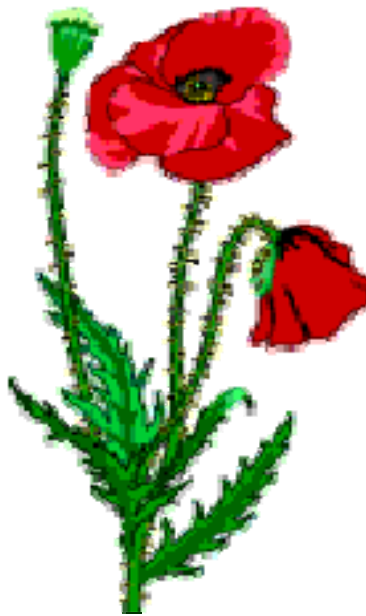


Unified School District 309  
Nickerson-South Hutchinson

# Substitute Teacher Handbook



2007 – 2008

# Substitute Teacher Information

## Introduction

An absence by the regular teacher creates a unique circumstance for the district and the students we serve. It is important that the school maintain a quality and effective instructional program for our students. Therefore, U.S.D. 309 shall seek and maintain a list of quality substitutes and provide them with the assistance they need so that the educational opportunities for our students may proceed with the best possible instruction.

## Board Policy

The Board of Education recognizes the need for our certified teachers to be absent from their scheduled classes for various reasons. When a teacher cannot meet their regular class schedule, it is essential that the educational welfare of the students be maintained at the highest level and that the vacancy is filled with the most qualified substitute possible. A reasonable effort shall be made to fill the absence created by our certified staff with a substitute teacher that is qualified for the substitute assignment.

## General Information

### Selection and Employment

The Superintendent and/or his/her designee will interview each prospective substitute teacher. Each applicant wishing to substitute teach for U.S.D. 309 must furnish a valid Kansas teaching certificate, valid substitute teaching certificate or a valid emergency substitute teaching certificate. A copy of the certificate shall be maintained in the district office. Each applicant must also provide a completed Certification of Health for School Personnel upon initial employment. In addition, a completed Substitute Teacher Application, W-4, Employment Eligibility Verification, Loyalty Oath, and a copy of your Social Security and Drivers License shall also be required and provided prior to substituting in the district.

After the above named requirements have been met, and upon favorable evaluations by the Superintendent and/or his/her designee, the applicant's name will be added to the approved list of substitute teachers.

Substitute teacher applicants are encouraged to visit each building and meet with the building principal. The selection of substitute teachers from the approved list for specific assignments is the responsibility of the building principal. Therefore, it is imperative that the substitute teacher become acquainted with the building principal.

There is no guarantee of a minimum amount of work.

## Salary

All substitute teachers shall be paid at the daily rate of \$77.00 per day.

Assignments of five consecutive days or more substituting in the same assignment, the rate of pay shall increase to \$90.00 per day beginning with the sixth day.

Assignments of fifteen consecutive days or more substituting in the same assignment, the rate of pay will increase to \$125.00 per day beginning with the sixteenth day.

The rate of pay for all assignments less than a full day of work shall be paid at a rate of \$13.00 per hour.

The closing date for the substitute teacher pay period is the 13<sup>th</sup> of each month. Payroll is issued on the 20<sup>th</sup> of each month or the first day of business prior to the 20<sup>th</sup>.

## General

The substitute's day shall be the same as that of a regular teacher. The substitute teacher is required to be on duty one-half hour before the student's scheduled day begins and one-half hour after the student's school day ends. The school hours for the attendance centers of U.S.D. 309 are as follows:

Nickerson High School -----	8:10 AM – 3:10 PM
Nickerson Elementary -----	8:10 AM – 3:10 PM
Reno Valley Middle School -----	7:55 AM – 2:55 PM
South Hutchinson Elementary -----	8:10 AM – 3:10 PM

To the best of his or her ability, the substitute teacher shall carry out the duties that would have been performed by the regular assigned teacher on the specific day(s) of absence. Grading papers can require a great deal of the substitute's time at the close of the day. This can be particularly true on the first day of an assignment if the regular teacher had planned mostly written work. In cases where grading work becomes a problem, the substitute teacher should confer with the building principal to resolve the problem.

If the substitute's assignment is to last for several days and the regular teacher is available for consultation, it is desirable that the substitute communicate with the regular teacher and follow the teacher's suggestions as closely as possible.

With the use of PowerSchool, the district's student information system and grade book, the substitute teacher shall work with the building principal to work out the best solution for entering the student grades into the system. The district also provides a logon via a substitute password to take attendance and other required duties via the system.

The substitute shall work with the building principal and communicate specific needs and/or an agreement to the length of the assignment. The substitute shall also confer with the principal before leaving the building prior to the end of the assigned day.

## Procedure for Reporting for Assignment

Substitute teachers are to report to the building principal's office when reporting for an assignment. The building principal or secretary will accompany the substitute to their room and assist the substitute with any additional needs to complete the task.

The regular teacher has been instructed to provide the following information for the substitute.

