

# **SUBSTITUTE TEACHER HANDBOOK**

**2020-2021**

**OTTAWA UNIFIED SCHOOL  
DISTRICT NO. 290**

**OTTAWA, KANSAS 66067**

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## LICENSURE FOR SUBSTITUTE TEACHERS

All substitute teachers must have a current teaching license or an emergency substitute license. Please go to [www.ksde.org](http://www.ksde.org) for all licensing questions.

### PROCEDURES REQUIRED BY U.S.D. 290 BOARD OF EDUCATION

1. The following data must be on file at the district office:
  - a. Social Security Number
  - b. Withholding statement (W-4, K-4)
  - c. Signed Loyalty Oath
  - d. Address and telephone number
  - e. Identification card -- driver's license
  - f. Health Certificate
  - g. Background Check
  - h. I-9 (Requires two forms of identification: driver's license, social security card, etc.)
  - i. Computer Usage Agreement
  - j. Job Application Acknowledgement
  - k. Ethnicity Form
  - l. Direct Deposit Form
2. USD 290 uses an automated service to fill substitute teaching positions. This service, called Frontline, utilizes both the telephone and Internet to assist you in locating jobs in the district. Instructions for the use of this service will be provided upon receipt of item in (1) above.

### SUBSTITUTE TEACHER PAY

Upon entering their assigned building, each substitute should check in at the office to "clock in". At the conclusion of the teaching day, or when their services are no longer needed for that day, each substitute should return to the office to "clock out". Frontline will be used to verify a substitute's attendance. The amount of pay for the day will be determined by the time clock information but should not be greater than 8 hours in a single day. Substitute pay is \$14.00 per hour and will be rounded to the nearest quarter hour. Subs should clock in no more than 30 minutes before the teaching day starts and clock out no longer than 15 minutes after the students are dismissed. If a substitute teacher fails to clock in or out, a missed punch form must be completed and submitted to the building principal. For continuous teaching in the same position for 11 or more days, substitute pay is 1/179th of the base pay per day. Social Security and state and federal withholding taxes are subtracted from the gross pay.

All substitute teachers will be required to sign up for direct deposit. The pay period for substitute teachers is from the 10<sup>th</sup> of the month through the 9<sup>th</sup> of the following month. Pay days for substitute teachers are the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on Saturday or Sunday, electronic deposits will occur on Friday.

### PLANNING TIME

When substituting for a teacher with a first period plan, the substitute will not be paid for more than 30 minutes before the teaching time begins. When substituting for a teacher with a last period plan, the substitute will not be paid for more than 15 minutes after the last teaching time ends. Substitutes are not guaranteed a planning period and may be moved to another classroom during the teacher's scheduled "plan" time. **The guidelines for planning time will not apply to long-term substitute positions.**

### STARTING AND CLOSING TIMES

SCHOOL	BEGINS	DISMISSES
Ottawa High School (Monday – Thursday)	7:45 A.M.	3:05 P.M.
Ottawa High School (Friday)	7:45 A.M.	1:50 P.M.
Ottawa Middle School (Monday – Thursday)	7:45 A.M.	3:05 P.M.

Ottawa Middle School (Friday)	7:45 A.M.	1:50 P.M.
Sunflower Elementary (Monday – Thursday)	7:55 A.M.	3:20 P.M.
Sunflower Elementary (Friday)	7:55 A.M.	2:00 P.M.
Garfield Elementary (Monday – Thursday)	7:55 A.M.	3:20 P.M.
Garfield Elementary (Friday)	7:55 A.M.	2:00 P.M.
Lincoln Elementary (Monday – Thursday)	8:00 A.M.	3:25 P.M.
Lincoln Elementary (Friday)	8:00 A.M.	2:05 P.M.
Eugene Field (Monday-Thursday)	7:45 A.M.	3:05 P.M.
Eugene Field (Friday)	7:45 A.M.	1:50 P.M.

### GETTING READY FOR THE SCHOOL DAY

1. Arrive at school at least 15, but not more than 30 minutes before starting time.
2. Stop by the office to let the principal or secretary know that you have arrived.

