

# **Substitute Teacher Handbook**



**Randolph County  
School System**

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**[www.randolph.k12.nc.us](http://www.randolph.k12.nc.us)**

**336-633-5100**

## **RCSS Leadership Team**

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**Assistant Superintendent for Operations and Student Services**

**Ms. Amy Walker**  
**Assistant Superintendent for Human Resources**

**Ms. Catherine Berry**  
**Assistant Superintendent for Curriculum & Instruction**

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## **Mission Statement for the Randolph County School System**

The mission of the Randolph County School System is to maximize educational opportunities for every student by focusing on continuous improvement and having high expectations for students and staff, while preparing students for multiple options to be competitive in a diverse 21<sup>st</sup> Century global society.

## **Vision Statement for the Randolph County School System**

The vision of the Randolph County School System is to maximize educational opportunities for every student, based on our beliefs that: All students can learn; All students will be taught in a safe and nurturing learning environment; All students deserve a teacher who is qualified and well-prepared; All students deserve access to instructional resources managed in a fiscally responsible manner; and All stakeholders share the responsibility and accountability for student learning.





Thank you for choosing to become a substitute teacher with the Randolph County School System. The role of a substitute teacher is one of extreme importance for students and other school staff members. Whenever the regular classroom teacher is absent, the substitute teacher assumes substantial responsibilities for carrying out the educational program and safety of a classroom of students.

The Randolph County School System recognizes the value of substitute teachers who ensure an uninterrupted daily routine in the absence of the regular classroom teacher. In addition, the substitute teacher must be committed to following the school schedule, carrying out daily lesson plans, complying with school and district policies, and handling themselves in a professional manner at all times.

If there is anything we can do to assist you in your role as a substitute teacher, please contact any of our school administrators or anyone in our Human Resources Division. We want this to be a positive and enjoyable experience for you. Again, we appreciate you for accepting the “call to teach” and wish you much success along this new and exciting journey.

## **GENERAL INFORMATION**

The Randolph County School System seeks to employ well-qualified persons to staff classrooms in the absence of regular teachers. Prospective substitute teachers must possess at least a high school diploma. Priority consideration will be given to prospective substitute teachers who, in addition to meeting all employment criteria defined in this Substitute Teacher Handbook, possess educational training beyond the high school level. Priority consideration will be based on the following:

- a) one who holds a valid teaching license;
- b) college graduate;
- c) academic training beyond the high school level;
- d) high school graduate.

All prospective substitute teachers are required to complete an online RCSS Substitute Teacher Application. In order to be placed on the substitute teacher list, the applicant must be recommended to and approved by the Randolph County Board of Education (BOE). Typically, the Randolph County BOE meets on the third Monday evening of each month.

Once approved, the substitute will be sent an email containing a link to the Online Substitute Orientation Course that must be completed prior to beginning work in our schools. The cost of this course is \$39.00 and is the responsibility of the substitute. Substitutes also have the option of taking a \$49.00 course which includes the Orientation course and Effective Substitute Teacher Training, resulting in a higher daily rate of pay.

At the beginning of each school year, in order to remain on the approved substitute list, each substitute must complete the RCSS Compliance Training and submit the verification form to the Human Resources Department. This compliance training should be completed after August 1<sup>st</sup> of each school year and before the substitute can continue working in our schools.



**REQUIRED DOCUMENTATION TO MEET APPROVAL OF THE  
RANDOLPH COUNTY BOARD OF EDUCATION**

1. RCSS Online Substitute Application on the RCSS website
2. Employment Background and Authorization and Release (Criminal Background Check Form)
3. Copy of NC Driver's License
4. Copy of Social Security Card
5. Employment Eligibility Verification (Form I-9)
6. Employee's Withholding Allowance Certificate -- NC-4 EZ Form
7. Employee's Withholding Allowance Certificate -- W-4 Form
8. Direct Deposit Authorization Form (with voided blank check or letter from bank with routing number)
9. Health Examination Certificate Form Completed By a Physician
10. High School Diploma or GED and Effective Teacher Training (ETT) Certificate (if applicable) or Valid Teaching License
11. Two references – one from current/most recent supervisor and one other professional reference

**VERIFICATION OF EDUCATION LEVEL**

Prospective substitute teacher applicants are required to submit a transcript or diploma for verification of the educational level completed. Certified substitute teacher applicants are required to submit a copy of their state teaching license for verification as part of the substitute teacher application process.

