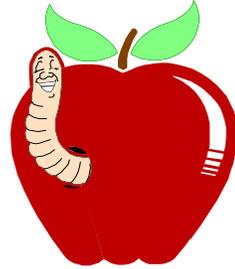


# General Information

## Substitute Teachers:

At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.



Persons wishing to substitute teach in the Glen Rose School District must make application through the personnel office located in the administration building at 1102 Stadium Drive, or mail an application to Glen Rose I.S.D., P.O. Box 2129, Glen Rose, Texas 76043-2129.

## Qualifications:

The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma.

## Standards of Conduct:

No employee shall accept or solicit any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.

No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.



No employee shall accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.

No employee shall make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.

No employee shall intentionally or knowingly solicit, accept or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.

**Dress Code:**

All employees shall observe modesty, appropriateness and neatness in clothing and personal appearance. Teachers are professionals and should dress accordingly.

An employee is not appropriately dressed if the employee is a disturbing influence in class or school because of the mode of dress. Teachers shall be expected to serve as models for students in their dress.



The District shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear. The District has the right to ask employees to change their attire if it is of such nature that it provokes unfavorable comment.

**Smoking on School Premises:**

Glen Rose I.S.D. is a tobacco free district. Smoking or the use of tobacco is prohibited on school grounds.



**Payroll Information:**

The pay rate for certified substitutes is \$85.00 a day and for non-certified substitutes it is \$70.00 a day. If a certified person substitutes for 11 to 30 days, in one position, the pay rate is \$155.00 (see attached).





## **Duties and Responsibilities of Substitute Teachers**



### **GENERAL**

The substitute teacher is expected to be on duty the entire day and to perform the duties, both curricular and extra-curricular, of the regular teacher. The substitute should endeavor to preserve the regular routine and follow the lesson plans left by the regular teacher, unless otherwise instructed by the principal.

The substitute teacher should not receive money from children unless instructed to do so. If money is collected, the substitute teacher should deposit it with the school secretary before leaving the building. *Substitute teachers should not lend pupils money for any purpose. If a substitute teacher has occasion to take an item of value from a student, he/she is responsible for the article until it is returned to the student or turned in to the principal.*

The substitute teacher should not leave the building during the day without the principal's approval.

A short summary of the day's activities should be prepared and left for the regular teacher.

Under no circumstances should a substitute take a book and read while on duty. *Children need full-time supervision.*

### **PROFESSIONAL ETHICS**

The substitute has a professional obligation even though he/she is not a regular classroom teacher.

The substitute teacher should use extra caution in expressing personal opinions and reactions about any subject.

Under no circumstances should a substitute teacher criticize a regular teacher or the student in the presence of other teachers or students.

The substitute teacher must avoid comparing one school with another or comparing the children in one neighborhood with those in another neighborhood.

The school exists for the student. The first obligation of the teacher is therefore to the student.

The substitute should be prompt and professional in making and keeping his/her agreement to work.

Complaints, comments and/or questions should be directed to the building principal.

## **BEGINNING THE DAY**

Workday is from 7:45 a.m. to 3:45 p.m.

The substitute should:

- \* Arrive early enough to get oriented and to prepare for class.
- \* Notify the principal, secretary and team chairperson upon arrival.
- \* Sign in at the office and give his/her job number. (This step is very important since the information for the payroll department is processed here.)
- \* Obtain a substitute badge from the front office if you do not have a current ID badge.
- \* Check lesson plans and the daily schedule of activities. Meet with other team members, they will usually be able to provide you with information or assist you throughout the day. They can discuss with you any extra responsibilities such as lunch, playground, etc. If lesson plans are not available, contact the principal's office for a copy.
- \* Greet the students as they enter the room.
- \* Introduce him/her and explain why the teacher is absent.
- \* Check the roll and handle other routine matters (lunch count, collections of money, etc).
- \* Get lesson plans underway as quickly as possible.



## DURING THE DAY

The substitute should:

- \* Try to follow plans left by the teacher. (If needed, refer to Part III for activities if the students do not have enough to do.)
- \* Move among students while they are working. Let them understand that they are expected to finish their work. Have a good storybook, record or game available for times when students finish early or need an extra activity.
- \* Help students check their own work if possible. Use free time to check some of the work like math or spelling tests. Simply check answers right or wrong.
- \* Substitute personnel will not administer corporal punishment.
- \* If a grade level or department meeting is planned, be sure to attend and ask questions about anything that concerns you.