**The Classroom Folder:** Each teacher will have prepared a folder in a location, known by the principal or secretary that contains the following information:

1. Location of:
  - a. Teacher's Editions of texts and/or workbooks
  - b. Detailed lesson plans for the day
  - c. Attendance Record/Class roster
  - d. Grade Book -- if needed
2. Fire and Tornado Drill information for room
3. Names of students and a schedule detailing when students leave for, and return from, special classes or instruction
4. Para's name and schedule in classroom (if applicable)
5. Names of bus students (if applicable)
6. Directions pertaining to collected assignments (Leave in room, turn in to principal or secretary, grade, etc.)
7. Any classroom rules the substitute should know about
8. Room and time schedules if substitute teacher works in more than one room during the day
9. Schedule and times when various subjects are taught during the day
10. Lunch schedule for your room
11. List of any special teacher duties the substitute will be doing
12. Student seating chart (if applicable)
13. Recess times (if applicable)
14. Names of several students the substitute can rely upon for information
15. A set of emergency lesson plans to be used **only** if teacher was not able to leave detailed lesson plans

### BEGINNING THE DAY

1. Be in your classroom when the students arrive so you can greet them. Be sure they know your name!
2. Check attendance carefully and record/report any absence.
3. Conduct yourself in a professional manner. Clearly explain your expectations to the students.
4. If there are opening exercises, make them brief and implement the lesson plan as quickly as possible.
5. Follow the normal routine as nearly as possible. If this is not posted, ask a student who appears to be reliable to help you (elementary level). Should you be challenged for doing things differently from usual, do not argue with the students. Just pleasantly and firmly explain how it will be done today.

### CLASSROOM MANAGEMENT

1. Be patient and have a good sense of humor.
2. Expect good behavior and be positive in your attitude
3. Let students know what your expectations are and the consequences for not meeting them. Be consistent and fair in your treatment of all students. Don't verbalize a consequence that you are not willing/able to carry out.
4. Each student is a distinctly different human being and should be respected as such. Make personal corrections in private and avoid ridicule and sarcasm.

5. Handle discipline issues yourself when possible. A returning teacher will be unaware of the circumstances surrounding the inappropriate behavior.

### **TIPS FOR TEACHING THE LESSON**

1. Preparation is the key to successful instruction. Should you substitute more than one day, you are under the same obligation to plan as the regular teacher.
2. Have your materials organized and be ready to start before class.
3. Motivating the students to learn is important. Taking a few brief moments to arouse curiosity and tie the lesson in to a "real life" situation will help engage the students.
4. Your presentation should be clear in order to facilitate student learning. Some helps might include the following:
  - a. Keep the presentation on the students' level of understanding
  - b. Present one point at a time
  - c. Go from the known to the unknown, the easy to the difficult
  - d. Stop often and review
  - e. Do not hesitate to repeat
  - f. Give students an opportunity to ask questions
5. Skillful questioning can help you determine if the students understand the concepts that you are teaching. Good questions often have the following qualities:
  - a. They are concise and expressed well.
  - b. They stimulate analytical thinking.
  - c. They help students to formulate new or unexpressed ideas.
  - d. They do not call for mere recall of book material.
6. In a well-planned lesson, students are given opportunity for active participation. Be sure that directions are clear and that you provide proper supervision and help.
7. Provide time for a summary to bring together all facts and concepts at the close of a lesson.
8. Any assignments you make should be clear, concise, and purposeful.

### **ENDING THE SCHOOL DAY**

1. Leave the room in good order. Be sure that attendance records are complete and ready for the next day.
2. The day's papers should be handled as directed.
3. Leave a note for the regular teacher telling what was accomplished during the day, special incidents, and communications.
4. Lock up anything that was locked when you arrived and return any keys to the office.
5. If there were any parent communications you could not answer, discipline problems, accidents, or room damage, report such incidents to the office.
6. Check out through the office to clock out and see if your services will be needed the next day.

You are an important member of the educational team and provide a valuable service to teachers and students alike. We greatly appreciate the job you do and hope the above suggestions will make your day more enjoyable.

## ADMINISTRATIVE PERSONNEL

NAME	POSITION	OFFICE
Dr. Ryan Cobbs	Superintendent of Schools	229-8010
Josh Robinson	Assistant Superintendent	
Amy Bybee	Director of Curriculum	
Melissa Horne	Administrative Assistant	
Kelly Whittaker	Principal, Ottawa High School	229-8020
Matthew Lancaster	Asst. Principal, Ottawa High School	229-8020
Carol Finch	Secretary	
Address:	1120 South Ash	
Charlie Stoltenberg	Principal, Ottawa Middle School	229-8030
Kyle Kost	Vice-Principal, Ottawa Middle School	229-8030
Kristin Allan	Secretary	
Address:	1230 South Ash	
Andrea Stipe	Principal, Sunflower Elementary	229-8050
Susan Ahrens	Secretary	
Address:	1325 Falcon Way	
Carmen Schaefer	Principal, Garfield Elementary	229-8060
Donna Diamond	Secretary	
Address:	1213 College	
Austin Entress	Principal, Lincoln Elementary	229-8080
Janis Heck	Secretary	
Address:	1102 Milner	
Ivy Briggs	Assistant Principal, Eugene Field	229-8090
Address:	720 Tremont	