## **SUBSTITUTE TEACHER PAY INFORMATION**

### **2018-19 Substitute Teacher Pay**

- \$80.00 – Non-certified (having no additional training)
- \$90.00 –STET (completion of Effective Teacher Training or Effective Substitute Training)
- \$103.00 – Certified (holding a valid teaching license, even if expired)

**Note:** Effective Teacher Training (ETT) is offered throughout the year at Randolph Community College. Interested persons must contact RCC at 336-862-7980 to pre-register and pre-pay for this training.

**Note:** Effective Substitute Teacher Training (EST) is offered through App-Garden. Once a substitute has been approved by the Randolph County Board of Education, a link will be sent for the Orientation Course and the optional EST course.

**Note:** All RCSS employees are paid once a month at the end of each month. A schedule of pay dates is located on the RCSS homepage under the *Finance Department* tab.

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

The substitute teacher is to fulfill all duties of the regular classroom teacher.

### **A. General Reminders:**

- Read the RCSS *Employee Handbook* posted on our RCSS website under the “Departments” tab – Human Resources page.
- Arrive at school at least 15 minutes before school begins and receive a briefing from one of the administrators and/or the substitute teacher contact person.
- Follow procedures as outlined for pay purposes.
- Wear your “Substitute Teacher” name badge.
- Introduce yourself to other teachers on your hall or grade level and let them know that you may need to ask for their assistance. Teachers are generally very willing to assist, when needed, and appreciate the substitute teacher who takes their role seriously and carries out all of their responsibilities.
- Carry out all duties of a “homeroom teacher”, if applicable. This includes submitting required paperwork to the office, collecting student forms, taking attendance, etc.
- Maintain regular classroom teacher’s cleaning routine. The room should be left in an orderly manner with the lights or other electronics turned off, windows and door closed.
- Attend faculty meetings when the principal deems necessary.
- Follow all school and district policies; adhere to special duties or events that may occur during the school day (i.e., assemblies and safety drills)

- Check with an administrator and/or substitute contact at the school site at the end of the day to see if you are needed the next day. If you are needed and an emergency arises and you cannot fulfill these responsibilities, you should contact the substitute contact person as soon as possible so another substitute can be called.

## **B. Instructional Duties:**

- Follow the lesson plans left by the regular classroom teacher and try to complete all work assigned.
- Adhere to the classroom seating chart, classroom rules, routines, and procedures.
- Assume the role of the teacher and be the instructional facilitator; circulate around the classroom on a regular basis to answer questions; be visible at all times and always observant. You should never leave a classroom of students unattended for any reason.
- Assign homework according to the instructions in the lesson plans.
- Work in cooperation with any Teacher Assistant or EC Inclusion Teacher assigned to the class.
- Leave detailed notes for the regular teacher regarding work assignments completed; stopping places in the lesson plans; any disciplinary action taken; etc. from each class. Include all corrected papers, workbooks and other materials from each class.

**Note: If no lesson plans have been left or if you have issues or concerns, please contact the substitute teacher contact person immediately.**

## **C. Dress and Personal Appearance – *Dress for Success*:**

All substitute teachers should dress in a neat, clean and professional manner. School visitors and the general public form their opinions according to the manner which they perceive each school employee. Good appearance is essential as it also promotes respect and students will generally treat you more seriously.

