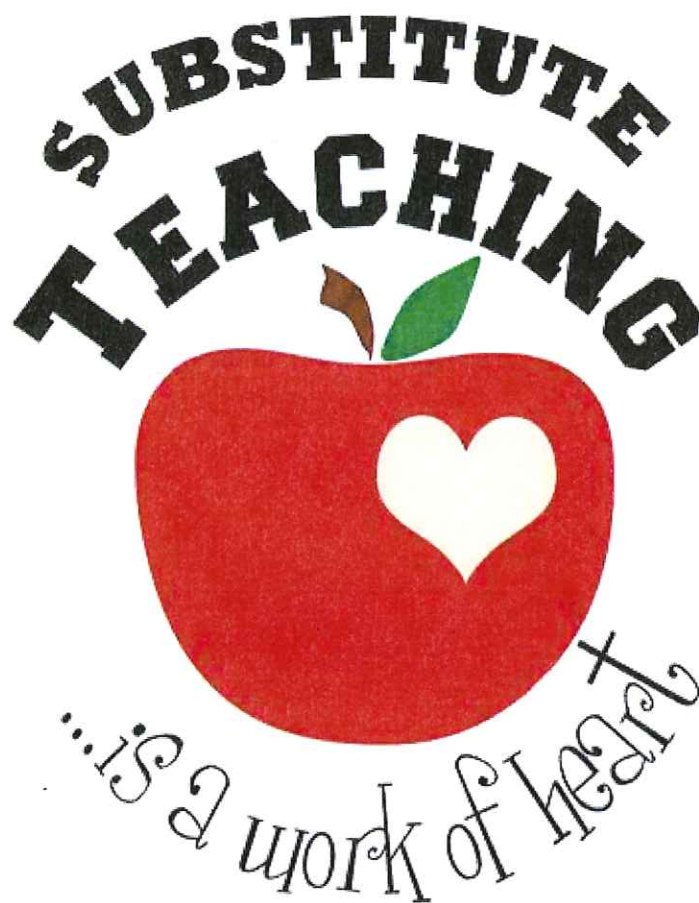


2020-2021 St. Joseph School District
Substitute Teacher Handbook



St. Joseph School District
925 Felix Street
St. Joseph, Missouri 64501
816-671-4000

INTRODUCTION

The substitute teacher is an essential part of the instructional staff of the St. Joseph School District. Since the teaching process is a continuing one, each day is important in the education of each child and young person in our School District. A lapse or failure to follow plans leaves a void in the total learning process.

The purpose of this handbook is to familiarize you with district policies relating to substitute teaching in our school system. More information is available from principals and supervisors. We urge you to visit classes, as well as attend professional meetings and workshops conducted by the School District. We appreciate your assistance in insuring that the excellent instruction provided by our professional staff continues in their absence.

Calendar

A copy of the school calendar for the current school year is available on the district website at www.sjsd.k12.mo.us , under Calendar from the Home page.

Dress Code

Present yourself well-groomed and appropriately dressed. Always follow the school's dress code. Save casual clothes for the weekend or special days.

Fire Drill Procedures

Signals and procedure for fire drills may differ in each building. A booklet or flipchart detailing the safety procedures should be readily accessible in each classroom. Be sure you are familiar with the correct procedure for each building.

Release of Children

If any person requests the release of a child from the classroom, they should be directed to the Principal. All children who are released must have official approval of the Principal.

Substitute Teacher Time Reports

A set of Substitute Timesheets will be given to each new substitute teacher. For returning substitutes, the timesheets will be available in Human Resources or online under Human Resources and then Substitute Teachers. At the end of each pay period, the timesheets can be turned in to the Human Resources Department, sent through inner school mail, faxed to (816)671-4013 or emailed to lisa.dalsing@sjsd.k12.mo.us. Time report pay periods will vary each year. An exact schedule of the Time Report pay periods is listed at the bottom of each Substitute Teacher Time Report. All District staff, including substitute teachers are paid once each month, on the last banking day of the month. All employees of the St. Joseph School District are required to have their payroll checks deposited directly in to their bank account. Time subbed will be automatically computed for each substitute for each pay period and submitted to Payroll. Please be advised that substitutes should review their substitute jobs in Absence Management and verify what has been entered is accurate, the teacher listed is accurate and matches their time in TimeClock Plus.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER, BUILDING ADMINISTRATOR, AND THE REGULAR TEACHER

As a Substitute Teacher, you are considered a member of the staff of the St. Joseph School District, and a regular member of the staff of the school to which you are assigned.

As a member of the staff, you are expected to assume normal duties and responsibilities of the classroom teacher. These include:

- a) Follow the program of the classroom teacher as outlined in the Daily Lesson Plan.
- b) Follow the time schedule of the regular school day.
- c) Prepare a brief summary of the progress and activities of the day for the regular teacher.
- d) Demonstrate professional behavior in contacts with students, parents, and other teachers.
- e) Maintain confidentiality with regard to information concerning individual students.
- f) Communicate with the Principal about your activities and request any needed assistance.