## ENDING THE DAY

The substitute should:

- \* Leave collected papers on teacher's desk. Attach a note if some are missing.
- \* Indicate that lesson plans have been completed. Make a note of plans that have not been completed.
- \* Make a note of anything unusual that may have happened.
- \* Be sure the classroom is left in the same condition as was found at the beginning of the day.
- \* Do not worry if lesson plans were not completed. Usually the teacher has more planned than can be accomplished.
- \* Return temporary substitute badge to office before leaving.



## STUDENT ILLNESS OR ACCIDENTS

If a child becomes ill while at school or has an accident, the child should be sent to the principal's office. In the case of a serious accident or injury, send for the school nurse or administrator immediately.

Under no circumstances should a substitute teacher administer medicine internally to a student.

## FIRE AND EMERGENCY DRILLS

The substitute teacher should be familiar with emergency drill procedures (see fire drill routes posted in the classroom).



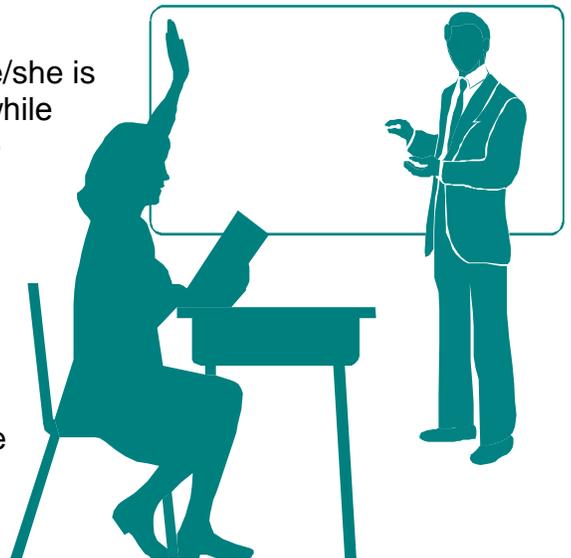
## CLASSROOM INSTRUCTION

The substitute teacher is responsible for pupils, equipment and materials assigned to his/her care.

The substitute should not have the attitude that he/she is merely "baby-sitting" or "holding things together" while the teacher is out. Every effort should be made to carry on the regular work of the classroom.

The substitute should only arrange for parent conferences after consulting with the principal.

It is in the best interest of the substitute teacher to keep in close contact with the regular teacher. If the assignment is to be for more than one day, the substitute should contact the principal concerning the advisability of contacting the regular teacher.



The substitute teacher is obligated to complete one classroom assignment before starting another.

The substitute teacher should not assign written work and leave it to be graded, except by the request of the regular teacher. Any written work, which is beyond the lesson plans of the regular teacher, should be graded and left for him/her to

examine. (On long-term assignments, such work should be graded and recorded in the proper place unless otherwise directed.)

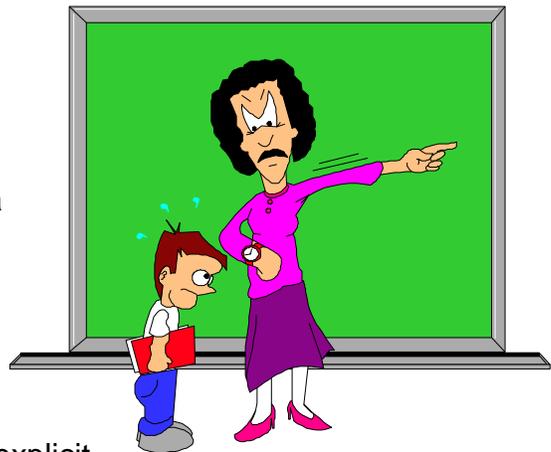
The substitute teacher should not enter grades in the grade book.

In addition to the general information given above, the substitute teacher should comply with all instructions given by the principal.

## **DISCIPLINE**

The substitute teacher must never administer corporal punishment to any child. The use of corporal punishment in any form is cause for dismissal of the substitute.

The substitute teacher is expected to maintain a level of discipline in the classroom that is conducive to good learning. This can be accomplished by following the school's Student Management Plan. The substitute teacher should never leave the classroom unattended.



Firm, fair treatment of all pupils, combined with explicit explanation and direction, will preclude many disciplinary problems.

## **EXTRA DUTIES**

The substitute teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, lunch and hall duty, or other special duties assigned by the principal.

If necessary, the substitute should also attend faculty meetings or grade level meetings, in the place of the regular teacher.

