

Johnson County R-VII School District

Substitute Teacher Handbook

Johnson County R-VII School District
Crest Ridge Elementary and Secondary Schools
Central Office
92 NW 58 Highway
Centerview, MO 64019
Phone: (660) 656-3316
Fax: (660) 656-3633

The Johnson County R-VII School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact the Superintendent of Schools for any inquiries regarding the non-discrimination policies at 660-656-3316 or 92 NW 58 Highway, Centerview, MO 64019.

Revised 7/14/2016

The Role of a Substitute

A substitute teacher plays a very important role in a continuous program of quality instruction. Because teachers and/or aides must occasionally be absent from the classroom, substitute teaching is considered an integral and essential part of the school system. The role can be challenging with new and difficult situations frequently encountered. Substitutes are expected to meet this challenge with personal dedication and sincere conscientious effort. "Subs" often find their activities in the classroom to be personally gratifying experiences.

Desired Personal and Professional Qualifications for Substitutes

Desired personal and professional qualifications needed for substitutes to work effectively in various situations include the following attributes:

- Good personal appearance indicating good judgment and professional in dress
- Effective communication skills
- Preparation for teaching with ability to use good classroom techniques and procedures
- Recent college work, recent teaching experience, and experience in working with children and youth which reflect sympathetic understanding of the problems of youth
- Willingness to try to keep up with changes in teaching methods and curriculum
- Ability to keep students, parents, teachers and administrators on a professional level so that the substitute teacher's conduct will be of the type that encourages harmony and good will within and outside of the school
- Ability to keep in confidence information of a confidential nature concerning all school personnel and students. This includes class grades, test scores, and personal information regarding students, which should not be communicated with anyone except the principal or regular classroom teacher.

Board of Education Policies and Administrative Rules and Regulations

The substitute teacher assumes the responsibilities similar to those of a regular classroom teacher while on duty and should understand and is governed by the Board of Education Policies and Administrative Rules and Regulations as they relate to the various facets of the teacher's responsibilities. Copies of the Board of Education Policies, Administrative Rules and Regulations are available in the office of the principal or the District Office.

Discipline

Students know that good behavior is expected of them at all times at school. We realize that as a substitute you are at a big disadvantage of not knowing students and their individual and collective behavioral tendencies. **DO NOT** allow students to be disruptive, and please refer disruptive student(s) to the principal's office immediately. Disruptive student behavior needs to be dealt with swiftly and at the moment of its occurrence. **Referring students to the principal; for behavioral reasons is not viewed as a weakness of a substitute teacher. Let us help you.**

Assignments of Substitutes

The principals or other designee begin calling substitutes as soon as 6:00 AM for daily sick calls; however, substitutes may be called at any time during the day and evening as the need arises. When principals know in advance of an employee absence, arrangements will be made for a substitute in advance.

If for some reason, you cannot fulfill a substitute assignment, **please call the building administrator at the building you are scheduled to substitute as soon as possible.**

Assignments of substitutes are not made on a rotating basis. Assignments are made according to fields of preparation when possible, or by teacher/principal request.

Total qualifications including previous success in other schools, probable success in teaching in the school where a substitute is needed, general availability of the substitute, willingness to carry out policies, rules and regulations are other factors considered in making assignments.

Repeated refusals to accept assignments when called may result in the substitute's name being removed from the list.

Temporary Assignments (Long-term)

Substitutes are employed to serve on a daily basis for short, indefinite times. The principal or someone designated by the principal will determine the length of time the service of the substitute is needed. A temporary or long-term assignment is defined as the period beyond ten consecutive days in the same assignment. Extended pay is granted in a long-term assignment for teacher substitutes only, but paid holidays, sick leave, and other annual leave benefits are not provided for substitutes.

Reporting to Work

Be on time. Substitutes are required to observe the same hours as the position that is being filled, which include: 15 minutes before classes begin to 15 minutes after classes have ended for a full day. If the teacher and/or aide are assigned extra duty for that day, the substitute is expected to fulfill that duty unless directed otherwise by the principal. Elementary students are in the classroom at 7:45 AM and Elementary substitutes are required to check in at 7:30 AM. Secondary substitutes are required to check in at 7:45 AM.

Substitutes should ask the time schedule when called because variations exist due to transportation and /or safety concerns.

Reporting to the School Office

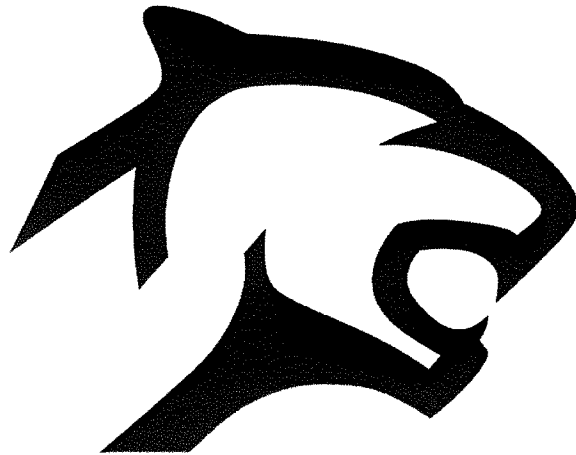
- When assigned to a school, report to the office immediately upon arrival, identify yourself, and the person for whom you are to substitute for; then, you will receive the necessary information concerning the details of the assignment.
- At that time, the building secretary will have the substitute sign the necessary paperwork for payroll.
- Obtain a substitute name badge. You are expected to wear this at all times while in building. Return badge at the end of the day.
- If you are eating lunch or breakfast, please order and pay in the office each day.
- If not given the information, ask about building emergency codes and the handbook.

