



Guest Teacher Plan

Adopted July 20, 2022

Inspire, Engage, Empower!

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Welcome to East Noble School Corporation

The guest teacher (substitute teacher) is one of the keys to maintaining quality and continuity in the educational program of East Noble School Corporation. Well trained, enthusiastic professionals ready to accept daily assignments in the regular teacher's absence guarantee a worthwhile uninterrupted educational experience for students.

This handbook has been prepared to provide information of interest and importance to prospective guest teachers. It also offers suggestions for ways to make short-term teaching a successful and pleasant experience for guest teachers, students and staff.

Thank you for participating in this instructional responsibility so vital to the smooth operation of our schools.

Dr. Teresa Gremaux
Superintendent of Schools

EAST NOBLE SCHOOL CORPORATION GUEST TEACHER PLAN
Effective July 20, 2022

1. Introduction: East Noble School Corporation employs approximately 240 certified staff members to provide positive learning experiences for over 3,500 students during the course of a 180-day school year. It is inevitable that one or more employees will be absent from their assigned instructional duties on any given day due to such things as personal illness and/or business, staff development, student field trips, etc. It is imperative that students continue to learn during the absence of their regular instructor, therefore, the school district has developed these guidelines to facilitate the process for selection, licensing, and training of guest teachers.

2. Guest Teacher Pay Rates: A certified guest teacher is defined as a substitute with a regular teacher license. Guest teachers will be paid according to the rates and descriptions found below:

- a. Holds a valid regular teacher license - \$125.00 per day,
- b. Holds a substitute teacher certificate/permit or special exception - \$125.00 per day.
- c. If a guest teacher is subbing for an Instructional Assistant, their pay rate is \$85.00 per day.

If a guest teacher serves in the same teaching position for more than 15 consecutive days, they shall be paid as follows:

- d. Guest teachers with a valid regular teacher license in the educational field in which they are substituting will be paid at the daily rate of the base salary on the Certified Salary Schedule.
- e. Those with a valid regular teacher license but not in the field in which they are substituting will be paid at a rate of \$140.00 per day.

A guest teacher serving in the same teaching position who has worked more than 15 consecutive days and has received the base salary on the Certified Salary Schedule is allowed no more than two (2) absences during his/her long-term substitute teaching position. If the guest teacher must be absent for more than two (2) days his/her pay rate will revert to \$125.00 per day until he/she reaches the next 15th consecutive day in the position.

3. Valid Regular Teacher License: A person who holds a valid Indiana Teacher License and who meets all other criteria for substitute teaching will not need to apply for a Substitute Teacher Certificate

4. Substitute Teacher Certificate (and Reciprocity): The Division of Teacher Licensing of the Indiana Professional Standards Board issues all new Substitute Teacher Certificates upon the condition that the candidate is recommended by the superintendent of a school district. East Noble School Corporation may recognize and accept any and all valid Substitute Teacher certificates regardless of issuance date; however, any license recommended by the superintendent after August 1, 1996 will be in compliance with the criteria contained herein.

5. Education Requirements and Related Experiences: The minimum education requirements required for guest teachers at East Noble School Corporation is 30 hours of certified college credit, or 24 months of work experience with no more than two different employers within a 36-month period. Prospective guest teachers are required to submit verification of college credit hours. A full college degree, even if not in education, is desirable.

6. Reference Checks: Each prospective guest teacher will be required to submit both personal and professional references. An Expanded Criminal History and DCS (Department of Child Services) screening is required under Indiana House Enrollment Act 1462. The applicant is responsible for all costs associated with obtaining the expanded criminal history screening. An invitation to a link on the Safe Hiring Solution, Inc. website will be sent to your current email address to begin the process. A credit card will be required to complete the background process.

7. In-service: The candidate will receive an East Noble School Corporation Guest Teacher Manual upon making application. Each guest teacher is required to meet with the building principal or the designee prior to working as a substitute in that building. The principal or designee will provide resource materials necessary to work within that school.

8. Assessment Process: The principal and teacher for whom the guest teacher is being employed will be responsible for evaluation of the guest teacher. The principal or designee will share problems or concerns with the guest teacher so that they may be corrected. An unsatisfactory recommendation from the principal is grounds for the guest teacher to be removed from the approval list.

9. Summary: The purpose of this administrative guideline is to ensure that guest teachers for the East Noble School Corporation are responsible and properly licensed or certified, so they may enhance the education of students. The selection and assignment of guest teachers is the responsibility of the administration.

NOTIFICATION

East Noble School Corporation is a member of the Region 8 Education Service Center Substitute Service. Once a guest teacher accepts a position, the school is notified. Failure to report as expected results in disruption of the educational process.

