

East Tallahatchie School District



Substitute Teachers Handbook

Welcome

Welcome to the East Tallahatchie School District substitute teaching staff. We value our substitutes, as you make it possible to maintain an orderly and meaningful educational program for our students.

Much of your success as a substitute depends on your positive relationships with students, parents, teachers, and principals. You are expected to maintain the regular program as closely as possible and to fulfill all the regular teachers responsibilities.

This handbook is designed to assist you in being the best substitute possible while in the East Tallahatchie School District.

Please read the handbook carefully and keep it where it is readily available for your reference.

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INTRODUCTION

The substitute teacher is a very important person to students, to the school staff and to the community. The substitute teacher steps in at a moments notice and helps to maintain the continuity so important to the total school program. While absence of the regularly assigned teacher could mean an interruption of the educational program, the qualified and well-prepared substitute teacher can minimize the interruption by providing the most worthwhile educational experiences possible. The substitute also maintains the students study habits and standards of school behavior at the highest level possible.

As a substitute or educational assistant for the East Tallahatchie School District, you are hired as a professional person to carry on our instructional program. While substituting, you have the same responsibilities of other staff members.

As each child differs, so will each substituting situation. Be ready and willing to adapt to various teaching assignments.

As a substitute, strive to expand the learning and intellectual growth of boys and girls.

Follow the instructional program as closely as possible, seeking to meet the needs of students.

HELPFUL PHONE NUMBERS FOR EAST TALLAHATCHIE SCHOOL DISTRICT

Charleston Elementary	662-647-2679
Charleston Middle School	662-647-5486 Upper Elementary 662-647-2115 Jr. High
Charleston High School	662-647-5359
East Tallahatchie District Office	662-647-5524

ASSIGNMENT PROCEDURES

- 1). All assignments are made by the school in which you will be working. When a substitute is needed, the principal or his/her designee from that school will call the substitute. We ask that those Board approved substitutes not call the school(s) to inquire if there is a need for a substitute. Calls will be made to substitutes when the need arises.
- 2). All substitute teachers should register in person at the school office at the following times:

Charleston Elementary	7:30 a.m.
Charleston Middle School	7:30 a.m.
Charleston High School	7:30 a.m.

- 3). At the school office, you should request any substitute information developed at that school.
- 4). The length of the workday for substitutes is from 7:30 a.m. to 3:30 p.m.
- 5). Substitutes for full-time teachers shall be on duty and available for work on the school site (or site otherwise designated) as directed by their principal (or immediate supervisor).
- 6). Substitutes for teachers working less than full time shall be on duty and available for a period of time that varies with their assignment. Any assignment which is more than four hours is considered a full day. Any assignment four hours or less is a half-day assignment.
- 7). Substitute teachers do not receive a preparation period and may be asked to fill in for other teachers during the scheduled preparation time.
- 8). Also, please be aware that Substitute teaching assignments may change if other needs arise in the building.
- 9). Substitutes are responsible for checking in with the secretary regarding the continuation of the assignment before leaving the building for the day.
- 10). Substitute teachers know that it is essential for all students to have qualified instruction and, therefore, accepts only those assignments that are within his/her competence.
- 11). Substitute teachers are expected to follow the teacher dress expectations.

12). **ALL OTHER SUBSTITUTES**

From time to time there will be the need of maintenance, custodian, bus, and cafeteria substitutes. These substitutes will answer directly to the supervisor or principal of the area where the substitute is working. These substitutes are expected to follow the same procedures in their area as teacher substitutes.

APPLICATION PROCESS

The following must be on file at the ETSD office:

- East Tallahatchie Substitute Application
- Finger Print Application
- Name
- Correct Address
- Phone Number
- Email address (if applicable)
- Social Security Number
- Tax Information

RESPONSIBILITY OF SUBSTITUTE

The professional responsibility of the substitute teacher involves many aspects:

- Provide continuity of instruction.
- Maintain classroom control.

- Provide honest feedback to the regular teacher. If there are problems, the teacher needs to be informed so that follow-up may occur immediately.
- Make the day meaningful to the students.
- Supplement the daily program, when necessary, with your own innovations. (A sample packet of teaching materials will be provided for substitutes as an aid in meaningful instruction).

As a substitute teacher all relationships with administrators, teachers, staff, parents and children should be on a professional basis. Substitutes are to be professional in all their dealings with students, staff, administration, and parents/guardians. Substitutes are to be careful concerning negative comments about students, staff, administration, and parents/guardians.

The substitute should recognize that in each classroom the existing teacher-pupil relationship is important. No act or comment should be detrimental to that relationship. The substitute serves in lieu of the regular classroom teacher and should never criticize the teacher to students.

The substitute teacher should understand that discussions of the pupils, staff, or administration are not carried on at other schools or in the community at large. The substitute teacher must not reveal information given in confidence by pupils or fellow teachers.