- Find out from the building principal whether or not you are to attend meetings and take notes for the regular teacher long term assignments only).
- Be sure to check in the office when leaving to ensure all necessary paperwork is complete.
- Leave all keys used during the day in the office.

Timing In and Out Procedures

- Be sure to clock in and out on the computer in the teacher workroom as you arrive and before leaving for the day.
- Please time out during plan times if applicable.
- If you have trouble with the computer in completing this process, please make sure to contact the office.
- To ensure payment for each day worked, you need to be sure to use the time clock system to time in and out each day you are a substitute.

Clocking in and out Procedures are outlined on the next page of this handbook with a sample of the screens you will see.



Payment of Substitute Teachers

The rate of pay for substitute teachers has been set by the Board of Education at \$80.00 for teachers per day and \$60.00 for a paraprofessional per day.

Substitute teachers who are on duty for the same teacher more than ten (10) consecutive days shall be paid the prorated daily salary of the BS, Step 1, base beginning on the eleventh (11th) day. Absences during a long-term substitute teaching assignment will turn a substitute teacher to the daily rate of substitute pay.

The pay period ends on the Friday before the second Monday of each month. You may obtain your check at Central Office after 1:00 PM on the 25th of each month, if you do not do so, your check will be mailed on the 25th. This is only if the Board of Education has met before the 25th. Any days taught after the end of the pay period will be paid on the next month's check. If you are teaching in district on the 25th, your check may be available at the building. You will need to contact central office to let the secretary know you are a substitute in the district on that day.

It is helpful if substitutes keep a record of days taught for whom and at what school. This will serve as confirmation to help determine correct payment. Also, it will prevent anyone from exceeding the maximum number of days if they are limited by retirement regulations.

Hints for Success

- Go over lesson plans left by the classroom teacher.
- Know where all materials are for lesson plans.
- Try to involve ALL students.
- Familiarize yourself with the schedule and routine of the class.
- Welcome students at the door when they arrive.
- Try to learn as many names (teachers and students) as possible.
- Use any free time you may have to plan and prepare for the next portion of the day. Remember to time out during plan times if applicable.
- Check for posted fire, tornado and other drills, and other safety-related procedures and instructions. They should be posted near the door.
- Be an informed substitute; know school rules and regulations.
- Start class immediately with the assigned work.
- Be enthusiastic. Students will mirror your attitude.
- **Never** leave students K-12 unattended!
- Follow teacher lesson plans to the best of your ability. When in doubt, ask questions.
- Keep students busy at all times.
- Be business-like; take firm control of the class at the beginning with courtesy and tact.
- Expect respect and cooperation from students.
- In case of emergency, call the office or get help from the teacher next door.
- Dress appropriately-you are a role model.
- Stay alert at all times.
- Anticipate problems before they occur. Seek help early on for discipline problems.
- You set the tone for the day--A positive attitude is important.

Classroom Procedures

The substitute teacher should expect to find in a classroom:

- An atmosphere of respect toward a substitute
- A class record book
- Lesson plans with texts and page numbers listed
- Teacher's guides and manuals on or near desk
- Explanation of routine procedures relating to time of bells, taking attendance, lunchroom dismissal, emergency drills, location of restrooms and procedures, where to send sick students, etc.
- An up-to-date seating chart or information regarding seating arrangements
- The name of the teacher or person in charge, if principal; is unavailable, to go to for help

The substitute teacher should:

- Follow lesson plans as closely as possible to provide continuity in the learning experience planned by the regular teacher.
- Assume complete duties of regular teacher, such as playground duty, lunchroom or hall duty, etc.
- Communicate with regular teacher, if possible, when assignment is for a long-term or ask for assistance from principal.
- Maintain good discipline at all times. If assistance is needed, refer problem to principal or designated person. A note may be sent by a well-behaved student saying, "I need help."
- Refrain from the use of obscene language. Use discretion and good judgment in all remarks made at school.
- Keep accurate attendance records.
- Refrain from using cell phone, Ipods, Ipads, etc. during classroom times, unless for an emergency. Contact the principal ahead of time.
- Maintain a neat, orderly classroom; leave equipment in proper place and condition.
- Check and correct papers and workbooks, unless instructed otherwise. Leave at a place designated with appropriate explanation.
- If an accident occurs during the day, it is mandatory for the substitute to complete appropriate forms and leave in the Health Office.
- Contact building principal if there is a concern about the safety or well-being of a student

Substitutes are not to give medications, always send student to the office or nurse.