## **D. Professional Ethics:**

**As a substitute teacher, you are required:**

1. To be professional in your relationship and rapport with school administration, other teachers, and staff members. Do not discuss classroom problems anywhere within or outside of the school building.
2. To be on time (check with the sub contact person to find out what time you need to arrive.)



3. To be professional in dress. Dressing professionally helps you to gain respect among administration, staff and students.
4. To report your concerns or suggestions only to the school administration.
5. To support school policy. Make an effort to learn school and district policies.
6. To hold “as confidential” any material or knowledge you gain while in a particular school. Your position as a substitute teacher should never give you the opportunity to share any information or form opinions that could be perceived negatively.
7. To not discuss and compare schools and/or administration and staff. Avoid making negative comments or relating personal judgments about the school, its students, or staff.
8. To not discuss any student or staff member’s confidential information you may gain while serving in your role.
9. To avoid conducting personal business during the school hours. This would include the use of your cell phone or any other electronic device while “on duty” in your role as substitute teacher.
10. To always be flexible. Depending on an unforeseen circumstance, you may be asked to sub in a different classroom than you were expecting. In addition, you may be asked to sub during a planning period or duty-free lunch period. Always be willing to assist where needed -- as it is greatly appreciated.
11. To always be honest with your students if you do not know how to assist them with their assignments. Assist students to the very best of your ability and ask other teachers for guidance, but refrain from interrupting their classes.
12. To make arrangements for your own children’s care (if applicable) while you are substitute teaching.
13. To avoid posting via social media anything related to your work in a classroom or school.

#### **E. School Safety:**

All substitute teachers must be aware of the school safety policies and procedures and be ready to carry out any responsibilities or requirements. Safety is always the first order of business on any school day and must be taken very seriously.

#### **F. School Discipline Guidelines:**

1. Seek out a “teacher buddy” to be your support for the day.
2. Greet your students at the door with a warm and friendly smile.

### 3. Maintain a positive attitude.

- a. Be professionally “friendly”; however, don’t try to be the students’ friend.
- b. Use your sense of humor when appropriate. It’s fine to let students see you smile. ☺
- c. Control your temper at all times; always maintain professionalism.
- d. Refrain from criticism of other teachers and administrators; and do not permit it from the students.
- e. Create a classroom climate of “business as usual” keeping an environment conducive to learning.

### 4. Maintain firmness.

- a. Insist on being addressed as Mr., Mrs., Miss, or Ms. and have your name posted in the classroom. Once class begins, introduce yourself.
- b. Follow the lesson plans and routine exactly as the teacher would expect. Do not allow students to convince you to do things another way since the regular classroom teacher is not there.
- c. Be specific concerning behavior expectations.
- d. Be consistent in applying rules and consequences.
- e. Only refer severe discipline issues to the office. Try to handle most incidents in your classroom or seek assistance from another teacher.
- f. Avoid threatening students. Follow posted rules and procedures.
- g. Handle inappropriate and disruptive behavior promptly, directly and individually. Always seek assistance when the situation becomes confrontational.
- h. It is never appropriate to use sarcasm, call students names, or demean them in any way.
- i. It is NEVER appropriate to use physical restraint or forceful contact with any student at any time. Avoid any contact of this type.

### 5. Use positive reinforcement to encourage expected behavior. Use phrases such as:

- “I like the way Suzie is ....”
- “I appreciate the way you’re sitting quietly....”
- “I appreciate the way you entered the classroom and are ready to get started....”
- “I’m looking forward to writing a positive note to Mr./Ms. -----....”

### 6. Teacher-Student Relations

- a. Establish a climate of equality and mutual respect.
- b. Seek out a trustworthy student who can guide you through certain procedures.
- c. Refrain from using inappropriate comments or vocabulary and never embarrass or humiliate students.
- d. Refrain from being alone with an individual student. Always have another adult present.
- e. Suggestions for keeping students attentive:
  - maintaining good eye contact,
  - standing and circulating around the classroom on a regular basis,
  - calling on students at random,
  - showing interest in the subject matter being taught, and
  - using appropriate language -- avoid using “slang” or other “jargon”.

