

## **PREFACE**

Substitute teachers play a very important role in our school instructional process. They are often called at a moment's notice to teach various groups of students and substitute for teachers with different instructional styles. Each day spent with students is important in their learning process. In order to make substitute teaching as pleasant as possible and enhance the learning for children, principals, teachers, substitute teachers, and students must accept certain roles and responsibilities. The purpose of this handbook is to clarify and standardize the duties of substitute teachers so that all school staff better understand what is expected of them. This handbook contains information that will help you prepare for the varied and challenging tasks you may encounter this school year. All substitute teachers will be provided with a copy of this handbook and will be requested to be familiar with its contents.

## **GENERAL INFORMATION**

### Licensure

All substitute teachers must hold a current Kansas Teaching License. Information about licenses issued by the Kansas State Department of Education can be found on their website: [www.ksde.org](http://www.ksde.org).

### New Hires

The following items need to be completed before a substitute is eligible to work in Pretty Prairie Public Schools and is contingent upon the results of a background check. All forms are located in the Central Office at 206 East Main Street.

Employment Application

Certification of Health/TB test

Affidavit of Continuous Residency

Criminal Background Investigation Permit

W-4 and K-4 Forms

I-9 Form

Valid teaching license

Substitute's certificate of health must be signed by a licensed physician, or registered physician's assistant or advanced registered nurse practitioner on a form prescribed by the Kansas State Department of Health. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the students and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test.

### Assignment

Substitute teachers will be notified by phone or in person when their service is required as far in advance as possible. Only those persons may be called who are on the official substitute list. Individual buildings may contact substitutes personally. In case of an emergency when the absence of the regular teacher is not known until a short time before the class session is to begin a substitute may be called on a very short notice.

### Pay

Substitutes will receive \$110 dollars per day and \$55 per half day for the 2019-2020 school year. Substitutes' pay is available on the 15th of each month via direct deposit or check. If the 15th of the month falls on a weekend or holiday, funds will be ready on the last school day preceding the 15th. Substitute teachers are employed and paid by the district and never by the teacher who is absent. Substitute teachers are not eligible for benefits under the Kansas Public Employee Retirement System.

### Injuries on the Job

All injuries are to be reported immediately to the principal and the central office. An Accident Report Form must be filed. Report forms are available in the building principal's office and on the district office. Accident reports may be rejected by the Workers Compensation carrier when filed too far beyond the actual injury date. At that point any medical costs would be paid by the substitute. It is very important to complete an accident report form when injured, even if you do not anticipate going to the doctor.

## **ADMINISTRATIVE POLICIES**

### Sexual Harassment/Discrimination

The Board of Education of the Pretty Prairie Public Schools is committed to the establishment of an academic and work environment that will foster excellence. Because sexual harassment and racial discrimination violate the trust and respect essential to the preservation of an environment of excellence, and because sexual harassment is a form of discrimination on the basis of sex, the Board of Education of USD 311 hereby specifically prohibits any act of sexual harassment or racial discrimination. (District Policy GAAC) A complaint form is available on the district website or by contacting the building principal or central office.

### Dress Code

Substitutes are expected to use common sense and reasonable judgment in selecting work attire.

## **SUBSTITUTE TEACHING GUIDELINES**

### Duties and Responsibilities

The substitute teacher is expected to arrive twenty (20) minutes prior to the beginning of each assignment.

When first arriving for duty, sign in at the office and receive instructions for the assignment.

Check the teacher's mailbox for updates, messages or necessary information.

Lesson plans should be found in the teacher's desk or with the school secretary.

If not available, seek assistance from a co-teacher or principal.

Review the class schedule for the day.

The nature of the substitute teacher's service is such that duties may vary according to the day's assignment and the individual school.

In general those duties include the following:

- Teach to the best of your ability. This involves the use of lesson plans prepared by the teacher. If the teaching period extends beyond that for which plans have been prepared, substitute teachers will make plans with the aid of a co-teacher.
- Perform any additional duties, which have been assigned to the teacher whose position you are filling. These duties may include playground supervision, lunch supervision, and hall duty.
- Leave the classroom and desk area better than you found it.
- Maintain control of the classroom.
- Discipline in accordance with the policy of USD 311 and direction from building principal and teacher.
- Comply with stated policies that include time of arrival, remaining after school, preparing required records and reporting accidents to the office.
- Check out with the office before leaving at the end of the day.
- Sometimes there may be disagreements over teaching methods or other education related topics. Please remember substitutes are to complete plans as directed by the classroom teacher. Individual criticism of another teacher or other schools will not be tolerated. Areas of concern should be addressed with the building principal.

### Keys to Success

Arrive on time

Ask about extra duties

Dress appropriately

Show interest and enthusiasm

Introduce yourself to the class and write your name on the board

Have confidence as you go into the classroom

Learn as many of the student's names as possible

Get in touch with the teacher, if the assignment is for an extend time

Follow the teacher's lesson plans to the extent possible

Be professional and ethical at all times

Remember all student's personal records are confidential

See that equipment and materials are left in order

#### Areas to Avoid

Discussing individuals in one school with another

Discussing teachers or students with anyone other than the principal

Starting new/customizing work that may not relate to the teacher's plans

Depending on students for information. Ask or verify with other teachers and the principal.

Leaving the school premises with students

Make changes in the noted class schedule without notifying the principal

Use a school computer for personal interest

### **Building Responsibilities**

#### Principal

The principal can answer questions about following the school practices:

Class schedules

Lunch schedules

Special Education schedules

Policies to be followed on disciplinary actions

Accident reports

Classroom routines, such as taking attendance

Extra duties which may be required of the substitute teacher

Course of procedure in emergency situations

Other policies unique to the school

Will arrange to provide special help when needed.

#### Teacher

Instruct students as to attitudes, behavior and class procedures in the event of a substitute teacher.

Have a seating chart available.

Prepare a class schedule indicating lunch periods, time schedule, and procedures for library, restroom use and fire drills.

Create concise lesson plans, including general suggestions covering classroom instruction.

Make available any materials which may help the substitute teacher.

Advise the substitute teacher about any unusual issues or circumstances which students may have.

Prepare for the substitute teachers a comprehensive list of instructions, as to the following:

Use and care of materials and supplies

Policy to be followed for assignment and collection of homework

Information to be reported concerning the activities of the students

# Substitute Teacher Handbook

2020-2021

USD 311 Pretty Prairie

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