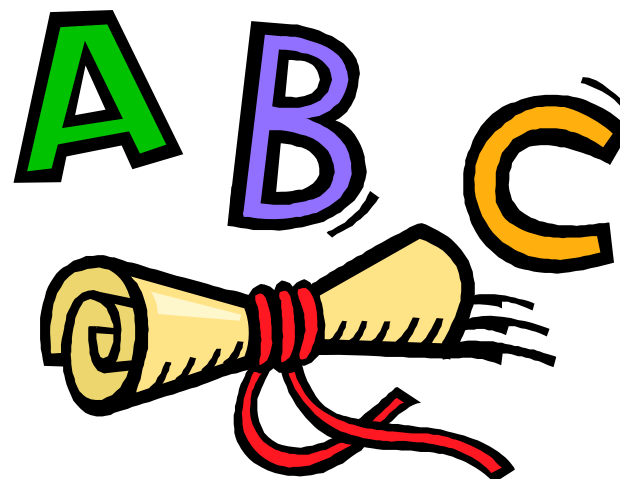


Lake Ridge Schools

Substitute Teacher Handbook



**Dr. Sharon Johnson-Shirley
Superintendent**

**Janet Flores
Assistant Superintendent**

Central Office: 219-838-1819

FOR OFFICE USE ONLY

_____ Arrival Time

_____ Departure Time

_____ Turned in Attendance Roster

_____ Turned in materials, keys, etc.

Office Staff Signature



TEACHER SIGNATURE

APPENDIX II

Substitute Teacher Report Form

SUBSTITUTE: _____ DATE: _____

SUBSTITUTE FOR: _____ GRADE: _____

This form is to be completed and returned to the school office before leaving at the end of the day. Failure to do so may delay payment.

1. Were the lesson plans adequate and specific?

2. Was enough work available to keep students busy during the day?

3. Were you adequately informed of recess times, lunch procedures, etc.?

4. Were students polite, orderly and attentive? If you had any problems, list names of students and problems.

5. Was staff helpful and cooperative?

6. What can our school staff do to help substitutes in the future?

7. Would you care to substitute in this class again?
YES _____ NO _____

Substitute Signature _____

School Day Schedule

Calumet High School	7:15-2:15
Lake Ridge Middle School	7:45-2:45
Longfellow Elementary School	8:05-3:15
Grissom Elementary School	8:35-3:45
Hosford Park Elementary School	8:35-3:45

Substitutes must report to the school's main office by the above times.



School Information

Calumet High School
3900 Calhoun Street
838-6990

Tim Pivarnik, Principal
Fred Sanchez, Asst. Principal
Gwen Lowe, Secretary

Lake Ridge Middle School
3601 West 41st Avenue
980-0730

Renee Pluchinsky, Principal
Torry Ivey, Dean of Students
Lark Dentner, Secretary

Grissom Elementary
7201 West 25th Avenue
844-2255

Cassandra Cruz, Principal
Linda Graham, Secretary/Records
Dollie Komoscar, Bookkeeper

Hosford Park Elementary
4735 Arthur Street
980-3390

Eric Worthington, Principal
Gloria Frey, Secretary/Records
Rose Svast, Bookkeeper

Longfellow Elementary
4500 Calhoun Street
923-7004

Deb Carlson, Principal
Mary Jo Craig, Secretary/Records
Stacey Rodriguez, Bookkeeper

REQUIREMENTS

1. Applicants must be age 18 or older. (Under 21, elementary)
2. Each applicant must hold a *valid* Indiana Substitute Teacher's Permit. <http://www.doe.state.in.us/dps/licensing/substitute/howto.html>
3. Each applicant must provide a completed application for substitute teaching to the LRS Personnel Office.
4. Each applicant must have a GED or HS diploma. Those with undergraduate degrees will be given preference.
5. References should be able to attest to the applicant's educational experiences in working with children.
6. Each applicant's name shall be submitted for an expanded criminal background check.

AVAILABILITY FOR WORK

The demand for substitute teacher services is cyclical in nature; personal or family emergencies, bad weather, illness and ongoing professional training for our teaching staff are just some of the reasons that substitutes are needed. Being placed on the Substitute Teaching List does not guarantee on-going daily employment. **Substitutes should not call the LRS Personnel Office to inquire if substituting opportunities are available.** Substitutes should consult the AESOP Handbook for instructions as to how to check for substituting employment opportunities/assignments.