The Building Principal has administrative responsibilities to the substitute teacher. These include:

- a) See that each substitute teacher is treated as a professional staff member.
- b) See that each substitute teacher is welcomed to the building and provided with a list of assignments.
- c) Involve the substitute, when appropriate, in the professional life of the school.
- d) Assist the substitute when needed.

The Regular Teacher has responsibilities to the substitute teacher. These include:

- a) A daily lesson plan, which contains a current seating chart, shall be provided to the substitute teacher.
- b) In the elementary schools, if the daily schedule varies, there shall be a clear explanation of the schedule for the day.
- c) A simple explanation of the routine for opening exercises (taking attendance, lunch orders, etc.)
- d) A simple guide and instructions for conduct in case of fire drills, tornado drills, and other emergency drills.
- e) A list of students who are excused from certain activities for health or religious reasons.
- f) Information on students who leave the classroom for certain activities.
- g) A list of students who have health problems such as epilepsy, diabetes, etc.
- h) Names of students who are bus riders.

QUALIFICATIONS FOR SUBSTITUTE TEACHERS

At the beginning of the school year, the Human Resource Department shall prepare a list of properly qualified persons to serve as long-term substitute teachers. Insofar as possible, these substitute teachers shall meet the qualifications of regularly employed teachers. The Superintendent or designee shall have full authority to interpret the meaning of the eligibility rules for substitute teachers and their practical application in accordance with state law.

Certification

Substitute Teacher Certificates are issued as followed:

Completion of a DESE (Department of Elementary and Secondary Education) profile, official transcripts showing 60 plus college hours mailed to DESE and completion of a Criminal Background Check. A new certificate will be issued and good for 4 years.

A teacher who has retired under the Missouri Public School Retirement System is limited to 550 clock hours of teaching during the school year. There is no limitation for a teacher who has not retired and who holds a Missouri Life Teacher Certificate.

Compensation

The compensation of substitute teachers shall be determined by the Board of Education at the beginning of each school year.

A substitute teacher who holds a valid Missouri teaching certificate, that is assigned as a substitute in a certified position for fifteen plus consecutive school days, shall receive long-term certified substitute pay beginning on the first day of the assignment. Teacher and substitute certified Substitutes working in a *non-certified position* will be paid \$10 additional per day, beginning on the 16th consecutive day of a long-term substitute position.

Qualifications

The minimum requirement for substitute certification is sixty (60) credit hours from a college or university.

ONBOARDING TASKS FOR SUBSTITUTE TEACHERS

Substitute teachers with at least 60 college credit hours must complete the following:

- a) SJSD application
- b) Create a DESE profile and submit official transcripts to DESE. (Currently, there is a \$50.00 fee for the DESE certificate and a \$41.75 fee for the background check.)
- c) Criminal background check
- d) Technology Usage Agreement
- e) Employment Eligibility form (I-9) along with two forms of identification.
- f) Federal and state withholding forms
- g) Direct Deposit Authorization form
- h) Child Abuse and Neglect/Criminal form
- i) Compliance training and test
- j) All other forms required by the Human Resources department.

Substitute teachers with a valid Missouri teaching certificate must complete the following:

- a) SJSD application
- b) Submit copy of current Missouri teaching certificate.
- c) Criminal background check
- d) Technology Usage Agreement
- e) Employment Eligibility form (I-9) along with two forms of identification.
- f) Federal and state withholding forms
- g) Direct Deposit Authorization form
- h) Child Abuse and Neglect form
- i) Compliance training and test
- j) All other forms required by the Human Resources department.

INSTRUCTIONS FOR SUBSTITUTE TEACHING

1. Report to the Principal of the school assigned. If the Principal is not available, report to the secretary. **You must report twenty minutes before the start of school.** This will give you an opportunity to get materials ready and to take assigned duty before school.
2. Always sign the **Substitute Teacher Sign-In Sheet** located in the office. You will also need to clock into TimeClock Plus.
3. Check the teacher's box for notices that require attention.
4. Study the Daily Lesson Plan. Locate all teacher's manuals and guides.
5. Be ready when students come into the classroom.
6. Record attendance and check lunch orders according to the plan followed in the school.
7. Follow the teacher's Daily Lesson Plan. **Do not use the teacher's computer unless directed in the Daily Lesson Plan.**
8. Maintain a regular disciplined pattern of classroom, hall and restroom behavior.
9. Mark all papers and workbooks used, unless the teacher has requested otherwise.
10. Leave a written statement of work covered, comments on the attitude of students, and any special notations you feel necessary.
11. Perform all duties assigned to the regular teacher, ask the Principal or secretary for instructions, complete your day by staying 15 minutes after the last bell rings, clock out of TimeClock Plus and return any keys to the office before you leave the building.