principal, but neither is an option for the substitute teacher.)

- L. Professional ethics suggest school problems should be discussed with the Principal, not elsewhere.
- M. Substitute teachers will find it useful to follow the example of successful teachers in matters of student discipline. Here are measures they employ:
  - Be fair, firm and consistent.
  - Praise in public; criticize in private.
  - Do not use sarcasm or other embarrassing methods or remarks.
  - Do not "group" punishment.
  - Use the positive approach.
  - Set up reasonable standards and stick to them.
- N. Information handbooks have been prepared for Elementary, Middle Schools, Senior High parents, and students. These booklets contain much useful information for substitute teachers. Copies are available at each campus.
- O. If you wish to remove your name from the substitute list, please inform the Human Resources Department at 575-234-3300.

**5. ASSISTANCE AVAILABLE**

The Directors of Curriculum & Instruction will serve as an additional resource for information, materials (including the loan of professional books and journals) and idea exchange. You may also call the Human Resources Department to schedule an informal interview. This will give the Director of Human Resources a chance to meet you while giving you an opportunity to become more familiar with CMS and its professional expectations.

**6. TUTORING**

Parents frequently call for the names of possible tutors. If you are interested in tutoring, please request a form from any Principal or through the Office of Instruction at 575-234-3300. The district has no policy or regulations concerning tutoring or the fee to be charged. The fee is to be set by the tutor. The schools will release the names of those teachers who have signed up to tutor to parents/counselors requesting a tutor. However, the actual details of agreement to tutor are between the teacher and the child's parents. If you have any questions, please call the Office of Instruction.

**7. COMPENSATION**

Arriving late or leaving during an assignment for any reason will result in the daily rate being docked for the hours that the classroom is left without substitute coverage. Please do not accept an assignment if you know that you will not be able to fulfill it for the entire duration of the day(s).

Substitutes will not be hired during the scheduled school holiday breaks or during the summer break; therefore will not be entitled to any compensation during this time.

**CARLSBAD MUNICIPAL SCHOOLS**  
**BUILDING DIRECTORY**

Administration Office.....	408 N. Canyon Street .....	575-234-3300
Carlsbad High School.....	3000 W. Church Street.....	575-234-3319
Early College High School.....	1500 University Drive.....	575-234-9415
Eddy Alternative.....	700 W. Stevens.....	575-234-3305
Carlsbad Intermediate School-PR Leyva Campus.....	800 W. Church Street.....	575-234-3318
Carlsbad Sixth Grade Academy.....	301 Alta Vista Street.....	575-234-3316
Craft Elementary.....	406 W. Lea Street.....	575-234-3304
Desert Willow Elementary.....	2100 Primrose.....	575-234-3310
Monterrey Elementary.....	1001 N. Ninth Street.....	575-234-3309
Ocotillo Elementary .....	2106 Captain Williams Ln.....	575-234-3312
Hillcrest School.....	215 N. Sixth Street.....	575-234-3313
Joe Stanley Smith Elementary.....	505 Alta Vista Street.....	575-234-3314
Sunset Elementary.....	923 Walter Street.....	575-234-3315
Early Childhood Education Center (ECEC).....	1801 W. Lea Street.....	575-234-3303



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408 N. CANYON ST.  
CARLSBAD, NEW MEXICO 88220**

The Human Resources Office has furnished me with copies of the District's Employee Handbook which includes the following policies/and or administrative regulations.

1. Tobacco Use Policy, Board Policy G-1100/GBED
2. Employee Assistance Program, Board Policy G-1350/GBGC
3. Blood borne Pathogens Policy, Board Policy G-1381/GBGC-E
4. Drug-Free Workplace and Campus Policy, Board Policy G-0950/GBEC
5. Substance Abuse and Child Abuse/Neglect, Board Policy J-6250/JLF
6. Employee Dress Regulations, Board Policy & Regulations G-0770/GBEBA
7. Employee Standards of Conduct, Board Policy G-0850/GBEBB
8. Prohibition of Harassing, Violent, Intimidating and Hostile or Offensive Conduct  
Board Policy & Regulation G-0750/GBEB, G-0761/GBEB-R
- 9 Sexual Harassment, Board Policy & Regulation A-0300/ACA, A-0311/ACA-R
10. Accommodations for Individuals with Disabilities (504 & ADA) Board Policy & Regulations I-2400/IHBA, I-2411/IHBA-RA & I-2412/IHBA-RB
11. Workers' Compensation Board Policy G-1500/GBGD
12. Part-time and Substitute Professional Staff Employment Board Policy G-3750/GCG

I understand that I am responsible for being aware of the contents of the handbook and policies. After reviewing them, I have had the opportunity to ask questions on any rules and regulations that I do not understand.

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Employee's Signature

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Date Signed