SPECIFIC PROCEDURES

- 1). Get general procedures, room key (if applicable), and location of classroom and lesson plans from the office.
- 2). Read the lesson plans. This is your best clue as to what you are to teach. As you locate textbooks and workbooks, add a

- marker to identify the pages. This will help you turn immediately to the assignment.
- 3). Take roll, following the school plan.
 - 4). Let students go to the restroom.
 - 5). Carry out the lesson according to the teachers plan and usual routine of the class as much as possible.
 - 6). Perform the hall and playground duties of the regular teacher.
 - 7). Follow the wishes of the regular teacher regarding collecting and grading papers. If no directions are left, collect the papers and leave them for the regular teacher.
 - 8). Leave a brief summary of work which was done during the teacher's absence. Include your phone number in case the regular teacher needs to contact you.
 - 9). Leave the room in order.
 - 10). Turn off air conditioners and lights at the end of the day.
 - 11). Return room keys to the office if keys were obtained upon arrival.
 - 12). Do not leave early.

PAYROLL

Substitutes are responsible for checking in with the secretary of the office upon arriving at school. Substitutes are responsible to sign in and out on sign-in sheets. The pay period cut off date is the 15th of every month (e.g., If someone substitutes between the 1st of the month to the 15th of the month, payroll will be for days worked anytime involving these days. Anyone working from the 16th of the month to the end of the month will be paid on the next month's payroll).

ACCIDENT REPORTING AND WORKERS COMPENSATION COVERAGE

All accidents, which occur to substitutes employed with the District, must be reported to the building principal immediately. This includes injuries involving the students in the classroom, as well as to the substitute.

Suggestions for classroom management

Here are some suggestions to help you and the students enjoy your substitute teaching experiences:

- 🍌 Discipline should be based on mutual understanding through honest, open communication.
- 🍌 Classroom management is improved if the content of instruction is worthwhile and is presented in an interesting manner.
- 🍌 The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resourcefulness and initiative are some necessary prerequisites.
- 🍌 As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and accepting.
- 🍌 If there is time before class begins, review the days schedule and become familiar with related activities.
- 🍌 When class begins, introduce yourself and write your name on the board.
- 🍌 Try to call students by their names. This tends to prevent problems. To help remember student names, make a seating chart or use nametags.

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 If discipline problems arise, which you are unable to manage, contact the principal or designee immediately for assistance.
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 In any situation, no matter how well managed, emergencies will arise. Accidents, illness, the administering of medications, and other emergencies must be referred to the principal or designee.
- 
 Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this by either writing a summary or calling the teacher.
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 Substitutes are not to use corporal punishment (paddling) at any time. Any discipline situation where there is a need for assistance, the substitute may send a note to the office asking for assistance from the principal.

CONTACT PERSONS FOR DISCIPLINE PROBLEMS

Charleston Elementary	Glinda Hardy, Principal Greg McCord, Assistant Principal
Charleston Middle School	Sammie Armstrong, Principal Becky Bloodworth, Assistant Principal Jimmy Link, Disciplinary Officer
Charleston High School	Marshall Whittemore, Principal Gwendolyn Lewis, Principal

Substitute Teacher Policy

The East Tallahatchie School District and all its schools are drug free, tobacco free, and alcohol free areas.

SUBSTITUTE TEACHER REMINDERS

- Substitute hours will generally be from 7:30 a.m. until 3:30 p.m. for all day substituting.
- On early release days for teachers, substitute teachers may leave when the teachers leave.
- Please do not leave early without the approval of the building principal.

EXPECTATIONS

The substitute is expected to work in cooperation with the superintendent as well as other administrators and staff in the East Tallahatchie School District.

- The substitute is expected to follow the chain of command.
- The substitute is expected to maintain a positive attitude.
- The substitute is expected to keep conversations and issues confidential.
- The substitute is expected to have people skills in dealing with fellow workers. If conflict develops between the substitutes and another staff member, the substitute is expected to try and resolve the conflict as quickly as possible.
- The substitute is expected to work with the principal of the campus where he/she is substituting.
- The substitute is expected to attend the substitute teacher training offered by the East Tallahatchie School District.

Board Policy

Descriptor Term: ARRANGEMENTS FOR SUBSTITUTES	Descriptor Code GBRJ	Issue Date: 5/11/2006
	Rescinds:	Issued:
<p>A roster of teachers approved for substitute teaching on a per diem basis will be issued annually and updated periodically, by the superintendent, and shall contain the names of approved teachers who shall have made a formal application to the office of the superintendent to serve as emergency teachers. Principals shall use the roster of approved teachers in selecting teachers for emergency service as required.</p> <p>Retired teachers may substitute teach S25 11 127</p> <p>TERMS OF EMPLOYMENT AND COMPENSATION: Substitute teachers are approved by the school board for one academic year. Substitute teacher applicants are screened. Only those applicants meeting Board mandated requirements shall be approved to substitute teach in this district.</p> <p>Substitutes will be paid according to policy GBRJ-R.</p> <p>No written contract shall be made with temporary service teachers.</p> <p>Substitutes are classified as on-call , temporary, part-time persons, and as such, are not considered, at any time, to be employees of the East Tallahatchie School District.</p> <p>LEGAL REF: Mississippi Code, as cited above</p>		