

Substitute Handbook for Teachers, Aides/Paraprofessionals *2023-2024*



District of Opportunity.....Expect Success

USD 379 Clay County Schools

Stuart Administrative Center

PO Box 97

807 Dexter St.

Clay Center, KS 67432

785-632-3176

www.usd379.org

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquires regarding compliance may be directed to Superintendent, 807 Dexter St. PO Box 97, Clay Center, KS 67432 (785) 632-3176 or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

or KS Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

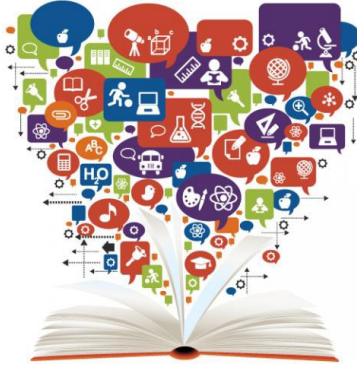
OR

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

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Welcome to USD 379 Clay County Schools!
District of Opportunity.....Expect Success!



INTRODUCTION

The Board of Education, administration and teaching faculty appreciate the invaluable services provided by you, the substitute teacher. We all recognize the special qualities required of a successful substitute teacher. Your task is one that requires an extra measure of sensitivity and adaptability. It is with this in mind that we strive to make your experiences in our schools as pleasant and rewarding as possible by making this handbook available.

All parties in the process need to recognize the importance of a close working relationship between the substitute teacher, classroom teacher and administration. This handbook is provided so that we all have a clear understanding of our respective responsibilities.

We ask that recommendations or suggestions you might have to improve our substitute teacher system be passed on to us at your earliest convenience. Our goal is to provide the most effective system possible, which can only be accomplished with your helpful input.

A teaching assignment with little planning and preparation can be very challenging, so it is essential that a substitute teacher has:

- A positive attitude
- Enthusiasm
- Dependability and flexibility
- Knowledge of the responsibilities, policies and procedures necessary to maintain the highest possible standards of service to our students.

*Beginning August 2018- all substitutes (teacher/aide/para) must go through Run, Hide Fight training before they are allowed to substitute. For information on the training, video, requirements, please see Jaclyn Pfizenmaier, Director of Curriculum & Instruction for USD 379. This is a one-time training.

We hope that your experiences in USD 379 are successful. Please let us know if we can be of assistance!

Building Directory Information

<u>Building</u>	<u>Principal</u>	<u>Phone</u>
Lincoln Elementary 1020 Grant Clay Center, KS 67432 Contacts: Jeannie Blake and Alicia Farley	Matt Weller	632-2156
Garfield Elementary 815 4 th St. Clay Center, KS 67432 Contacts: Amy Sutton	Stefanie Lane	632-2125
Clay Center Community Middle School 935 Prospect Clay Center, KS 67432 Contact: Ashley Snyder and Michelle Dunn	Keith Hoffman	632-3232
Clay Center Community High School 1630 9 th St. Clay Center, KS 67432 Contacts: Lisa Schwab, Jenell Jones and Carrie Alton	Bud Young Greg Ferguson	632-2131
Wakefield Schools 502 3 rd St. PO Box 40 Wakefield, KS 67487 Contacts: Shellie Cannizzo and Melinda Ham	Mike Teeter	461-5437

District Contacts:

Stuart Administrative Center: 807 Dexter PO Box 97 Clay Center, KS 67432	632-3176
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Brett Nelson, Superintendent
Anita Breen, Special Education Director of TLEC
Jaclyn Pfizenmaier, Director of Curriculum & Instruction (Substitute Teachers)
Andrea Gibson, Business Manager
August Zeller, Red Rover
Cathy Carlson, Human Resources (payroll)

SUBSTITUTE INFORMATION

APPLICATION INFORMATION

All substitute teachers must have a completed Substitute Teacher file in order to work in the USD 379 school district. In addition, each substitute must complete the USD 379 Substitute Training before subbing in the district. The training must be completed each year in order to substitute for that school year. Trainings will be offered in the summer months before school starts as well monthly. The training will include updates on district/school information & guidelines, technology training, and classroom management.

