

Substitute Teacher Handbook

2008 - 2009

**USD #407
802 N. Main
Russell, KS 67665
785-483-2173**

Revised: 6/16/2008

Unified School District #407

Russell, KS

2008 - 2009

SUBSTITUTE TEACHERS

The work of the substitute teacher is an important team function in the school district operation. We hope that as a substitute teacher you will continue our belief that "All Children Can Learn." It is important that we all work together toward that belief.

Should you have questions about the substitute procedures, please feel free to call the superintendent or a building principal. Thank you for being part of the team effort to provide quality education for the children of the Russell community.

1. **Substitute Eligibility**
To be eligible, a substitute must have a Kansas teaching certificate or a Kansas substitute teaching certificate. If using an emergency certificate, he/she must have 60 college credit hours and be recommended by the district. All persons approved for substitute teaching need to have the proper forms on file with the Central Administration Office at 802 North Main. This includes a completed application, a photocopy of a current teaching certificate or emergency certificate, W-4, Form I-9 (Employment Eligibility Verification), direct deposit information form, and a photocopy of his/her driver's license, Social Security card or birth certificate and a health certificate.
2. **Securing Substitutes**
All substitutes will be secured by the individual building principal or his/her designee. Teachers may make recommendations to the principal and may secure their own substitutes if approved by the principal.
3. **Becoming Acquainted With the Schools**
After completing the substitute teaching application form, the substitute should visit the schools where he/she is qualified to teach. It is helpful if the building principal knows the substitute and the substitute becomes acquainted with the school location and building plan.

USD #407 Schools

Bickerdyke Elementary School

Kent Michel, Principal
348 North Maple
Russell, Kansas 67665
(785) 483-6066
(877) 750-8098

Ruppenthal Middle School

Gaylon Walter, Principal
400 N. Elm
Russell, KS 67665
(785) 483-3174
(877) 825-9428

Simpson Elementary School

Kent Michel, Principal
1323 N. Main
Russell, KS 67665
(785) 483-6180
(877) 825-4375

Lucas-Luray High School

Larry Geist, Principal
130 N. Greeley
Lucas, KS 67648
(785) 525-6244

Luray-Lucas Elementary School

Larry Geist, Principal
400 N. Fairview
Luray, KS 67649
(785) 698-2217
(877) 750-8060

Russell High School

Larry Bernard, Principal
565 State Street
Russell, KS 67665
(785) 483-5631
(877) 750-8091

4. **School Hours**

Elementary Schools	8:15 a.m. to 3:15 p.m.
Middle School	8:15 a.m. to 3:15 p.m.
Senior High School	8:15 a.m. to 3:15 p.m.

Substitute teachers should report *thirty (30) minutes before school starts (7:45 a.m.) and stay thirty minutes after the school day or assignment ends*. In case of an emergency need for a substitute during the school day, the substitute may be asked to report on short notice. We realize having to report on short notice is an inconvenience, but we do appreciate a substitute's willingness to accept such an assignment.

5. **Substitute Responsibilities**

- Upon arrival at school, the substitute must report to the principal's office to receive information and instruction regarding the assignment. **The substitute shall "sign in" at each building every day.** This is important for verifying the actual days substituted.
- In addition to teaching in the classroom, the substitute teacher is expected to perform the regular assignments of the classroom teacher; i.e., lunch count, hall supervision, playground supervision, and checking papers.
- The substitute teacher shall perform teaching duties the length of time for which he/she is being compensated. For example:

- Assigned to cover another classroom or to perform other assigned duties during the teacher's scheduled planning period.
- If a teacher needs a substitute for a brief period (perhaps from 8:00-10:00), the substitute teacher will be paid at a rate of \$9.38 an hour.

The substitute will be notified in advance of the time frame he/she is expected to fulfill and should feel free to contact the building principal if flexibility is needed on a given day.

- The substitute is responsible for the students in his/her charge and must stay with them at all times.
- The substitute will leave an evaluation of the work accomplished and any plans made for the following day. He/she should make every effort to follow existing lesson plans for the class.
- The substitute will not tolerate disruptive or disrespectful behavior. Principals will give assistance with extreme cases.

6. **Teacher Responsibilities**

The regular teacher should make the following provisions for the substitute:

- A seating chart of each class.
- Grade book.
- Plan book with lesson plan outline.
- Information and directions on location of desk copies and all necessary materials.
- Helpful personal information about special pupils and their characteristics.

7. **Checking Out**

On the teacher's desk, the substitute should leave a summary of work completed and comments about the class.

The substitute should close and lock all windows and turn off all machines, electrical appliances and lights and report to the principal regarding returning the next day. If the principal is not available, the substitute should check with the secretary.

8. **Pay Procedure for Substitutes**

All substitute teachers must complete W-4 and I-9 forms and have them on file with the Central Administration Office before payment for

substituting can be made. Please report name or address changes to the payroll department as soon as possible.

Paychecks are issued on the first day of each month for the preceding month's work, as per the cut-off dates for substitute pay (below.) Substitute pay for the 2008 - 2009 school year is \$75.00 per school day. Less than one-half day service will receive compensation at the rate of \$9.38 per hour.

A substitute teacher will receive regular substitute pay until five (5) consecutive days have been taught in the same position. After five (5) consecutive days, the substitute pay is \$93.75 per day up to and including forty-five (45) days in the same position. These days must be continuous. Beginning with the 46th day, the pay is the same as beginning teacher pay; salary schedule (class 1, step 0).

CUT-OFF DATES FOR SUBSTITUTE PAY

<u>Pay Period</u>	<u>Cut-off Date</u>	<u>Pay Date</u>
Aug. 20 - Sept. 19, 2008	Sept. 19, 2008	Oct. 1, 2008
Sept. 22 - Oct. 17, 2008	Oct. 17, 2008	Nov. 3, 2008
Oct. 20 - Nov. 21, 2008	Nov. 21, 2008	Dec. 1, 2008
Nov. 24 - Dec. 19, 2008	Dec. 19, 2008	Jan. 2, 2009
Dec. 22 - Jan. 16, 2009	Jan. 16, 2009	Feb. 2, 2009
Jan. 19 - Feb. 20, 2009	Feb. 20, 2009	March 2, 2009
Feb. 23 - Mar. 20, 2009	March 20, 2009	April 1, 2009
Mar. 23 - Apr. 17, 2009	April 17, 2009	May 1, 2009
Apr. 20 - May 15, 2009	May 15, 2009	June 1, 2009
May 18 - May 21, 2009	May 21, 2009	July 1, 2009