



**Itasca Independent School District**

# **SUBSTITUTE TEACHER**

# **HANDBOOK**

**2020-2021**

# GENERAL INFORMATION

## QUALIFICATIONS

Itasca Independent School district is in compliance with provisions of the Title IX of Public 92-318, Educational amendments of 1972, and is an equal opportunity employer.

Substitutes in the Itasca I. S. D. are required to provide official transcripts for high school graduation, college hours, or college graduation. A copy of GED certificate can be provided in place of an official transcript.

## COMMITMENT

By your request for a place on the list of substitute teachers, who are available to serve, you accept a commitment to teach when you are called. When individuals have made a commitment to substitute, they should remember that the principal, the teacher who is absent, and the students are relying on them to be there. If any emergency occurs making it impossible to report, the substitute should notify the building secretary immediately.

## REQUIRED DOCUMENTS

These credentials must be on file in the Personnel Office prior to beginning substitute duties. Payroll information will not be processed until all substitute paperwork is complete. Please note that the district substitute list is approved annually.

- Completed employee application
- Official high school or college transcript or GED certificate
- Signed consent to perform a criminal history/background check
- Completed W-4 form (Employee Withholding Allowance Certificate)
- Part-time, Seasonal and Temporary Employees Retirement Plan Form

# **SUBSTITUTE RESPONSIBILITIES**

## **DAILY ROUTINE/SCHEDULE**

Substitutes should report directly to the school office to check in and receive any special instructions. When you report to the school office at the assigned school, ask for the individual assigned to call substitute teachers.

Substitutes are expected to remain on duty the entire day, follow the same schedule and complete all regular assignments of the regular teacher, unless otherwise requested by the school's administrative staff.

Substitutes should follow the lesson plans and other instructions left by the classroom teacher. Don't hesitate to ask for help and clarification from another grade level teacher if necessary.

At the end of the school day, you should complete all requested reports for both the school office and for the regular teacher. Materials and equipment should be returned to their proper place.

Before leaving at the close of the day, report to the school office to determine if you will be needed the following day.

In addition to the above instructions, you will receive further information concerning your assignment and building regulations when you report to the school.

## **SCHOOL HOURS**

Generally speaking the substitute should report to work by 7:30 AM and remain until duties are completed. At the time they are called for work substitutes should have a clear understanding with the individual principal about specific expectations regarding work schedules.

## **PAY INFORMATION**

Pay is \$75.00 per day for certified teacher, \$65.00 for college degree, and high school diploma. Cut-off date is the 10<sup>th</sup> of every month; salaries earned after the 10<sup>th</sup> will be paid the following month. Checks will be issued on the 25<sup>th</sup> of each month. If the Payroll Office is notified that you will be substituting on a designated payday, then your check can be sent to the campus for your convenience. Otherwise, checks can be picked up at the Administration Office on payday by

the substitute. If check is not picked on payday, they are mailed that same day.

## JOB EXPECTATIONS

### What is expected of me as a substitute teacher?

- Please remember that you are being paid to teach the students. Do not take your newspaper or book to the classroom except to use during conference period. Do not use your iPad or computer for personal use during instructional time. This all reflects upon your abilities as a substitute teacher and as a future teacher.
- Do not talk on your cell phone or text during instructional time. You are free to use your cell phone during lunch or other non-instructional class times or periods.
- Be on time.
- Be prepared to teach the lesson plans left by the teacher.
- Be enthusiastic!
- Be in control of the classroom and yourself at all times.
- Have a sense of humor.
- Be flexible.
- Be honest.
- Set a good example for students.
- Be neat in appearance and dress. Dress professionally, comfortably, and in good taste. **(See District Policies and Procedures for Dress Code Information)**
- High ethical standards are to be maintained at all times.
- Our school district smoke-free. You may not smoke on any part of the campus or work site, including the site parking lot.
- Return all supplies and equipment to storage. Secure cabinets. Be sure to leave the classroom in order.
- Close all windows, turn the lights off, and lock the classroom doors.

- Be sure to sign in and out each day

## **BEGINNING OF THE DAY**

### **What time do I report for the job?**

Report time is 7:30am and end after all students have been dismissed (3:40 MS/HS and 3:50 elem)

Remember: Be on Time! Be on Time! Be on Time!

### **Who do I report to?**

You will report directly to the principal's secretary. She will provide you with the information you need and keys to use for the day. After you have made contact with the school secretary, you will want to report to your classroom.

