

SUBSTITUTE TEACHER SITE GUIDELINES & RESPONSIBILITIES



Welcome to COREsolutions Education Services, LLC. Your services as a substitute teacher is needed and appreciated. Your services are critical to maintaining the educational progress of students and helping each school you service fulfill its mission of educating and preparing each student to succeed.

CHANGES TO PERSONAL INFORMATION

Please notify the SubDesk at 480-530-0573 or email staffing@coresolutionsedu.com of any changes in your address, email address or telephone number.

COMPENSATION

Substitute teachers earn \$100 -110 per day.

Long-Term Substitutes, working for the same classroom teacher in a position that requires planning for, implementing, and evaluating instruction, grading, parental communication, etc, for 30+ consecutive days, earn up to \$120 per day. In most cases, the Long-Term substitute teacher must possess at least a bachelor's degree in education.

DUTY DAY

Substitute assignments are for either a full day or half day. Substitutes may be expected to work any/all duties within the work day without extra compensation so long as the substitute receives no less than a 30 minute duty free lunch during a full day assignment.

Substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.

School start times vary by districts.

Half day assignments generally end after four (4) hours of substitute duty. If the shift goes beyond four hours and fifteen minutes, please refer to the school administrator or office staff for further instruction.

For full day assignments, you may leave 30 minutes after the students are dismissed if all necessary tasks, corrections, notes for the teacher, evaluation, etc. are completed. It is the

substitute's responsibility to learn the student dismissal time for each school by inquiring with the school office upon duty check in. If this work has not been completed, substitutes may leave after fulfilling the assigned four (4) or eight (8) hour shift.

PREPARATION

Note the following when you accept an assignment:

- Name of teacher for whom you will substitute
- Name and location of school
- Time classes begin
- Lesson plans or notes left by the teacher

When you arrive at the school, please obtain the following information from the school office:

- Person whom you can call upon for assistance
- Any special duties you will have.

CELL PHONE USAGE

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. When you check in for an assigned shift, depending on school sites emergency plan, you may be asked to provide your cell phone number which may be needed during emergencies.

DRESS CODE

Substitutes are hired as professionals and expected to dress as a professional (e.g. business casual (no blue jeans), unless otherwise indicated by the school site.

Please check with the assigned school site for any specific dress code expectations.

EMAIL

Substitutes on long-term assignments may be issued a school site email account. The school site will be responsible for providing those details upon assignment.

INTERNET ACCESS

Substitutes on long-term assignments may be provided school site network and internet access. Substitutes working an average of two (2) or more days per week may be provided with this same access upon request to and approval by the school site. The school site will be responsible for providing those details upon assignment.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

In the regular teacher's absence, you are the teacher. It is your responsibility to move the learning process forward and maintain continuity in instruction. As a substitute teacher you are charged with the welfare of the children. It is expected that the substitute will maintain good order wherever assigned and will create classroom conditions conducive to a good learning situation.

As a qualified substitute teacher, you have the responsibility to adhere at all times to the same high standards of conduct and professionalism expected of all teachers.

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, parents, teacher, principal) which might be gained while substituting. Individuals seeking information about a child or who come to the classroom asking that a child be released from school must be directed to the office. Children are not to be released from the classroom without official notice from the principal's office. Refer to your assigned school site's policies and procedures guidelines.

The roles of a substitute teacher are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. A substitute teacher has the same responsibilities and the same duties as the regular teacher, including bus duty and playground supervision.

Substitute teachers should, as far as possible, follow any lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations.

Discipline should be maintained and students are to be held accountable for their work, classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. If discipline problems arise, the principal/administrator must be notified. Refer to your assigned school site's policies and procedures guidelines related to discipline.

SUMMARY

- Report to the school office at the designated starting time. The work day times for professional staff are given in the assignment information when accepting jobs.
- Leave a brief report for the teacher of materials covered and work completed.
- Report any accidents or unusual discipline problems to the principal.
- Leave the room in good order.

WORKERS COMPENSATION

All injuries occurring during an assigned shift are to be immediately reported to the site administrator. In addition, please report to the office and either the school nurse or office staff and contact COREsolutions to complete an incident report and provide it to the office staff. In emergency situations, 911 will be contacted.