GUIDELINES

1. A teacher's request for a particular substitute is generally honored; however, substitutes must not solicit teachers to request assignments.
2. Professional dress is required. (No jeans or flipflops.)
3. Subs may request particular buildings or grade levels and are not penalized for refusing an assignment; however, a sub who consistently refuses assignments may be removed from the approved list of substitute teachers.
4. Working hours for substitute teachers are the same as the regular classroom teachers' working hours which vary from building to building. Substitutes must report to work on time.
5. Should a substitute be called in error, every effort will be made to reassign that person to another area. If that is not possible, the sub will be released and paid 1/2 the full-day rate.
6. Evaluations will be completed by both the regular teacher and the substitute. (See APPENDIX I and II forms.)

Teachers indicate that the two things that they most expect of a sub are to keep the class under control, take accurate attendance and to follow the lesson plans!

APPENDIX I

Substitute Teacher Evaluation Form

SUBSTITUTE: _____ DATE: _____

SUBSTITUTE FOR: _____ GRADE: _____

This form is to be completed by the returning teacher on the first day following the substitute's teaching.

- | | | |
|-----|---------------------------------------|----------------|
| 1. | Followed lesson plans | YES ___ NO ___ |
| 2. | Accurately recorded attendance | YES ___ NO ___ |
| 3. | Provided favorable learning situation | YES ___ NO ___ |
| 4. | Used acceptable methods of control | YES ___ NO ___ |
| 5. | Evidently displayed good attitude | YES ___ NO ___ |
| 6. | Left summary of work covered | YES ___ NO ___ |
| 7. | Left room in an orderly condition | YES ___ NO ___ |
| 8. | Adapted to substituting situation | YES ___ NO ___ |
| 9. | Was favorably received by students | YES ___ NO ___ |
| 10. | Cooperated with school staff | YES ___ NO ___ |
| 11. | Observed schedule | YES ___ NO ___ |

Evident Strengths: _____

Evident Weaknesses: _____

Summary: Excellent ___ Satisfactory ___ Unsatisfactory ___

Recommended for continued subbing? YES ___ NO ___

Comments: _____



encouragement will motivate young children as much as a hug. If you are uncomfortable with such contact, please inform the Substitute Secretary that you do not wish to teach at these grade levels.

HOW TO BE AN EFFECTIVE SUBSTITUTE TEACHER

DO...

1. Arrive early.
2. Check in at the main office.
3. Find a secure spot for your personal items.
4. Print your name and assignments on the board.
5. Identify a reliable student for help or information.
6. Stand when welcoming students into the classroom. (Suggests that you are in control!)
7. Speak clearly and assertively.
8. Take accurate attendance.
9. Adhere to the lesson plans. Your job is to duplicate as closely as possible what would be accomplished if the regular teacher were present.
10. Control the classroom. Demand that students follow the same rules that they follow with their teacher.
11. Move around the classroom throughout the day. Do not just sit behind the desk.
12. Ask teachers in surrounding classrooms or the office for assistance, if you need it.
13. Have the students help you in keeping the classroom orderly.
14. Keep detailed records for the returning teacher.
15. Turn off lights when you leave.
16. At the end of the day, return materials, your attendance forms, evaluation, and key(s) you may have been given to the office. *Make sure that an office person signs your evaluation.*

DO NOT...

17. **DO NOT** leave a classroom unattended! **NEVER!**
18. **Do not** use the desk computer.
19. **Do not** use your cell phone except during lunch or breaks.
20. **Do not** use or threaten corporal punishment.
21. **Do not** waste time—get students on task as soon as possible.
22. **Do not** put your hands on students. A smile or a word says more and puts you at less risk.

PAY RATES

Substitute teachers are paid the following rates:

- Less than a BS degree \$60.00/day
- BS degree \$65.00

Long-term substitute teachers, holding a valid Indiana Teacher's License, will be placed on the regular teacher salary schedule effective on the 16th CONSECUTIVE day in any assignment.

Checks are mailed to a substitute teacher's home. The check may be sent to a school or picked up at the Education Center, if prior arrangement is made with the Business Office.