### **What do I do before the students arrive?**

- Review the lesson plans carefully.
- Be sure to follow the planned assignments left by the teacher.
- Avoid going beyond the day's assignment.
- If the teacher did not leave a lesson plan, contact the school secretary or other office personnel to see if the teacher left lesson plans with them. If the staff does not have the teacher's lesson plan, ask if there is a team leader or peer teacher that you can share lesson plans with.
- Check for extra duties such as playground supervision, bus duty, etc.
- Review attendance and discipline procedures. Check emergency regulations.

### **What do I do after students arrive?**

- Start the class promptly.
- Introduce yourself to the class.
- Take attendance at designated times for each campus as instructed by the secretary. You will need to send your attendance report to the school office at the required time of the day.
- Make necessary announcements to the class.
- Assume the same responsibility as the regular teacher for students, equipment, and assigned materials.
- Expect and require cooperative student responses
- All visiting adults, including administrators, should introduce themselves and visitors are required to have a visitors badge.

### **What do I do at the end of the workday?**

- If possible, leave a Summary Report for the teacher explaining what happened in the classroom in her/his absence. The report could also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (positive/negative), and any other information the teacher will find helpful.

- After the students have been dismissed at the end of the day, make sure room is in order.
- Leave teacher's report on the teacher's desk if applicable. Turn out lights and lock the classroom door.
- Sign out with the secretary in the main office. Return keys to the main office.

## **DISTRICT POLICIES/PROCEDURES**

- **Release of children** – Children are not to be released from the classroom without official notice from the building principal. Any outsider who comes to the classroom asking that a child be released from school must be directed to the principal's office.
- **Professional Confidence** – Substitute teachers are expected to hold in professional confidence any information about students which might be gained while substituting. In addition, maintain a professional manner regarding any communication about the school/teacher for which they are subbing.
- **Mandated Guidelines** – Substitute teachers should be familiar with the new professional requirements of Chapter 37 of Senate Bill 1, especially in the areas of the Student Code of Conduct and Documentation. This should be on the teacher's desk.
- **Dress Code** – Substitutes should dress in a professional manner—dresses, slacks, collared shirts, and ties. Loose fitting Capri/crop pants should be of mid-calf length. Shoes should be of professional nature. Jeans are appropriate for Friday only. Rubber or material flip-flops, sweats, overalls, athletic wear, walking/Bermuda shorts are examples of clothing considered to not be professional. Athletic wear is allowed for those subbing in PE or athletics.
- **Lesson Plans** – Substitutes will follow the lesson plans of the teacher. If a contingency arises to prevent this, they should let the teacher know why by leaving a note for him/her in the plan book.
- **Corporal Punishment** – Substitutes are not permitted to use corporal punishment as a means of disciplinary action. They should strive to use various positive methods or counseling techniques to control a class or a particular student.
- **Teacher Belongings** – The belongings of a teacher is to be respected. Do not issue rewards or favors without the prior approval of the teacher.
- **Student Absences** – Substitutes will turn in an attendance sheet as directed by the campus principal. Students that are absent will be listed and sheet will be brought to the office. It must be dated and signed by the substitute.
- **Cell Phones** – Are not to be used in the classroom.
- **Personal Reading Material** – Substitutes should not be reading magazines/books during class.

# TIPS FOR A SUCCESSFUL CLASSROOM

- Become familiar with the discipline management plan that is specific to the campus on which you are working. The principal can supply the necessary information for you.
- Conduct class in a positive and organized manner to help prevent problems from occurring. Be pleasant; do smile; be friendly' show enthusiasm; and appear confident.
- A positive attitude is a key to winning the respect of students! Physical bearing and tone of voice directly affect the reaction of the class to the teacher. Put statements on their level and involve the students.
- Start the day by taking time to carefully review with the students the regular classroom rules and routines, then follow them consistently for effective transition.
- Start the day quickly, firmly, and concisely. Begin instruction promptly and use all allotted time in instructional endeavors. Try to learn students' names as quickly as possible.
- Be consistent and fair! Be firm enough to command attention and flexible enough to be fair. Avoid ultimatums!
- Scan the room frequently. Monitor activities by moving around the room and give students meaningful work. Your presence will help prevent off task behaviors.
- Redirect any off task or disruptive behaviors immediately. Be sure to deal with individual students and do not "fuss" at an entire class for one person's behavior.
- Use positive verbal praise when deserved. Reinforce desired behaviors as appropriate with statements like, "Thanks for listening carefully."
- If an individual student causes a serious behavior problem that is disruptive and cannot be handled, send another student to the office with a referral explaining the circumstances. Do not leave the room unattended.