LESSON PLANS/CLASSROOM INFORMATION

The classroom teacher should have prepared and left sufficient lesson plans to carry you through your assignment. Your preparation consists of arriving at the school early enough to prepare before classes begin.

If you find that the instructions left for you are inadequate, you should immediately inform administration/office manager.

The regular classroom teacher should supply the following for the substitute: attendance lists, daily schedule, individual student schedules for student mobility (i.e. library, speech, resource room).

Emergency management procedures including fire drills, lockdowns, and teacher responsibilities should also be made available to you. If not, inform school site administrator and/or office staff.

CHECK FOR THE FOLLOWING IN YOUR ASSIGNED CLASSROOM

- Up to date seating charts with comments regarding student leaders for classroom assistance and students of special situations (including learning disability, physical defects and behavioral problems).
- Any additional responsibilities of the individual teacher (i.e. grading and distribution of papers, supervision duties, breaks and special disciplinary measures).
- Contingency lesson plan (when a lesson plan cannot be followed).
- Building characteristics, including student behavior and expectations, location of lunchroom and lounge, restroom, audio/video equipment and other educational technology, and guidelines for lunch duty and hall patrol.
- If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact the administrator and/or office staff as soon as possible.

CLASSROOM ETHICS

Information obtained about students, including grades/performance, must be kept confidential.

A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential.

In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of COREsolutions Education Services. Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students.

Substitute Teachers may not distribute religious, political or commercial materials to students.

END OF DAY REPORT

It is essential that the regular teacher be fully aware of classroom activity during your assignment. It is the substitute's responsibility to collect all assigned written work. You should leave a report on attendance for the teacher as well as with the attendance secretary. Most of the time the regular teacher will leave you forms to make your report.

A written report on what the students accomplished, how the class responded and any problems you encountered should be left for the teacher. If you were not provided with adequate plans, work materials or anything else needed, please use your SubSurvival Kit provided to you at orientation for materials.

If you were not able to follow lesson plans, if an assignment could not be completed or if you had to rearrange schedules, leave a note explaining why. It is good practice to always leave a written report for the regular teacher.

ACTIVE SUBSTITUTE STATUS REQUIREMENT

To maintain an experienced and well-trained substitute staff pool, COREsolutions requires all substitutes to work a minimum of three (3) days during the school year. Substitutes who do not work a minimum of three (3) days during a school year will be required to reapply for the next school year.

COMPLAINTS/REMOVAL FROM ACTIVE SUBSTITUTE LIST

Substitute teachers are at-will employees and may be removed from the Active Substitute List at any time and for any reason and without notice. An occurrence of the following behaviors may result in immediate removal from the Active Substitute List.

- This list is not exhaustive and other conduct/behavior may also result in immediate removal. Using profanity in the presence of students;
- Endangering students by leaving them unattended for inappropriate amounts of time or

by falling asleep in the classroom;

- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises; Insubordination;
- Violation of school rules/regulations;
- Refusal to follow instructions and or lesson plans left by the classroom teacher.

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. If a complaint/concern is less serious, the substitute may be asked to come in for a conference.

At this conference, the nature of the complaint will be discussed and appropriate action will be taken. An individual school can request that a substitute teacher be restricted from substituting at that school. Such requests will be honored. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction.

If several schools request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion.

If a substitute believes information regarding his/her performance or behavior is inaccurate, the substitute may contact COREsolutions directly to discuss the situation. However, once a substitute has been removed from the Active Substitute List, being assigned at a specific school site will be made only upon the recommendation of the Superintendent or designee. The decision of the Superintendent or designee is final.

PROFESSIONAL DEVELOPMENT

Throughout the calendar school year, substitutes are encouraged to attend skills training in areas of classroom management, teaching strategies, and various topics related to your job duties and assignments. Training is not a requirement, but those who do participate will be eligible for increase in daily pay, receive priority in assignments, as well as be considered for long-term assignments when they come available.

There will be a mandatory orientation for all new substitute and substitute support staff upon hire.

INFORMATION FOR SUBSTITUTE STAFF

Information important for substitute staff will be posted periodically at:

<https://coresolutionsedu.com/subdesk>. Please check this site often for updates concerning training, policies, substitute resources, events, etc.