



School District 115

17789 Webster Road
Gladstone, Oregon 97027-1498

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SUBSTITUTE TEACHER HANDBOOK 2010-2011

Work Hours: All Buildings 7:30 – 3:30

<i>Gladstone Center for Children and Families:</i>	Kathy Hartlaub, Site Coordinator
<i>John Wetten Elementary:</i>	Wendy Wilson, Principal
<i>Kraxberger Middle School:</i>	Nancy Bailey, Principal Kevin Anderson, Assistant Principal
<i>Gladstone High School:</i>	Stu Evans, Principal Patricia Alexander, Assistant Principal
<i>District Contact:</i>	Pia Leonard, Director of Human Resources

DISTRICT MISSION:

In concert with the community, Gladstone Schools celebrate learning and develop individuals who create their future.

DISTRICT OBJECTIVE:

Maintain quality instruction and educational continuity for our students in the absence of the regular teacher.



DISTRICT EXPECTATIONS:

In the absence of the regular teacher, a substitute will maintain a classroom environment that is conducive to learning, follow the classroom teacher's lesson plans and provide feedback to the absent teacher. Notify a building administrator if any concerns arise.

DISTRICT AND BUILDING RESPONSIBILITIES:

To assist the substitute teacher, the district personnel and building employees will:

- Provide the substitute with a *District Identification Number* that will be used in processing payroll
- Notify the substitute of absence as soon as possible
- Provide a warm, friendly welcome
- Answer questions
- Provide a District Substitute Handbook that gives general information regarding expectations, responsibilities, compensation and procedures
- Provide a Building Substitute Handbook that gives specific information regarding the school, including bell schedule, discipline policies, special activities, assigned duties, emergency procedures, building protocols, etc.
- Provide teacher lesson plans, including instructional activities and objectives, seating charts, emergency information, duty responsibilities, behavioral information (if necessary)
- Provide the teacher with a Substitute Feedback form

SUBSTITUTE EMPLOYMENT:

Before a substitute will be given an assignment, he/she must:

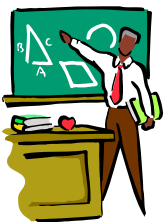
- Register with the Clackamas ESD and hold sub card
- Complete a District Substitute Application
- Register with the District Office, a valid Oregon Teaching License
- Complete employment eligibility verification (Form I-9) and provide documents which establish identity and employment eligibility (i.e. driver license, passport, birth certificate, etc.)
- Present your social security card so we may make a copy
- Complete a W-4 form
- Complete a PERS questionnaire
- Complete a Criminal History Background Check



SUBSTITUTE RESPONSIBILITIES:

- Keep your commitment once it has been confirmed
- Arrive to work on time and stay until the end of the scheduled work day
- Demonstrate appropriate professional standards by dressing for success
- Ask questions if plans or other information are not clear
- Follow the teacher's written lesson plans unless you have received the prior permission of the building principal
- Assume all duties of the teacher, including hall, recess, and cafeteria
- Ask for assistance of a building administrator, if needed, in order to maintain a positive learning environment
- Hold students to high standards of behavior and accomplishment
- Demonstrate high professional and ethical standards
- Provide feedback to the teacher regarding student learning and student behavior

SUBSTITUTE GUIDELINES:



1. Please **arrive early** enough to review lesson plans, classroom rules, and procedures for attendance, lunch counts, and handling discipline.
2. **Start** the day out promptly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that you are aware of the classroom rules and expectations and will be following the teacher's lessons...assure students that you will try to follow the regular schedule and routines and that the teacher has asked you to provide feedback to him/her about student behavior. Some students have difficulty with change and may need those assurances early in the class.

3. **Scan** the seating chart and identify 2 or 3 students as anchors for name association. In an elementary school have the students write their names on heavy paper that can be folded to stand on their desks. It is important to call each student by his/her name.
4. **Carry out** lesson plans according to the teacher's direction.
5. **Follow** the routines of the class as much as possible, but do not be afraid to use your own innovations when they fit in.
6. **Be firm**, but friendly. Provide positive reinforcement when students are doing what you've asked. Building positive relationships is important.
7. **When corrections** need to be made, deal with individual students, not the group. Be sure you have all of the facts before acting. Talk with students individually whenever possible.
8. **Don't** issue ultimatums. Give students choices. (Example: "You may join the group for the activity if you can keep your hands to yourself or you can sit in your chair while the class participates.") Give the student one chance, but if he/she makes the wrong choice or cannot follow instructions, then follow through with the appropriate steps.
9. **Close** windows, turn off all lights, and lock doors when leaving for lunch or at the end of the day.
10. **Complete** the Substitute Feedback Form and bring it to the office when checking out.
11. **Return** room key and name tag to office, submit time card and check out.



COMPENSATION:



The daily rate of pay for substitutes in 2010-2011 is \$159.47 for an 8-hour workday. A substitute who has been requested to work any part of a half-day will be paid for a half day. If a substitute is requested to work any time beyond 4 hours, he/she will be paid for a whole day. A substitute hired for a full day will be expected to work 8 hours unless a special agreement has been made with a building administrator.

In cases where a substitute teacher teaches for more than 10 consecutive days in the same assignment, the minimum rate for the days taught beyond 10 is \$171.87 per day.

A substitute who is called to an assignment in error will be paid for a minimum of one-half day. He or she, however, may be asked to remain at that school, may be assigned elsewhere, or may be dismissed for the remainder of the day.

PAYROLL SCHEDULE:

Substitutes are paid on 25th of each month. If the 25th falls on a Saturday, payday is on the Friday before, if the 25th falls on a Sunday, payday is on the following Monday. (The pay periods for December, March and June have variable schedules due to time off.) Following are payday dates as well as the payroll cut-off dates for turning in time cards for 2010-2011:

<u>Cut-Off Date</u>	<u>Payday</u>
July 16, 2010	July 30, 2010
August 13, 2010	August 31, 2010
September 10, 2010	September 24, 2010
October 8, 2010	October 25, 2010
November 12, 2010	November 24, 2010
December 10, 2010	December 23, 2010
January 14, 2011	January 25, 2011
February 11, 2011	February 25, 2011
March 11, 2011	March 25, 2011
April 8, 2011	April 25, 2011
May 13, 2011	May 25, 2011
June 3, 2011	June 16, 2011
June 17, 2011	June 30, 2011

Your check will be mailed to you unless prior arrangements have been made to pick up your check from the Payroll Department.

SUBSTITUTE EVALUATION:

The District recognizes that substitute teaching plays a significant role in the instructional program. In an effort to select and properly assign substitutes, as well as provide you periodic feedback, teachers will be asked to share their observations on your performance. Areas that will be addressed are:

- ❖ Records were accurately completed
- ❖ Lesson plans were implemented
- ❖ Effective classroom control was maintained
- ❖ Students reflected a positive response
- ❖ Anecdotal report of classroom activity was provided
- ❖ Professional behaviors appears to have been exhibited
- ❖ Classroom materials, etc. were left in order at the close of the school day

Periodically, information will be shared with the substitutes to assist them in their professional growth.