Each file must contain:

- Completed application form
- Copy of Teaching Certificate/License (Regular, Substitute, Emergency Substitute)
- Completed W-4 form, I-9 (illegal alien) form
- TB/Physical form
- Oath or affirmation of employee form
- Employment verification form 9 (with copy of social security card and driver's license)
- Acceptable Use of Technology Signature Page

CERTIFICATION/LICENSURE INFORMATION

Listed below are three types of licensure that may be used to qualify you as a Substitute Teacher in USD 379. First time licenses and renewal of licenses are issued through the state of Kansas. Go to www.ksde.org and click on Teacher Licensure.

1. **Standard Teaching License-** You may substitute unlimited days in the classroom but not more than 125 in the same assignment.
2. **Substitute Teaching License-** This certificate is issued to persons that have not kept their standard teaching certificate up to date, but have held a standard teaching certificate in the past. You may substitute unlimited days in the classroom but not more than 90 days in the same assignment.
3. **Emergency Substitute Teaching License-** This certificate is issues to persons having at least 60 college credit hours.

A list of the approved substitute teachers who have placed the necessary papers on file in the Board of Education office will be compiled and made available to the interested parties. Emergency substitutes are able to view absences 10 days out from the event. They will be called to substitute only after the list of permanent substitute has been exhausted.

Building principals or their designees have the sole responsibility for calling and engaging the services of substitute teachers when needed. Classroom teachers who are going to be absent from duty should advise their building principal as soon as they have knowledge that they will be absent. This is necessary in order to provide as much time as possible to engage substitutes and also for the substitutes to prepare for the assignment. If there is advanced knowledge of a pending absence, the substitute may be engaged a day or several days in advance of the pending absence. It is recognized, however, that in some cases knowledge of pending absence is not known until shortly before the school day commences and substitute teachers should thus anticipate the occasional need to make hurried plans and preparation. In cases of sudden illness, the teacher is asked to notify the principal as early as possible in the morning of the day of absence in order that the principal or his/her designee might contact possible substitutes prior to 7:00 a.m.

FINANCIAL INFORMATION

SUBSTITUTE TEACHERS PAY SCHEDULE

Effective: May 13, 2019

The following salary schedule for substitute teachers was adopted by the USD 379 Board of Education effective 2019-2020 school year.

Substitute teachers:

Substitute teachers will be paid \$110 per day.

Long-term substitutes:

For substitutes who serve in the same job assignment as a long-term substitute, the rate will be:

a. \$110 per day up to the 10th day (in the same classroom). Beginning on the 11th day in the same classroom or assignment, the rate will increase to \$145 per day. When a person begins service at the higher pay rate, payment rates will be retroactive to the first day served **in that long-term assignment**. The additional payment will be reflected in the next paycheck

b. If a substitute has already worked a number of days in the district, and then agrees to a long-term assignment, they will begin that assignment at the \$110 per day rate. When the 11th day is reached **in the long-term assignment**, the rate will be \$145 per day, similarly retroactive.

NOTE: Retroactive pay only applies to substitutes in long-term assignments.

Emergency Substitutes:

Emergency substitutes will be paid \$105 per day. Emergency subs are not eligible to serve in long-term assignments.

Emergency substitutes will only be called after the list of substitute teachers has been exhausted.

When a full day teacher sub is asked to use their plan time to fill in for another absent teacher, they will receive an additional \$10 for that specific day.

Instructional Aide/Paraprofessional Pay Scale:

Classified substitutes will use the classified pay scale as indicated for their rate.

Salary and Payroll Procedures

The salary schedule for substitute teachers is periodically reviewed by the Board of Education. The schedule, which is in effect at any time, may be obtained from the Board of Education office or the building principal.

The building principal submits a monthly report to the Board of Education office which summarizes the names of substitutes and the amount of substitute time for which payment is due. The substitute teacher reporting period runs from the 11th of the month to the 10th of the next month. It is suggested that substitutes keep a log of the days taught and locations in order to assure accuracy

in monthly payroll reporting. Payroll deposits are made according to Policy DJCA. In the event there is an error in reporting and/or paying for substituting, adjustments will be made in the following month's payroll.