ASSIGNMENTS

1. Substitute teachers are now assigned through AESOP, our automated scheduler. Subs may receive phone calls from AESOP offering a job or subs may log in via the internet to see what jobs are available.
2. If it is known in advance that a teacher will be absent on a particular day, substitutes may be contacted as much as a month in advance. If this is the case, the substitute should record the date, school, and teacher's name in the event that he/she is not sent a reminder.
3. Time and accuracy are of the essence in obtaining substitutes for teacher vacancies. Substitutes must do the following:
 - Receive all assignment calls personally: messages will **not** be left on voice mail;
 - Keep track of all dates, schools and teachers for whom they have subbed;
 - Keep a subbing calendar and a pen near the phone;
 - Arrive at the school early; and
 - Notify Chris Akers (Business Office) if you are going to be out of town or unavailable for any lengthy period of time.
4. **Substitutes must always check in at the school office before proceeding to the classroom.** Furthermore, substitutes must make sure that a member of the office staff:
 - Provides information and forms for taking attendance;
 - Gives information about how to use the classroom intercom system in the case they need help;
 - Has your name and the name of the teacher for whom you are subbing; and
 - Gives you any other necessary instructions.

5. A sub is expected to remain on duty the entire school day or assigned portion of the day and to perform *all* duties of the teacher he/she is replacing. Duties include teaching classes as per the lesson plans left by the teacher and any special assignments that may be part of the regular teacher's routine workday (hall duty, lunch room duty, etc.). In the event of a field trip assignment, special instructions will be provided.

END OF DAY/RELEASE FROM ASSIGNMENT

1. **Substitutes must always return to the school office at the end of the school day.**
 - Turn in attendance roster(s).
 - Turn in keys (if keys were issued).
 - Have your evaluation form signed and turn it in. Failure to do so *may* delay your payment.
 - Check to see if you are to return to the same assignment on the next day. If you are unable to return to the same assignment the next day, notify the principal or the Substitute Secretary as early in the day as possible.
2. All substitute teachers are released on Friday and are not expected to return to their assignment on Monday unless specifically informed by the principal or the Substitute Secretary.

SUBSTITUTE TEACHER RESPONSIBILITIES

The most important responsibility of a substitute teacher is to maintain an environment that is conducive to learning:

1. Review the schedule of the regular teacher's duties, period by period. Review the lesson plans, seating charts, etc. Notify the office or a nearby teacher if you cannot locate these materials.
2. *Record attendance on the form that is provided when you check in.*
3. It is important that a sub be familiar with proper emergency procedures. Make sure you review the specific plan information pertaining to emergency drill regulations for the building in which you are subbing. (This information is posted in each room as well as in the regular teacher's substitute information packet.)
4. Familiarize yourself with the school's layout. Ask for help if you do not know the location of the staff lounge, cafeteria or restrooms.
5. Begin the regular and assigned work with the students as soon as possible.
6. Keep all school bulletins, notes, and/or assignments for the returning teacher, including a listing of pupil behavior problems, class

accomplishments and progress. Subs are expected to leave a brief written report for the regular teacher. *This form is to be left with the school secretary at the end of the day.* (See APPENDIX II form.)

DISCIPLINE

As a substitute teacher, you may encounter a student who wants to challenge your authority by misbehaving in class. It is important as a substitute that you provide a friendly atmosphere that is conducive to learning. Substitute teachers should **never** argue with students, use, or threaten to use, physical force or engage in abusive or profane language. Substitute teachers should never use, or threaten to use, corporal punishment which is against school policy.

If a student becomes disruptive or refuses to listen to your instructions, it is best to immediately contact the principal's office for assistance. If you cannot reach the office, ask for the assistance of the nearest available teacher. Remember that at no time should you physically restrain a child unless that child poses an immediate danger to himself or others.

It is important to remember that your role as a substitute teacher is to ensure that the class is orderly and continues on its mission of learning. While it is important for the class to accept you, a departure from the regular teacher's lesson plan does not support the learning process and will reduce your effectiveness.

SEXUAL HARASSMENT

Any employee, visitor, or student within the Lake Ridge Schools should not tolerate the use of profane or suggestive language or any unwanted physical contact. If you feel that you have been subjected to sexually suggestive language or unwanted physical contact, please contact the principal immediately.

As a substitute teacher, you represent Lake Ridge Schools in the classroom. Profane or suggestive language or comments or improper physical contact toward students and other staff will not be tolerated. To avoid any misinterpretation of your actions and intentions, you should generally avoid physical contact with students. If it is necessary to make physical contact, touch the student in a steady/firm manner on the shoulder or forearm.

Keep in mind, however, that younger students in grades K-2, may want to hug their teacher. Their demonstration of affection or friendship should not be shunned; however, it is not advisable to request hugs from these youngsters. A smile or kind word of