

# HANDBOOK FOR SUBSTITUTE TEACHERS



Plattsburgh City School District

An Equal Opportunity Employer

## Introduction

Welcome to the Plattsburgh City School District! As a substitute teacher, the service you provide to the district is invaluable. The opportunities for students to learn must continue, regardless of the reason(s) a teacher is absent. The services of dependable, well-prepared substitute teachers are essential to Plattsburgh City School District as we strive to meet the educational needs of our students. The information contained in this handbook is provided to assist you in this important role.

The school district depends on you to be available to substitute during the time and in the grade levels/content areas that you have indicated to us upon interviewing with the district. Therefore, if you become unavailable for a period of time or change your preference of grade levels/content areas, please contact district office at 957-6000. If you refuse work for ten consecutive calls, your name will be removed from our substitution list.

In order for the AESOP system to be most effective at filling vacancies, please adhere to the following:

- If you become ill and cannot report to the job, please notify the AESOP system immediately.
- Do not sign up to be a substitute unless you will be available to work. A substitute is required to be available to accept jobs at the time of employment.
- Please accept the jobs that are offered to you as often as possible. We will give you several options from which to choose, however sometimes no choices are available and children are in need of a teacher in the classroom.
- Do not accept the job unless you can work the entire job. For example, do not accept a full day job if you can only work a half day.

Thank you for your willingness to serve the students of the Plattsburgh City School District. We look forward to having you join our team!

## **Substitute Teacher Qualifications**

### **Application Process**

Applications can be found online at [www.plattscsd.org](http://www.plattscsd.org). If you have questions regarding substitution call 518-957-6000.

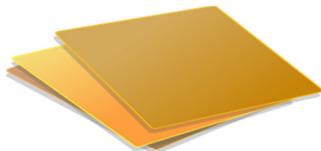
Applicants must complete the following documents before becoming eligible to serve:

1. Substitute Teaching Application
2. Copies of certifications received if applicable
3. College transcripts if applicable
4. Fingerprint clearance

Once the application process has been completed, eligible applicants will be scheduled for an interview with the Director of Curriculum and Instruction. The interview consists of the following:

1. Review of application
2. Discussion of experience
3. Review of district organization and demographics
4. Creation of a profile for AESOP (electronic substitute clearinghouse)
5. Completion of financial paperwork in the Business Office
6. Tutorial on AESOP

Each summer Plattsburgh City School District provides a substitute orientation. All substitutes are mandated to attend this orientation. If a substitute applies during the year, many of the items in the orientation are reviewed individually at the time of interview.



### Hours of Instruction

Under ordinary circumstances, the substitute teacher should work the following hours:

Elementary School	-	8:15 AM to 3:00 PM
Middle School	-	8:00 AM to 3:30 PM
High School	-	7:30 AM to 3:20 PM

### Hours for Half Days

(AM Substitute)

Elementary Schools	-	8:00 AM to 11:30 AM
Middle School	-	8:00 AM to 11:04 AM
High School	-	7:30 AM to 11:43 AM

(PM Substitute)

Elementary	-	11:30 AM to 3:00 PM
Middle School	-	11:07 AM to 3:30 PM
High School	-	11:44 AM to 3:20 PM

### Procedure for Payment of Substitutes/Long Term Substitutes

A regular substitute teacher is defined as one who works on a daily basis for various teachers or one who works for the same teacher fewer than 36 consecutive days. A regular substitute teacher will be paid per Board of Education approved rate for a full day or service of half day of service.

A Long Term Substitute teacher is defined as a regular substitute teacher who works 36 or more consecutive days for the same teacher and who has been recommended by the principal to receive Long Term pay of BS Step 1 of NYSUT contract. **Only substitute teachers that possess certification are eligible for Long Term substitution service.**

Both regular substitute and Long Term substitute teachers are paid only for actual days worked in the classroom. They receive no compensation for days not worked including sick days, holidays, and inclement weather days.

