

Substitute Teacher Handbook 2018 - 2019

Amherst Exempted Village School District

185 Forest St Amherst OH 44001

Phone: (440) 988-4406 Fax: (440) 988-4413

Moving from a great school district...to a great school community

www.amherstk12.org

To the substitute teacher:

Thank you for your interest in the Amherst Schools, and welcome to our district! The work that you will do as a substitute in our schools is crucial as we strive to maintain an excellent district where students can learn to their fullest potential. We certainly appreciate your willingness to be called so that we are able to maintain continuity in the services and education we offer to our students.

This substitute handbook has information that you may find helpful. Please take time to read it, and let us know if you have any questions regarding the information it contains.

Again, thank you for your willingness to serve. The students, staff, and community appreciate your talent, time, energy, and hard work! We look forward to getting to know you better as we continue to move Amherst schools from a good place to learn to a great school community.

Sincerely,

Rhonda M. Neuhoff
Amherst Schools

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Policies of the Amherst Board of Education

The Amherst Board of Education has established policies and bylaws governing all aspects of school operations. These policies and bylaws pertain to substitute teachers as well as regular teachers. Substitute teachers should familiarize themselves with these policies, as much as possible, giving special attention to the philosophy of the Board of Education and all policies relating to professional staff.

A complete copy of the **Policies and Bylaws of the Amherst Board of Education** is available on the District website, www.amherstk12.org. Click on District tab in the top left hand corner. Scroll down to Board of Education. You will find the board policies posted under a link called Board Information Policies.

A list of required policies will be shown and can be viewed by clicking on each of the policies. These policies not only include the most important policies from the Board of Education, but also state and federal policies mandated to be posted.

Central Calling Information

Amherst Schools have implemented a call off system for both classified and certified staff. An explanation of directions and a password will be given prior to the beginning of each school year to inform substitutes how to use the system. The new call off system is named AESOP.

If you are called in error: normally our system of providing substitute teachers works very well. On rare occasions, however, a mistake is made. Should you be called to work at a building and, upon your arrival there, be informed that the regular teacher is in attendance that day, you may be paid for one-half day. In this case, you will be expected to remain at the school for one-half of the day and to perform duties as assigned by the building principal. If you choose not to remain in the school building to perform duties as assigned, you will forfeit the one-half day payment.

Building Administrators and Secretaries
Educational Service Center 440-988-4406
185 Forest Street

Mr. Steven Sayers	Superintendent
Mr. Mike Molnar	Assistant Superintendent
Mrs. Sarah Walker	Director of Student Services
Mrs. Deanna Pastva	Cafeteria Supervisor
Mr. Charles Grimmett	Director of Buildings and Grounds
Mrs. Cathy Gale	Director of Transportation
Mr. Mark Kostur	Directory of Technology
Mr. Casey Wolf	Athletic Director
Mrs. Janet Caraballo	Superintendent Secretary
Mrs. Haydiee Burkes	Special Education Secretary
Ms. Jenna Porostosky	EMIS Secretary
Mrs. Christine Rider	Human Resource Secretary
Mrs. Lisa Overdorff	District Secretary

Board of Education Treasurer 440-988-8646

Ms. Amelia Gioffredo	Treasurer
Mrs. Suzanne Harlow	Payroll Secretary
Mrs. Regina Zaborski	Records/ Benefits Secretary
Mrs. Diane Syrowski	Accounts Payable Secretary
Mrs. Bernice Lavine	Central Office Secretary

Board of Education Members

Mrs. Teresa Gilles	Board President
Mrs. Valerie Neidert	Vice- President
Mr. Mark Zappa	Board Member
Mr. Rex Engle	Board Member
Mr. Ron Yacobozzi	Board Member

Powers Elementary School 440-988-8670

Grades: Preschool, Kindergarten, First, Second

Mrs. Beth Schwartz	Principal
Mrs. Lisa Dadas	Secretary
Mrs. Becky Demich	Secretary

Nord Middle School 440-988-4441

Grades: Third and Fourth

Ms. Jill Giovanazzo	Principal
Mrs. Nancy Kasten	Secretary

Amherst Junior High School 440-988-0324

Grades: Sixth, Seventh and Eighth

Mr. Andrew Gibson	Principal
Mrs. Rhonda Neuhoff	Assistant Principal
Mrs. Sandy Aufdenkampe	Secretary
Mrs. Sherri Arendash	Secretary

Steele High School 440-988-4433

Grades: Ninth, Tenth, Eleventh and Twelfth

Mr. Joe Tellier	Principal
Mrs. Ashley Harigan	Assistant Principal
Mr. Steve Meggitt	Assistant Principal
Mrs. Jackie Doehr	Secretary
Mrs. Claudia Schultz	Secretary
Mrs. Susan Jones	Secretary

Bus Garage 440-988-2633

Mrs. Cathy Gale	Transportation Supervisor
Mrs. Micheline Krause	Secretary

General Instructions for the Substitute Teacher

The building secretary has the primary responsibility for assigning substitute teachers to buildings, except long-term substitutes. Do not assume that because a principal or teacher has asked you to work for them that you have been confirmed for a particular assignment. The central call-off system, Aesop, will be your confirmation for every assignment.

