

Kenmare Public Schools



Substitute Teacher Handbook 2022-2023

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Welcome

Dear Substitute Teacher:

The Kenmare Public School welcomes you and hopes that your work experience with us will be enjoyable. As a substitute at KPS, you are an important member of our instructional team.

The service you provide is appreciated and vital to the success of students at school. Substitutes are responsible for upholding the mission statement of the district, implementing teacher-provided plans, and adhering to the policies and procedures provided by the school district and board. Substitutes are expected to abide by the North Dakota Teacher Code of Ethics:

<https://www.nd.gov/espb/sites/www/files/documents/MCCE.pdf>.

This handbook is being provided as a resource about the substitute procedures in our school system. You are encouraged to depend upon the administrative staff and other school personnel for information and support. We are thrilled to have you in our school and appreciate your substitute services for our students.

We hope you have a rewarding experience.

Sincerely,

Kenmare Public School Administration

Mission Statement

Educating all students to succeed.

General Information

Elementary (K-2) building hours:

Teachers arrive at 8:10 am.

Classes begin at 8:40 am.
Students dismiss at 3:20 pm.
Teachers leave at 3:45 pm.

Elementary (Prek-5) building hours:

Teachers arrive at 8:10 am.
Classes begin at 8:45 am.
Students dismiss at 3:25 pm.
Teachers leave at 3:45 pm.

Middle School (6-8) and high school (9-12) hours:

Teachers arrive at 8:10 am.
Classes begin at 8:30 am.
Students dismiss at 3:30 pm.
Teachers leave at 3:45 pm.

KPS Substitutes eat lunch for free.

General Duties

1. Check-in at the office where you'll receive lesson plans and a key.
2. Follow provided lesson plans.
3. Take attendance.
4. Follow classroom management and procedures.
5. Follow the district chain of command.
6. Follow district policies and procedures.
 - a. <https://www.kenmare.k12.nd.us/o/kenmare-school-district-28/page/kps-policies>

Code of Ethics

<https://www.nd.gov/espb/professional-practices/code-ethics>

Code of Professional Conduct for Educators

Article 67.1-03
State of North Dakota

Code of Professional Conduct for Educators

Section 67.1-03-01-01

Preamble

The educator recognizes that education preserves and promotes the principles of democracy. The educator shares with all other citizens the responsibility for the development of educational policy. The educator acts on the belief that the quality of the services of the education profession directly influences the nation and its citizens. The educator promotes the worth and dignity of each human being and strives to help each student realize the student's potential as a worthy, effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. The educator measures success by the progress each student makes toward the realization of his/her potential as an effective citizen. The educator regards the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The educator strives to raise professional standards to improve service and achieve conditions which attract highly qualified persons to the profession.

The following code of professional conduct of the education standards and practices board governs all members of the teaching profession. A violation of this section constitutes grounds for disciplinary action which include the issuance of a warning or reprimand or both, suspension or revocation of the license of the affected educator, or other appropriate disciplinary action.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10.

Section 67.1-03-01-02

Principle I - Commitment to the Student

In fulfilling obligations to students, the North Dakota educator:

1. Shall not, without just cause, deny the student access to varying points of view;
2. Shall not intentionally suppress or distort subject matter relevant to a student's

academic program;

3. Shall protect the student from conditions detrimental to learning or to physiological or psychological well-being;
4. Shall not engage in physical abuse of a student or sexual conduct with a student and shall report to the education standards and practices board knowledge of such an act by an educator;
5. Shall not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
6. Shall not use professional relationships with a student for personal advantage or gain;
7. Shall disclose confidential information about individuals, in accordance with state and federal laws, only when a compelling professional purpose is served or when required by law; and,
8. Shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10

Section 67.1-03-01-03

Principle II - Commitment to the Profession

In fulfilling obligations to the profession, the North Dakota educator:

1. Shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
2. Shall not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, nor discriminate in employment practice, assignment, or evaluation of personnel;
3. Shall not sexually harass a fellow employee;
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;