Substitute teachers are responsible for completing the necessary forms required for withholding income tax and social security contributions.

KPERS

The district will pay the KPERS surcharge is applicable.

RED ROVER INSTRUCTIONS

USD 379 has implemented an automated service that will greatly simplify and streamline the process of notifying you when your services are needed in the District. This service utilizes both the phone and the Internet to assist you in locating jobs in the Clay County School District. The District Office has selected the following hours as standard call times when the service may call for Substitutes: 6:00am to 10:00am and 6:30pm to 9:30pm.

You may interact with the system either on the Internet at <https://www.redroverk12.com/>.

What to do when the system calls you:

You may be prompted to enter either a PIN number and/or an Identification (ID) number. This information will be assigned to you by the USD 379 Red Rover Administrator, August Zeller.

The system will provide you with the following details of the assignment:

1. School Name
2. Dates(s) of assignment
3. Room or location where you need to report
4. Start time
5. Any further special instructions left by the absentee

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, the system will issue a confirmation number that you might need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number.

Please note: You may also contact the system to search for available jobs 24 hours a day, 7 days a week on the internet at <https://www.redroverk12.com/>.

CHECKING IN/OUT OF YOUR ASSIGNMENT

Check-in procedures

The substitute teacher's day is similar to that of the regular classroom teacher.

When reporting for duty, the substitute teacher should first report to the building principal for a review of the teaching assignment, building procedures, lesson plans, teaching materials related to the assignment and other matters related to the substitute's responsibilities.

All substitutes are required to wear a "visitor's name badge" during the school day.

Check-out procedures

Before leaving the attendance center, at the completion of the substitute teaching assignment, the substitute teacher should checkout with the building principal and complete the "Substitute Teacher Report" form.

Emergency procedures

Each substitute teacher is responsible for being familiar with the emergency procedures to be followed in each attendance center where employed. Information relative to these procedures is available from the building principal.

EMERGENCY SCHOOL CLOSING: SEVERE WEATHER INFORMATION

During the winter and early spring months the probability for severe weather increases. In the event of such conditions that may necessitate a late start, early dismissal or the close of school, teachers are encouraged to listen to KCLY-FM (100.9), WIBW-AM (580), WIBW-TV (Channel 13) or KSAL-AM (1150), or check the district website at www.usd379.org

POLICIES AND PROCEDURES

Professional ethics

- A. Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular classroom teachers.
- B. You are legally responsible for students, equipment and materials assigned to your care the same as the regular classroom teacher for whom you are substituting.
- C. **It is essential that as a substitute, you are careful not to divulge any confidential information that has been received from contact with children and other people in the profession. All school records and reports should be handled with care. Records are of a confidential nature and each substitute must be aware of and observe the Board of Education policies in regard to student records and information. It is expected that you only discuss your time while subbing with the classroom teacher or administrator and not beyond that. Please be aware of social media and not to discuss your substituting day in that venue.**
- D. Substitute teachers may serve several schools and as a result will observe many situations and modes of operation. Understanding, rather than criticism, should be followed. Instead of expressing comparisons among classrooms, teachers and schools, substitute teachers should make every effort to carry on the program of the regular teacher and to fit in with the existing schedule. Suggestions for improvement, however, are welcome and solicited but should be presented in a professional manner to the building administrator.

General

- A. The substitute teacher is a teacher first, a substitute second and a baby-sitter never.
- B. Introduce yourself, put your name on the board and pronounce it for the students. Provide time to establish and build rapport with the students. Meet and greet them with a smile.
- C. Attendance must be checked in accordance with the building principal's instructions.
- D. The substitute teacher should follow the program of the regular teacher. Nothing should be substituted for the regular program without the consent of the principal. **Please follow the lesson plans.** It is strictly forbidden to pass out materials brought by yourself that reflect your religious beliefs or personal involvements that have not been approved by building administration.
- E. Consult with the building principal concerning unusual situations before making an unusual decision.
- F. Lesson plans, as made by the regular teacher, should be followed as completely as possible. Supervision of the halls or corridors, lunchroom, playground, etc., is the

responsibility of all teachers. Substitutes are responsible for assuming their share of this responsibility.