7. Provide enough work to keep students busy. Avoid “lag or down time”. Start the class promptly and keep a good pace until the final bell.
8. Always plan for the unexpected and have “filler” activities available. Reading to students is always appropriate when you find you have the extra time.
9. When asking questions directed to the whole class, always ask students to raise their hand to be called on to answer. This promotes order and structure in your classroom.
10. Know where your students are at all times and do not dismiss them early or let any student leave the classroom without following the proper procedures.

#### **H. Items a Substitute Teacher Needs:**

1. Name Badge
2. Daily Schedule & Lesson Plans
3. Class Rolls & Seating Charts
4. Lunch Time Procedures
  - Lunch list, if needed
  - Assigned seating chart, if applicable
  - Cafeteria rules
5. Class/School Rules and Procedures
6. Telephone Extension List
7. School Map and Emergency Plan

#### **I. Selected District and School Policies to Read:**

1. School Safety (RCSS Board Policy 1510/4200/7270)
2. Tobacco Free Schools & Drug Free and Alcohol Free Workplace (RCSS Board Policies 5026/7250/7240)
3. Staff Responsibilities and Ethics (RCSS Board Policy 7300 & NC State Board Policy QP-C-014)
4. Staff and Student Relations (RCSS Board Policy 4040/7310)
5. Employee Dress and Appearance (RCSS Board Policy 7340)
6. Social Media (RCSS Board Policy 7335)
7. Technology Responsible Use (RCSS Board Policy 3225/4312/7320)
8. Prohibition Against Discrimination, Harassment, and Bullying (RCSS Board Policies 1710/4021/7230 and 1720/4015/7225)
9. Administering Medicines to Students (RCSS Board Policy 6125)
10. Religion in the Schools (RCSS Board Policy 3515)
11. Confidential Information (RCSS Board Policy 2125/7315)
12. Child Abuse - Reports and Investigations (RCSS Board Policy 4240/7312)
13. Rules for Use of Seclusion and Restraint in Schools (RCSS Board Policy 4302)

**Note:** The entire list of RCSS Board Policies can be accessed online through the RCSS website. On the menu bar, select “Home” and from there, select “Board of Education” and “Board Policies”. You may search by policy number or word/topic.

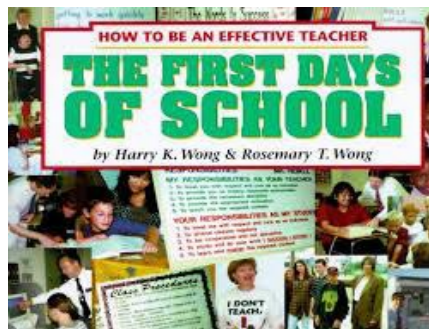
It is the responsibility of every RCSS employee to adhere to and uphold all state and local Board Polices at all times while working in the school district.

### **J. Inclement Weather:**

In the event of inclement weather, substitute teachers should monitor local news and the RCSS website for updates on school closings and delay openings as they pertain to their substitute teaching assignment. If school is cancelled prior to the start of the official day due to inclement weather, substitute teachers will not be compensated.

### **K. Helpful Resource:**

*How to be an Effective Teacher: The First Days of School* by Harry and Rosemary Wong



### **[Substitute Survival: Tools You Can Use](http://www.educationworld.com/a_curr/curr260.shtml) -**

[http://www.educationworld.com/a\\_curr/curr260.shtml](http://www.educationworld.com/a_curr/curr260.shtml)

### **[Super Substitute Teachers](http://www.supersubstituteteachers.com/) -**

<http://www.supersubstituteteachers.com/>

### **[50 Tips, Tricks and Ideas for Substitute Teachers](https://www.weareteachers.com/50-tips-tricks-and-ideas-for-substitute-teachers/) -**

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