### **Successful Substitute Teachers Always**

- √ Dress professionally
- √ Wear school ID badge
- √ Are courteous when speaking to students and staff
- √ Allow ample time to commute to the school in which they will be substituting
- √ Execute all lesson plans as they are written
- √ Leave notes for the teacher upon his/her return

There will be times when the permanent teacher cannot provide lesson plans, substitute cannot access technology needed to carry out lesson plans or substitute does not understand the plan that is left. In these instances, please contact the main office, inform the administrator and ask for guidance.

## **General Duties**

### **Reporting to the School Site**

- Arrive at the school site at the regularly scheduled time or, if you have received a late call, as soon as possible.
- Report to the main office and record your name on the appropriate sign-in sheet.
- Request a copy of the teacher's schedule and ask if there are any extra duties for the day. Clarify the lunch schedule; secondary schools have bell schedules for lunch.
- Obtain the teacher's lesson plans, class rosters, materials, attendance forms, etc., if they have been left in the office.
- Inquire about end of the day responsibilities and procedures.

### **Before Class Begins**

- Introduce yourself to teachers in adjacent rooms so that you will have someone to call on if you have a question or problem.
- Organize materials to be used during the day and check any equipment that will be used to ensure that it is working properly.
- Locate the class seating chart if applicable.
- Familiarize yourself with the fire drill and other emergency procedures.
- Check the school's procedures for reporting attendance and absences.

### **End of the Day**

- Leave a note for the teacher informing him/her of what was accomplished. Be honest and note specific problems or commendations about the class or particular students.
- Leave the teacher's materials and student work in the classroom or in the office as instructed.

## Teaching Duties

### Before Class Begins

- Write your name on the whiteboard/Smartboard for students to reference.
- Familiarize yourself with the teacher's lesson plans and any accompanying materials.
- As time permits, make notes on the lesson in your own words so that you'll be more comfortable with the materials and better organized in your instructional presentation.
- Write down key concepts, definitions, examples, etc.
- Write down questions that you will ask students.  
Anticipate students' questions about the material and be prepared to answer them.
- In elementary schools, where there are no breaks between classes, quickly review plans and organize materials for the next lesson while the children are completing a current activity.
- In secondary schools, once you are familiar with the school routine, remain close to the classroom door in the hallways during class changes.

### During Each Class

- Begin class as soon as the bell rings. A prompt organizational beginning will project an "in charge" image.
- Greet the class and introduce yourself.
- Follow the lesson plan furnished by the teacher or note any changes you implemented.
- Present an overview of the day's lesson.
- Introduce the activity by including the following information:
  - Topic
  - Instructional objectives
  - Student roles
  - Amount of time devoted to lesson
  - Related activities being done in class
  - Evaluation/homework

- Throughout the class ensure that students understand the lesson.
  - Give clear directions and explanations
  - Use visual and verbal cues
  - Watch for signs of confusion from students and clarify
- If students are doing seatwork or group work, circulate to assist them as needed. Praise students who are doing well; give corrective feedback and encouragement to those who are having difficulty.
- Be careful of the pacing of your lesson. Make transitions quick and be prepared with the next activity.

### At the End of Class

- Collect the students' work. When collecting student work secure all papers and label the papers with the activity – verify all papers have been turned in (note any that have not).
- Summarize what was learned in the lesson.
- Go over the homework assignment with the class.
  - Explain the assignment
  - Take student questions
  - Include an example if necessary
- Compliment the students for their performance. Let them know that you will inform their teacher of what took place in the classroom.

### After Class

- Organize and label all student work.
- If you were unable to complete a lesson, leave a note for the teacher indicating how much you were able to cover.



## Checklist for Substitute Teachers

The following represents a tracking system to employ when fulfilling the responsibilities of a substitute teacher.