- G. Proper discipline is required for learning. Be familiar with discipline procedures and learn to maintain control of the class. **Never leave students unsupervised.**
- H. Practice and maintain good housekeeping routines in all classes.
- I. In extended assignments, the substitute teachers should periodically check with the regular classroom teacher, if possible.
- J. If the substitute is on an extended assignment he/she is to attend all meetings of the regular classroom teachers.
- K. In as much as substitutes expect to have lesson plans left for them by the regular classroom teacher, substitutes in turn, should leave a report of their work with students, any problems, student work assignment and accomplishments for the regular classroom teacher.
- L. Each substitute teacher shall, as part of the checkout procedures, summarize in writing the materials covered during the absence of the regular teacher.
- M. Substitute teachers are responsible for being fully informed of district policies and building procedures related to the handling of classroom discipline.
- N. The duty day for a substitute teacher starts 15 minutes before the start of the school day and concludes 15 minutes after the end of the school day.

RESPONSIBILITIES OF THE SCHOOL TO THE SUBSTITUTE

1. Building Principal Responsibilities

- A. When the substitute initially reports to the principal for an assignment, it is the responsibility of the principal to provide information concerning the assignment responsibilities, class schedule, materials, attendance procedures, special activities, as well as routine reports that are required.
- B. Make certain that the substitute has written emergency procedures to be followed.
 - c. The principal should assign the substitute teacher to the regular teacher's lunchroom duties, playground duties, and other routine duties normally assumed by the regular teacher.
 - D. The substitute teacher should be taken to the classroom and assisted in locating essential materials for the day's assignment.
 - E. The principal should, if possible, see that the substitute teacher has time to do some preparation before he/she has to meet the class for the first time.
 - F. Furnish help and directions in handling irregularities and disciplinary problems.
 - G. Visit the substitute teacher's room at intervals during the day.
 - H. The principal will be responsible for seeing that the substitute teacher completes the checkout evaluation form report.

2. Classroom Teacher Responsibilities

- A. The teacher's lesson plans, along with the other information concerning the room such as schedules, seating charts, extra duties, etc., must always be accessible. It is recommended that each teacher maintain a substitute teacher folder which to be placed in the top drawer of the desk or on the desk at the end of each day which contains the following:
 - (1) Lesson plans for the next day and week
 - (2) Current class list and seating chart, if used
 - (3) Fire and tornado rules
 - (4) Special needs of students
 - (5) Use and care of materials and supplies
 - (6) Policy to be followed for assignment of homework
 - (7) Information concerning any unusual sickness or other habits of students that are important
 - (8) Copies of building and teacher handbooks
 - (9) Duties of the week
 - (10) Music and physical education schedules

(11) Recess, playground and lunch schedules

- B. Teacher's editions and answer books regularly used should be made accessible to the substitute teacher.
- C. Keys for locked cupboards, drawers and cabinets that contain needed instructional materials are to be made available.
- D. Attendance registers and absence slips must be made readily available so that absences can be properly recorded.
- E. Teachers should have records and forms clearly labeled in order to enable substitute teachers to make any necessary reports.
- F. Class helpers or students in the class should know what assistance they might give a substitute teacher.
- G. Routine for classroom management matters should be available. This should include such things as library rules, locker rules and any particular regulations that are enforced in the classroom during the day.
- H. The teacher should create in the minds of the students the impression that substitute teachers are vital personnel in the school program and are to be treated with the same respect and attention expected by the regular classroom teacher.
- I. Teachers should never criticize, make light of a substitute teacher's work in the presence of pupils, or voice public dissatisfaction with what may have been done. If, however, the work deserves criticism, it is important that this be made known to the principal on a professional basis.