PAYROLL PROCEDURES

It is the responsibility of the school office where the guest teacher worked to report the name of the guest teacher, the date of the substitution and the name of the absent teacher to the payroll department. Regular pays are semi-monthly unless a holiday interferes with this procedure. All payment of compensation will be through direct electronic deposit. Paystubs can viewed electronically on the eSuite paystub portal:

<https://employeeportal.eastnoble.net/websites.hr.portal/default.aspx> or go to www.eastnoble.net, MENU, under *Staff* select *Staff Portal*, then click on ENSC HR Staff Portal (eSuite)

PRINCIPAL'S RESPONSIBILITY TO THE GUEST TEACHER

- Assign a person to whom the guest teacher can turn for help.
- Provide the guest teacher with schedules of building routines and regulations, school policies and safety procedures.
- Explain any special assignments that the guest teacher may encounter.
- Help the guest teacher become acquainted with students and staff.
- Bring to the guest teachers' attention any special problems that exist.

RESPONSIBILITY OF THE GUEST TEACHER

- Know the location of the schools in your area.
- Notify Region 8 ESC sub service of your availability.
- Personally answer your home telephone during the hours when you anticipate calls from the substitute service.
- Become familiar with the procedure in each school
- Adhere to pertinent policies of the Board of School Trustees of the East Noble School Corporation and to policies set up by individual school centers, including emergency procedures.
- Observe the same hours as the regular teacher.
- Report to the principal or designated person before and after each day's work for special instructions.
- Ask the principal for guidelines and/or information sheet for substitutes.
- Assume all regular duties of the teacher you are replacing, including those of lunch duty, bus duty and other assigned teaching duties.
- Follow the lesson plans of the regular teacher, correct and grade papers as possible, if requested to do so, and leave a report of the work accomplished.
- Report any difficulty encountered, whether academic conduct, student behavior, or outside disruption. If warranted, seek help immediately to assure proper class management.
- Report personal injury of a student or teacher immediately.
- Leave facilities neat and orderly
- Be professional and ethical in contact with parents.

- Consider records confidential; make no adverse remarks concerning pupils or teachers. If you have suggestions, speak to the principal.
- Notify Region 8 ESC sub service and the East Noble Central Office of any change in your availability, address or telephone number
- Honor your commitment.

RESPONSIBILITY OF THE TEACHER

- Notify Region 8 sub service as soon as a planned absence is known or by 6:00 a.m. on the day of the absence
- Provide written lesson plans for several days, schedule of classes, class register, seating charts, attendance records, teacher editions of texts, guides and work materials to be used by students with special needs such as disabilities, diets, etc., special assignments such as playground or lunchroom duty and the specific responsibilities.
- When possible, confer with the guest teacher prior to the day of absence.
- Follow up with advice or comments to the guest teacher upon your return with comments to your principal regarding the guest teacher's performance.

DIRECTORY OF EAST NOBLE SCHOOLS

AVILLA ELEMENTARY SCHOOL 200 W. WASHINGTON STREET AVILLA, IN 46710 TEL: (260) 897-2301 Principal: Mr. Jeff Harper	NORTH SIDE ELEMENTARY SCHOOL 302 E. HARDING STREET KENDALLVILLE, IN 46755 TEL: (260) 347-1354 Principal: Mrs. Stephanie Leasure
ROME CITY ELEMENTARY 400 JEFFERSON STREET ROME CITY, IN 46784 TEL: (260) 854-3241 Principal: Mrs. Heather Green	SOUTH SIDE ELEMENTARY 1350 S. SHERMAN STREET KENDALLVILLE, IN 46755 TEL: (260) 349-2200 Principal: Mrs. Faith Erexson
WAYNE CENTER ELEMENTARY 1231 E APPLEMAN ROAD KENDALLVILLE, IN 46755 TEL: (260) 347-2548 Principal: Mrs. Jaime Carroll	ALTERNATIVE SCHOOL 702 DOWLING STREET KENDALLVILLE, IN 46755 TEL: (260) 349-0814 Director:
EAST NOBLE MIDDLE SCHOOL 415 DRAKE ROAD KENDALLVILLE, IN 46755 TEL: (260) 347-0100 Principal: Mr. Andrew Deming Assistant Principal: Mr. Bill Cain	EAST NOBLE HIGH SCHOOL 901 GARDEN STREET KENDALLVILLE, IN 46755 TEL: (260) 347-2032 Principal : Mrs. Kathryn Longenbaugh Assistant Principal: Mr. Joshua Schache Assistant Principal: Mr. James Graham

CODE OF ETHICS OF THE EDUCATION PROFESSION

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

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