1. Class(es) seating chart.
2. Lesson Plans for the day.

## Classroom Discipline

Administering corporal punishment by a substitute teacher is prohibited.

A substitute teacher may use reasonable force to repel an attack, prevent destruction of property, or prevent any illegal overt act on the part of a student.

Reasonable detentions assigned to students after the school day is permitted with the following guidelines:

- (a) Students who ride the school bus may be detained only the day following the infraction and the parents have been properly notified.
- (b) The building principal has been informed.

Students may be sent to the principal's office for misconduct. The substitute shall follow the student with either by written note or orally inform the building principal of the situation and the circumstances involved with the infraction.

## Individual School Policies

Each building principal will have their own policies, procedures and regulations. The principal will make available teacher handbooks, student handbooks and other important information to assist you in your assignment.

## Substitute Teacher Summary Report

The substitute teacher will be expected to complete the Substitute Teacher Summary Report, a copy of which is attached to the Substitute Teacher Handbook. At the end of each day of your assignment and continuing through the fifth day of your assignment, please submit the report to the building principal.

The summary would indicate if instructional materials were in such condition to give the substitute adequate directions. The summary also provides the opportunity to report to the principal any discipline problems encountered during the day.

## Procedures at the Completion of Assignment

It is desirable to leave a brief written summary of class activities for the regular teacher when he/she returns to the classroom. Such a summary may include but is not limited to references to the class progress on plans left by the teacher, discipline problems with specific students, and assignments made by the substitute that may need further follow-up by the regular teacher.

## Resource Materials

Resource materials concerning teaching strategies, classroom management techniques and tips for substitute teachers are available at the U.S.D. 309 Administration Office and ESSDACK. Each building principal or the administrative office will have current information maintained by ESSDACK.

ESSDACK (Educational Services and Staff Development Association of Central Kansas): ESSDACK provides an extensive number of staff-development seminars and/or workshops for teachers throughout the school year. Substitute teachers who are on our approved substitute list are eligible to attend these workshops. Substitute teachers are responsible for their own registration fees and/or costs associated with these seminars and workshops.

## Inservice

U.S.D. 309 has an approved Professional Development Plan on file with the State Department of Education. Substitute teachers may earn points for inservice activities through U.S.D. 309 provided an Individual Development Plan (IDP) has been submitted and approved by the USD 309 Professional Development Council (PDC). An activity form must be completed and approved prior to attending a workshop if PDC points are to be awarded. Following participation in a workshop or inservice activity, a validation form must be completed and submitted to the district office. For further information, you may contact the PDC Chairman, the Assistant Superintendent and/or a building representative.

<u>District Administration</u>	<u>Telephone</u>	<u>School</u>
Jerry Burch Superintendent	663-7141 422-3286	USD 309 4501 W. 4 <sup>th</sup> Avenue Hutchinson, KS 67501
Dr. Annabeth Hind Assistant Superintendent- Curriculum Director	663-7141 422-3286	Administration Office
Mike Sullivan Business Manager/Clerk	663-7141 422-3286	Administration Office

## **Building Administration**

Kevin Abbott Principal	422-3226 669-0197 866-422-3226	Nickerson High School 305 S. Nickerson Street Nickerson, KS 67561
Troy McChristian Assistant Principal	422-3226 669-0197 866-422-3226	Nickerson High School 305 S. Nickerson Street Nickerson, KS 67561
Terry George Principal	422-3215 866-422-3215	Nickerson Elementary 400 N. Nickerson Street Nickerson, KS 67561
Vince Naccarato Principal	662-4573 866-662-4573	Reno Valley Middle School 1616 N. Wilshire Hutchinson, KS 67501
Midge Simmons Principal	665-8441 866-665-8441	South Hutchinson Elementary 405 S. Poplar South Hutchinson, KS 67505

## **Secretaries**

Lanette Smith Administration Office	663-7141 / 422-3286
Sharon Ansel Administration Office	663-7141 / 422-3286
Kristi Rohling Administration Office	663-7141 / 422-3286
Sara Hiatt Nickerson High School	669-0197 / 422-3226 / 866-422-3226
Sherry Slifer Nickerson Elementary	422-3215 or toll free 1-866-422-3215
Karen Rice Reno Valley Middle School	662-4573 or toll free 1-866-662-4573
Regina Davis South Hutchinson Elementary	665-8441 or toll free 1-866-665-8441

**Unified School District 309  
Nickerson-South Hutchinson**

**Substitute Teacher Assignment Summary Report**

Name of substitute teacher: \_\_\_\_\_

Substitute assignment covered by report: \_\_\_\_\_  
(Name of regular teacher(s))

Subjects or grades involved: \_\_\_\_\_

Date(s) of assignment: \_\_\_\_\_

What if any problems did you encounter with this assignment?

1. Lesson plans: \_\_\_\_\_

2. Instructional materials: \_\_\_\_\_

3. Developing new assignments: \_\_\_\_\_

4. Specific school procedures: \_\_\_\_\_

5. Class Roster/Seating Chart: \_\_\_\_\_

6. Discipline: \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_  
Substitute Teacher

\_\_\_\_\_  
Date