5. Shall present complete and accurate information on the application for licensure and employment;
6. Shall present complete and accurate information on any document in connection with professional responsibilities;
7. Shall present evaluations of and recommendations for colleagues fairly, accurately, and professionally;
8. Shall cooperate with the education standards and practices board in inquiries and hearings and shall not file false complaints or shall not seek reprisal against any individuals involved with the complaint;
9. Shall not knowingly distort, withhold or misrepresent information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
10. Shall not breach a professional employment contract;
11. Shall not knowingly assign professional duties for which a professional educator's license is required;
12. Shall not accept a gratuity, gift, or favor that might influence or appear to influence professional judgement, nor offer a gratuity, gift, or favor to obtain special advantage; and
13. Shall exhibit professional conduct in safeguarding and maintaining the confidentiality of test materials and information.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10

Section 67.1-03-01-04

Principle III - Commitment to the Community

In fulfilling these obligations to the public, the North Dakota educator:

1. Shall distinguish between personal views and the views of the employing educational agency;
2. Shall not distort or misrepresent the facts concerning educational matters; and,
3. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09; 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10

Safety

Please refer to the KPS Emergency Operations Plan.

Substitute Teacher Qualifications

Certified Substitute:

<https://www.nd.gov/espb/licensure/license-information/substitute-license>

Substitute License

Thank you for your interest in being a substitute teacher in North Dakota. Our requirements for a substitute license are:

- Official transcript documenting a minimum of 48 semester hours of college coursework
- Successful background check completed with ESPB. Background check instructions found [here](#)
- Online application for the substitute license. Click [here](#) to begin your online application

The substitute license is now \$85** and is good for a period of 2 years. The license expires on the applicant's birthday. A substitute license allows a person to be a substitute teacher grades K-12 in all ND schools.

** Beginning June 1, 2019, every new ESPB application includes a \$5 maintenance charge.

Non-Certified and Certified Substitutes will need to provide fingerprints for background checks. Appointments can be made with the Kenmare PD at (701) 385-4232.

Substitute Teacher Training

The district will provide training throughout the school year for substitutes. Trainings may include:

Zoom

Substitute Finder
School Safety

Substitute Teacher Assignments

Substitutes for non-certified staff may include paraprofessionals, office staff, kitchen staff, or janitorial staff.

Substitutes for certified staff include grades PK-12.

Please inform us of your preference and qualifications.

Receiving Substitute Jobs: SmartFind Express

KPS uses SmartFind Express to assign jobs to substitutes. Before you are able to accept any sub jobs, you must first register with the system. Your access ID and username will be provided to you after notifying the school of your interest in subbing. A tutorial handout will be provided to you at this time. After registering with the system, you are able to get notifications of sub jobs through a phone call, the online portal from a desktop, or through the app on a mobile device.

A copy of the handout can be accessed at this link: <https://bit.ly/KPSsmartfind>

A copy of the training video can be access at this link: <http://bit.ly/KPSsubs>

Compensation

Certified substitute teachers - \$130/day plus free lunch

Long Term certified substitute teacher -\$213.12/day plus free lunch

Non certified substitute pay - \$13/hour plus free lunch

Staff Directory

Administration:			
Alex Hennix	Superintendent	701-341-0845	ahennix@mykps.us
Keely Heidel	Elementary Principal	406-270-9283	kheidel@mykps.us
Fay Froseth	High School Principal	701-848-6269	ffroseth@mykps.us
Office Staff:			
Mary Ann Melin	Business Manager	701-217-0036	mmelin@mykps.us