Reporting to the Teacher

Leave a brief report for the teacher for each subject taught. Use discretion in remarks or comments made about seating arrangements, students, methods used by regular teacher, or the work being done in the class when making a report to the teacher.

District Contact Numbers and Building Contacts

Johnson County R-VII School District, Central Office

Superintendent of Schools, Mr. Brett Gray

Mrs. Mechelle Toole, Central Office Secretary

92 NW 58 Highway, Centerview, MO 64019,

Phone: 660-656-3316, Fax: 660-656-3633

Crest Ridge Secondary School, grades 7-12

Mr. James Frank, Principal

Mrs. Kristy Bestgen, Secretary

Mrs. Sandy Hobbs, Secretary

Phone: 660-656-3391, Fax: 660-656-3484

Reporting and Ending times: 7:45 AM-3:30 PM

Crest Ridge Elementary, grades K-6

Mrs. Kim Evans, Principal

Mrs. Susan Grant, Secretary

94 NW 58 Highway, Centerview, MO 64019

Phone: 660-656-3315, Fax: 660-656-3411

Reporting and Ending times: 7:30 AM-3:25 PM

Appropriate Paperwork Needed on File

- updated application
- updated transcripts
- updated Department of Elementary and Secondary Education (DESE) Substitute Certificate(usually good for three years), paperwork can be obtained from Central Office
- completed/updated background check and fingerprint information, substitutes are responsible for this cost
- to register for fingerprinting use website: www.machs.mo.gov or call 1-877-862-2425 to register.
- signed district agreements (confidentiality, technology, harassment, viewed child safety/abuse video confirmation

Johnson County R-VII School District

Staff Substitutes

Confidentiality

I understand that in the course of my employment as a substitute staff member with the Johnson County R-VII School District, I may become aware of confidential information about specific students. This information may include such information such as students' grades, academic performance, behavior, disabilities and related matters. I understand and agree that I will not disclose any such confidential information except to school employees that need to know.

Mandatory Reporting of Suspected Abuse or Neglect

I understand that in the course of my employment as a substitute staff member with the Johnson County R-VII School District, a student may disclose abuse or neglect to me. I understand that I am to immediately inform the building principal and/or counselor of this information in order to comply with the Mandatory Reporting legal requirements for school districts as outlined in state law 210.115 RSMo.

Smarter Adults- Safer Children: Preventing Child Sexual Abuse

As part of my employment as a substitute staff member with the Johnson County R-VII School District, I have viewed the Smarter Adults- Safer Children video that is required by the district insurance company.

Substitute Printed Name: _____

Substitute Signature: _____

Date _____

Employee Name _____

2014-15

Employee Technology Agreement

I have read the attached Johnson County R-VII (Crest Ridge) Technology Usage Policy and Regulation 6320 and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination of my employment with the district.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district's technology resources. I understand that this form will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

Signature of Employee

Date

Name of School: _____

SUPPORT SERVICES

Form 5260

Safety, Security and Communications

Safety Standards

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

By signing below, I acknowledge that I have read and understand all of the General Safety Requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on, and/or local, state or federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

Name

Date

June 2013

Sexual Harassment

(This would also apply to bullying and other types of harassment.)

What everyone should know about handling harassment incidents.

- **Take any report seriously.** Assure the person that the school will respond promptly.
- **Listen, but do not make a judgment.** Listen to what the person has to say. Make no judgment or commitment regarding the allegations or how the investigation will be conducted. Do assure the person that the school takes sexual harassment and bullying seriously and will not tolerate either.
- **Do not delay.** If you are not the individual designated to process sexual harassment complaints, tell the complainant who is responsible and offer to help contact that person. If that person is not immediately available, tell the complainant you will follow through immediately after this interview. Then do it as soon as possible. Delays of even a few days can make investigations difficult or send a signal to the complainant that the school is not taking the complaint or problem seriously.
- **Respond to concerns.** If the complainant expresses or indicates fear, assure the person that the school will do everything in its power to ensure confidentiality as far as possible (but make no promises), prevent retaliation and stop further harassment. If you are the person designated to process complaints or investigate them, answer any questions about the complaint process that will not jeopardize the investigation. If you are not the appropriate person to process a complaint, assure the complainant that his or her questions will be answered by the appropriate person.
- **Document.** Write a detailed summary of what the complainant told you, including your observations of the person's demeanor. Submit it to the individual who will be processing the complaint.
- **Follow up on the complaint.** Check with the complainant the next day to ensure that he or she is getting needed assistance.
- **Avoid using "dangerous words".** "Dangerous words" may include statements such as: "It's just teasing – no big deal"; "I know he/she didn't mean anything like that"; "It's your fault for dressing that way"; "Just ignore it"; "He/she puts his/her arm around everyone"; "Why can't you learn to take a compliment?"; "It's just a joke – lighten up"; "Oh well, boys will be boys"; "Girls are like that"; "It's a matter of hormones. We can't control that"; or similar statements. Take the report seriously!!!

The person responsible for processing harassment complaints in this school is the Superintendent of Schools, Mrs. Julie Dill, 660-656-3316.

Sign _____ Date: _____