1.	Report to the school's main office upon arrival with your ID badge.
2.	Obtain materials, information, room key, etc. from the main office.
3.	Sign in at the main office.
4.	Secure the teacher's substitute lesson plan folder from the main office or from the teacher's desk.
5.	Become familiar with the school's daily schedule and routine for both the school and the classroom by obtaining the necessary documents and talking with the principal, administrative assistant or other teachers.
6.	Prepare all materials for the day's lessons.
7.	Secure all media materials needed for the day's lessons.
8.	Write your name in a location of the classroom for the students.
9.	Introduce yourself to neighboring teachers.
10.	Be in the classroom when students arrive at the room.
11.	Check attendance in each class.
12.	Complete the various forms associated with attendance, tardies, cafeteria, academics, etc.
13.	Start class on time.
14.	Follow the regular teacher's lesson plans.
15.	Fulfill the regular classroom teacher's extra duties (if applicable).
16.	Try to involve all students in your instruction.
17.	Be enthusiastic.
18.	Act professionally.
19.	Check assignments turned in by the students.
20.	Complete any reports that are due at the end of the school day.
21.	Write notes pertaining to the day's lessons, student management problems or positive student behavior and leave them for the teacher.
22.	Leave the classroom in order with all materials and equipment stored in the appropriate places.
23.	Close windows, turn off lights, turn off media equipment, etc.
24.	Return keys and other items to the main office.

## Avoiding Negligence

Substitute teaching is a challenging job. Many of the daily happenings may be out of your control, but you are able to be proactive and in control of your actions. The following guidelines may help you prevent injuries to students under your supervision, act responsibly in the event of accident and avoid legal issues.

- Never leave students unattended. Use the classroom intercom, telephone or send a student with a message to the office.
- Never use corporal punishment with students. Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, or using physical force.
- Never give medicine of any kind to students. Refer students who are taking medicine or in need of medicine to the nurse's office.
- Do not order a disruptive student to leave class unsupervised. Instead, request assistance by calling the main office.
- Maintain a neat, orderly, and safe environment for students.
- Know how to quickly contact school personnel who can assist with an emergency.
- Report accidents or injuries to the office immediately. As soon as possible, write down what happened for school officials and keep a copy of the report for yourself.
- If a student appears to be ill, call for assistance. If the student does not return to class, check with the office to verify his/her status.
- If someone comes to the classroom to pick up a child, refer him/her to the office. A student should not leave your classroom unless you have permission from the office.
- Obtain permission from the principal prior to sending a note home.
- Avoid introducing, sharing or discussing controversial topics to classes.
- Do not advertise products or services during the school day.
- Do not date students or socialize with them after school.
- Avoid being left alone with a student for extended periods of time. If this is unavoidable leave the room door opened.

### Substitute Teacher Evaluations

The Plattsburgh City School District does not conduct formal evaluations of substitute teachers; however, teachers or principals may submit a substitute performance report at any time. When the performance of a substitute teacher is reported to be unsatisfactory the following will occur:

1. A poor performance review will prompt the building administrator to inform the substitute of the issues reflected (by phone or in person meeting).
2. Suggestions from the building principal will be offered to the substitute so corrective action can occur.
3. Copies of the initial evaluation form and follow up correspondence will be documented and maintained by the building principal and copied to the Director for Curriculum and Instruction.
4. Another violation in the same building will make it possible for the substitute teacher to be blocked from returning to that particular school or, if the infraction is major, may be removed from the substitute list altogether.

A substitute teacher may be removed from the district substitute system for failure to satisfactorily perform the job. Reasons for removal include, but are not limited to the following:

1. Repeated refusal to accept assignments (more than 20 refusals overall or 10 consecutive)
2. Repeated cancellations (30% of days accepted have resulted in cancellation)
3. Use of profanity
4. Use of corporal punishment
5. Failure to follow instructions of the administrator
6. Failure to properly supervise students and ensure student safety
7. Sexually harassing a student or school employee
8. Failure to perform assigned duties
9. Having a weapon on school/district property
10. Failure to act in a professional manner
11. Gross misconduct



Please refer to the following link to view District Board of Education policies pertaining to substitute teachers.

<http://www.plattscsd.org/District/policies.htm>