Amy Harris	Administrative Assistant	701-217-0065	aharris@mykps.us
Stacie Hedberg	HS Secretary	701-848-6221	shedberg@mykps.us
Lori Bauer	Elem. Secretary	835-2009	lbauer@mykps.us
Technology Integration	Taylor Cunningham	701-721-9837	tcunningham@mykps.us
Speech:	Ashley Gilstad		
Elementary			
Jessica Gesvalli	Special Education	701-339-0316	jgesvalli@mykps.us
Kara Keysor	Preschool	217-0109	kkeysor@mykps.us
Sarah Nelson	Kindergarten	406-270-9283	snelson@mykps.us
Lindsay Jelley	Grade 1	701-391-5707	ljelley@mykps.us
Peggy Balvitsch	Grade 2	385-3484/625-5487	pbalvitsch@mykps.us
Jenna Deaver	K-2 Intervention	701-500-1743	jdeaver@mykps.us
Marla Jensen	Grade 3	385-4067/848-6427	mjensen@mykps.us
Merry Feldman	Grade 4	240-6919	mfeldman@mykps.us
Terese Schmidt	Grade 5	385-3289/848-6024	tschmidt@mykps.us
Kacy Keysor	Phy Ed/AD	848-6299	kkeysor1@mykps.us
Ruth Wallstrum	Intervention	385-3376/240-9380	rwallstrum@mykps.us
Macie Harris	Elem. Music	701-217-0188	maharris@mykps.us
High School			
Jackie Rockeman	JH ELA	701-240-7445	jrockeman@mykps.us
Tracey Houck	JH Science and SS	500-4403	thouck@mykps.us
Kris Zimmer	Librarian	848-6156	kzimmer1@mykps.us
Melanie Herman	Math	467-3272/217-0180	mherman@mykps.us
Emma Winfield	Middle School	989-306-8405	ewinifield@mykps.us
Laura Mibeck	Science	500-1710	lmibeck@mykps.us
Tim Wallstrum	Social Studies	385-3376/340-8221	twallstrum@mykps.us
Kate McClure	English/Student Council Advisor	651-307-2618	kmccclure@mykps.us
Isaiah Steinwand	Phy Ed/Head FT Coach	701-340-5216	isteinwand@mykps.us
Justin Johnson	Music	701-721-3758	jjohnson1@mykps.us
Ben Curdy	Ag. Ed	435-770-4386	bcurdy@mykps.us
Courtney Halverson	Art	339-2779/377-2779	chalverson@mykps.us
DeVonne Hanson	Counselor	385-4810/848-6055	dhanson@mykps.us
Joan Bodmer	Special Education	385-4029/848-6091	jbodmer@mykps.us

Wendy Larsen	JH/HS Intervention	385/3067/340-7236	wlarsen@mykps.us
Leah Holsten	Counselor/Instr. Coach	701-340-4481	lholsten@mykps.us
Megan Kihle	Business Teacher		mkihle@mykps.us
Paraprofessional:			
Sue Rodin		385-4576/217-0211	srodin@mykps.us
Kristen Griffin		719-684-5345	kgriffin@mykps.us
Amber Bruner		701-220-5917	abruner@mykps.us
Nicole Cattin		307-532-1880	ncattin@mykps.us
Sara Hess		701-721-1163	shess@mykps.us
Stephanie Lotvedt		701-389-0387	slotvedt@mykps.us
Tiffany Michel		701-721-9080	
Rachel Zeltinger		701-833-1526	rzeltinger@mykps.us
Kim Wooster	ITV/Online/Acellus Supervisor		
Cooks:			
Lindsay Bazille	Head Cook	701-240-5676	lbazille@mykps.us
Ann Carico	Elementary Cook	848-6504	acarico@mykps.us
Char Gustafson	HS Cook	701-898-3351	cgustafson@mykps.us
Custodians:			
Jerry Mickelsen		385-4478/217-0207	jmickelson@mykps.us
Kyle Mehrer			kmehrer@mykps.us
Richard Jensen		(701) 720-8263	rjensen@mykps.us
Brian Chatten		701-835-1388	bchatten@mykps.us
Bus Drivers:			
Roger Johnson		482-7889/833-4745	rjohnson@mykps.us
Herb Schwede		482-7302/833-7302	hschwede@mykps.us
Brad Griffin		1-719-684-5043	bgriffin@mykps.us
Merle Wallstrum		385-4847/340-0065	mwallstrum@mykps.us
Terese Schmidt		385-3289/848-6024	tschmidt@mykps.us
Board of Education:			
Tawnya Gill		509-2208	tgill@mykps.us
Lars Christensen		848-2471	lchristensen@mykps.us
Jason Zeltinger		385-4522	jzeltinger@mykps.us
Donna Schmit		701-202-4589	dschmit@mykps.us

Brad Griffin		719-684-5043	bgriffin@mykps.us
Mike Pugh		701-516-3412	mpugh1@mykps.us
Josh Cook			jcook@mykps.us