EVALUATIONS

Most substitute experiences are very rewarding for the students and the substitute teacher. However, problems do exist in some substitute experiences, which will result in an unsatisfactory evaluation for the substitute teacher. Satisfactory and unsatisfactory reports sent to the Board Office are reviewed and placed in the substitute's file. After evaluating a negative report, the building principal/district administrator may contact you by phone. Each incident will be handled on an individual basis in a confidential manner.

- Substitute teacher's Assessment- This form is completed after the substitute assignment is complete, and returned to the building secretary. If you sub regularly, this form may be altered or waived to meet the building needs.
- Teacher's Assessment of the Substitute- The substitute should complete the top part of the form and leave it for the teacher to complete, at the end of the substitute assignment, if applicable.
- Principal's Assessment of Substitute- For a new substitute or one that has had satisfactory or unsatisfactory reports.

See the forms on the following pages.

USD 379 Clay County Schools

Substitute Teacher's Assessment

Substitute Teacher Name: _____

School: _____

Date(s) substituted: _____

Teacher substituted for: _____

Number of days this Assessment is based on? _____

1. **I rate my classroom performance**HIGH ☐☐☐☐☐ LOW
(followed lesson plans, class well-managed, student response was appropriate, etc.)
2. **I fulfilled the job expectations**.....HIGH ☐☐☐☐☐ LOW
(provided information to regular teacher on accomplishments, left room in appropriate order, student work was corrected as realistically as possible, followed school schedule and assigned duties, etc.)

- | The classroom where I substituted: | YES | NO |
|--|--------------------------|--------------------------|
| 3 The lesson plan(s) was/were appropriate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 The learning materials were provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 A seating chart was provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Building/classroom procedures were available? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Staff support was apparent? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 I arrived on time & left at the scheduled time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are there suggestions you would make to insure your future substitution day(s) could be more effective? | | |

Substitute's Signature: _____

Turn in to Building Secretary at the completion of assignment.

USD 379 Clay County Schools

Teacher's Assessment of the Substitute Form

Teacher's Name _____

Date this form was completed _____

Substitute's Name _____

Date(s) substituted _____

Content area/grade level taught _____

Please fill out the following form and return it to the Building Secretary in the Principal's Office. It will be placed on file with the substitute's assessment form to complete an end-of-year evaluation.

Thank you!

	Went beyond expectations	Met Expectations	Did not meet expectations	Does not apply
I. FULFILLMENT OF SUBSTITUTE EXPECTATIONS				
1. Followed the prepared lesson plans?				
2. Provided information on his/her success with the lesson plans?				
3. Room was left in appropriate order?				
4. Student work was corrected as requested? (as realistically as possible).				
5. Observed school schedule and duties?				
II. CLASSROOM PERFORMANCE				
6. Student response was favorable?				
7. Provided an appropriate learning atmosphere?				
8. Used effective classroom management?				
III. THIS PERSON SHOULD BE CONSIDERED FOR FUTURE SUBSTITUTING	YES	NO		

Comments: (strengths, weaknesses, etc.)

Thank you for your input. In your absences, the school wants the best possible replacement for you. Substitute teacher assessment helps us see who does an appropriate job in order to know who to have back for you.

Teacher's Signature: _____

Turn in to Principal's Office.

USD 379 Clay County Schools
A Summary of Principal's Assessment of Substitute Teacher Performance

Substitute Teacher Name: _____

School: _____

Date(s): _____

Number of days this Assessment is based on? _____
(Minimum is three full days as a Substitute)

		Went beyond expectations	Met Expectations	Did not meet expectations	Does not apply
I.	Fulfillment of substitute expectations (plans, organization, creation of new plans, etc.)				
II.	Classroom performance				
III.	Professional behavior (confidentiality, work-hours, ethics, collegial rapport, etc.)				
IV.	Ease of adjustment to the school (familiarity with substitutes roles/responsibility, etc.)				
V.	This person should be considered for future substituting.	YES	NO		

Comments:

Should this person be considered for substitute employment for the next school year: YES or NO

If no, explain:

Principal Signature _____

(Please return this summary form to the Director of Curriculum and Instruction at the close of the school year)