You will NOT be called every day that you are needed. Do not report to a building unless you have been confirmed by Aesop. However, this **does not apply** to assignments involving extended absences. If you have agreed to substitute for a specific, extended period of time, you will not be called daily/confirmed by Aesop and you should continue to report to the assignment. You will be advised of the length of the assignment if it is known, or, if it is unknown, you will be notified when the absent staff member is ready to return.

When you are asked/sign up to substitute for someone, all attempts will be made for you to remain in that assignment until the teacher returns. However, circumstances may alter this on a given day, and **building principals have the authority to modify your assignment to meet the needs of their buildings.**

Arrive on time to the assigned school. Early arrival, when possible, will give you the opportunity to prepare your day so that it will be rewarding for you and the students.

Plan to remain in the building for the day. In cases where the regular teacher's schedule does not include teaching or supervisory responsibilities at the beginning or end of the day, **you must obtain the principal's permission to arrive late or to leave prior to the normal departure time.**

Report to the building secretary or principal. That person will give you instructions about the building and the teaching assignment. Feel free to ask any questions you may have about the school or the assignment.

Follow the lesson plans of the regular teacher as closely as possible. If lesson plans and seating charts have not been provided by the office and you are unable to locate them in the classroom, notify the office immediately.

Take morning attendance and monitor student attendance throughout the day. This is particularly important in secondary buildings. Maintain any attendance records required in the building.

Become familiar with the routines in each building. Give particular attention to policies relating to students. To assist you with this, each building principal will have available copies of the faculty and student handbooks for their buildings.

Assume any non-teaching, supervisory duties the regular teacher might have during the day.

Report to the office before leaving the building for the day. Be sure that you have returned all lesson plans and other information that were given to you. Sign the necessary payroll forms.

If for some reason you will be temporarily or permanently unable to continue substituting in the Amherst Schools, please notify Mrs. Rhonda Neuhoff 440.988.0329, rhonda_neuhoff@amherstk12.org) as soon as possible

Specific Responsibilities of the Substitute Teacher

Make every effort to teach the lessons which have been provided for you. We expect classroom instruction to proceed as normally as possible. Do not teach ahead of the lesson plans.

Maintain a professional teaching attitude at all times. Be courteous and equitable in all school relationships. Please be sure to report to each assignment dressed appropriately for the assignment. It is expected that you dress professionally.

Learn what to do in the event of a fire or tornado drill. Procedures should be posted in each classroom.

Do not excuse a child from class or school without authorization from the office.

Take appropriate action in the event a student becomes ill or injured. Send the student to the office if possible, or summon office personnel for help.

Do not use equipment with which you are unfamiliar. Do not use or permit students to use, while under your supervision, any equipment in laboratories, shops, or the gym unless you hold current teaching certification for the area.

Maintain cordial relations with teachers, administrators, pupils, and parents.

Refrain from making public criticisms of staff members and students. Legitimate concerns should be brought to the attention of the principal.

Avoid behaviors that could create difficulties between the regular classroom teacher and the students. Do not compare one school with another, one principal with another, one teacher with another, and one student with another.

Substitutes have the same responsibility as the regular teacher to maintain confidence regarding information or incidents relating to any student or employee of the school. Do not reveal to third parties any confidential information you may acquire in the course of your teaching assignment.

Conduct school business through proper channels.

Report to the principal all matters harmful to the welfare of students and the function of the school.

In extended substitution situations, the substitute teacher is responsible for contacting the regular teacher about continuing class assignments. It will be the substitute teacher's responsibility to maintain lesson plans, with the regular teachers input and recommendations.

At the close of the day prepare a report for the regular teacher indicating what was accomplished in classes that day. Please use the "Substitute Teacher's Report," through Aesop. The report will be delivered to the regular teacher. Student papers you have collected should be placed in the teacher's mailbox in the office at the end of the day.

Leave the teacher's desk and the classroom secured and in good order at the end of the day. Close doors and windows, put materials away, and lock cabinets

Suggestions for the Substitute Teacher

Make every effort to be on time. A late start and inadequate preparation time can cause a substitute teaching experience to be unsuccessful.

Present a personal appearance appropriate for a professional teacher.

Write your name on the blackboard. Introduce yourself to each class.

Follow the regular teacher's lesson plans and classroom policies.

Give instructions in a clear and concise manner.

Make an effort to provide the students with interesting learning activities.

Teach in a friendly, enthusiastic, and assured manner. Try to learn some of the students' names.

Do not alter or rearrange the regular teacher's work-space or the classroom.

Keep students on task with lessons for the entire period. This is sound educational practice and helps to minimize discipline problems. Do not let the students distract you from your teaching assignment. Do not leave the classroom unattended.

Maintain appropriate classroom discipline. Do not give students the perception that normal rules and procedures are not in effect because there is a substitute teacher in the classroom. Be alert to spot potential behavior problems in the early stages and act before the situation becomes difficult to manage. Be firm when necessary, but avoid aggressive behavior.

If assistance is required in a discipline matter, contact the office.

Remember that any student records that you may see during your assignment must be kept confidential.

Do not disclose to the students any personal information that you may know incidental to the regular teacher's absence.

Responsibilities of the Principal to the Substitute Teacher

Inform the substitute teacher of the daily schedule and assignments.

Inform the substitute teacher of your expectations for the teaching assignment, the student discipline code, hall pass procedures, duty assignments, emergency procedures, and any events causing deviation from the daily schedule.

Furnish the substitute teacher with the following items or information where they can be found: lesson plans, seating charts, forms

(attendance, passes, etc.), textbooks and teaching materials, teacher handbook, map of the building, payroll information.

Check with the substitute during the day to determine progress.

Advise the substitute teacher of staff facilities. These include faculty work and dining areas, washrooms, parking areas.

At the end of the day thank the substitute for his or her efforts on behalf of the school.

Responsibilities of the Regular Teacher to the Substitute

Enter your absence through Aesop as soon as possible.

Advise your students of expected behavior in the event a substitute teacher will be in the class.

Provide lesson plans that can be used by the substitute teacher.

Provide a substitute folder to be maintained in the office. The folder should contain all the information necessary for the proper operation of classes

Maintain textbooks, teacher manuals, workbooks, instructional materials, and related information in a convenient location in the classroom.

Provide seating charts and any pertinent information that may not be in the substitute folder.

Follow through with students on any work accomplished or assignments given by the substitute.

Evaluation of the Substitute Teacher

Substitute teachers are evaluated in two areas: availability and performance.

Availability

Should a substitute teacher continually be unavailable for assignments when called, be habitually late to assignments, or expect to be given

preferential treatment in assignments, it may become necessary to remove the substitute teacher from the list of active substitutes.

Performance

The performance of a substitute teacher can be assessed in two ways. The principal can formally or informally observe the substitute's performance in classroom and duty assignments and in handling student discipline matters. The principal may elect to observe the substitute teacher in the classroom and provide a report of the classroom observation. The regular classroom teacher can assess whether the substitute teacher has followed the lesson plans and instructions relating to classroom management. Peer evaluation based on classroom control, time management, and cooperation play an important role in the teacher's assessment.

Evaluation

Work performance evaluations will be conducted by the building principals. These reviews should be received as positive learning/teaching tools. If work performance does not improve as suggested in an evaluation, the substitute may be asked not to return to that particular building. This is done at the discretion of the building principal.

Substitution and Regular Employment Status

Generally, substitute teachers have no expectation of being placed on the teachers' seniority list. A substitute employed as a regular teacher may be credited with one year of seniority provided the employment was specifically for a vacancy created by a one-year leave of absence. However, this does not assure attainment of a regular position.

Many teachers seek to work as substitutes with the goal of becoming employed as a regular teacher in the district. Some full

time teachers began their service as substitute teachers, but working as a substitute should not be considered a guarantee of attaining a regular position.

Substitute teachers have no expectation of continuing employment, no expressed or implied right to be transferred to or hired for any other

position, and no claim to regular employment based upon casual remarks made by school personnel.

Substitutes seeking regular employment with the Amherst Schools must apply for any regular teaching position that becomes available. However, the Amherst Board of Education is not obligated to offer regular employment based solely upon service as a substitute teacher.

Financial Information

Substitute teachers are paid on the same pay cycle basis as regular employees, which is on the tenth and the twenty-fifth of each month. However, before a substitute can be paid, the following items must be completed at the treasurer's office: employment eligibility verification, federal and state tax withholding forms, and state retirement information. Deductions are automatically made for local income taxes and for Medicare. A teaching certificate/license issued from the Ohio Department of Education and the completion of a background check must be on file with the Superintendent's office before a paycheck will be issued to a substitute teacher.

For building payroll purposes, the substitute must complete the payroll form, which may be obtained from the building secretary.

The substitute teacher pay scale is as follows and is calculated on total days worked. (The work days do not have to be in the same work assignment.)

\$95.00/day for sub teachers **\$110.00/day** for retired Amherst teachers. Your paycheck will be DIRECT DEPOSITED into your designated account.

Substitute teachers who have questions relating to financial matters should contact the treasurer's office, 440-988-8846.

Emergency School Closing Activity Cancellation

In case of severe weather - snow, low temperatures, ice, etc. School may be cancelled and/or delayed. The official announcement for school closing and activities cancellation may be heard over the following radio stations: WEOL - AM (930), WOBL-AM (1320), WGAR-FM (99.5),

WMJI-FM (105.7), WMMS-FM (100.7), WMIX-FM (106.5) OR
Television: WJKW (Fox 8), WEWS (ABC 5), WKYC (NBC 3), and WUAB
(CBS 19) and LISTEN.

Additionally, any cancellations or delays will be posted on the district
website, www.amherst.k12.oh.us.

The Aesop system is not responsible to call the substitutes on a school
calamity day. **It is your responsibility to keep informed.**