# **HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT**



## **DAILY ROUTINE**

Students are likely to say: “This is not the way our teacher does it.” Tell them at the beginning, “Don’t worry if I don’t do things exactly the way your teacher does.” There is usually more than one good way to do things - and change might be fun for you!” (However, children often feel secure when they follow a routine, so try to follow the general time schedule and other basic routines.)



## **ACTIVITIES**

In the primary grades it is usually helpful if you plan some fun “break time” activities. Some examples of these are finger plays, active songs, follow the leader exercises and “spell-downs” which are not only fun for them, but educational as well. You might also teach the class a new “good morning” song to start the day on a good note!



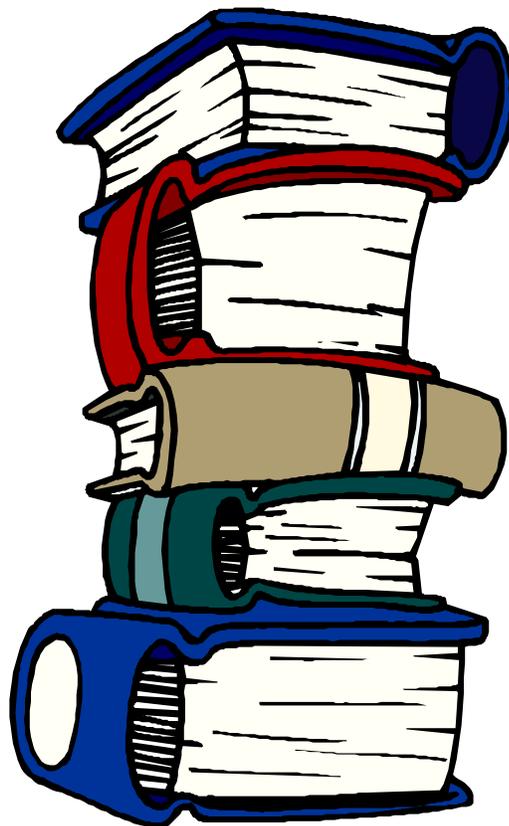
## **CLASSROOM MANAGEMENT**

Pick out the “disruptive students” and have them help you - even the smallest task can sometimes put them on your side. Deal with the individual student not the group. Deal with problems “on the spot”. Don’t degrade the student in front of the class. Be sure to have all the facts and listen to both sides. Give the child the benefit of the doubt! (If a student is sent to the office, send a detailed note that explains not only the problem, but also the attempts to resolve it.)

### **Some other useful tips:**

- SMILE!! 
- Start the day promptly, firmly and concisely.
- Be pleasant - but confident. You must command respect with your actions!
- Get the students busy at the beginning of the day - keep them busy.
- Show lots of enthusiasm.

- Know their names. (Have the children make nametags or other fun things to help you with name identification.
- Remain calm and relaxed. Never “lose your cool”.
- Be firm. Rather than issuing ultimatums, give the students a choice.
- Compliment the classroom and inquire about things around the room.
- Put things on their level. Involve the students.
- Be positive! Give the students lots of praise or an appreciative smile.
- Be aware of students’ activities and stay involved. Do not read a book or leave the class.
- ALWAYS BE PATIENT!!



# **SUBSTITUTE NURSE PROGRAM**

*GOAL: To meet the health needs of students and staff in a timely and professional manner in the absence of the regular school nurse.*

## **GENERAL**

The substitute nurse is expected to assess the health needs of students and staff in a professional manner. The substitute may contact parents regarding student's health concerns when deemed necessary. Any long-term health need should be referred to the regular nurse upon her return.

The substitute nurse is expected to accurately document clinic activity and recommendations made to the student and his/her parents.

The substitute nurse is not expected to do other health screenings such as Vision, Hearing, or Scoliosis.

The substitute nurse may be asked to do assigned tasks as indicated by the regular nurse.

## **NURSE'S LICENSE**

The substitute nurse is responsible for keeping his/her license current with the Substitute Office.



# **SUBSTITUTE EVALUATIONS**

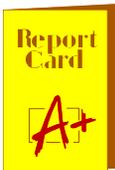
## **SUBSTITUTE COMMENDATION/DEFICIENCY REPORT**

The regular teacher's evaluation report of a substitute teacher's performance may be completed and returned to the principal's office.

The building principal will be responsible for evaluating the overall performance of the substitute. The principal may use the report submitted by the regular teacher to assist in this evaluation, or may choose to complete a separate evaluation.

Exceptional classroom performance may result in being placed on a school's "Priority" list. Unsatisfactory performance may result in being placed on a school's "Do Not Call" list.

## **SUBSTITUTE REPORT**



Substitute teachers who wish to report information related to the assignment may do so by writing a note to the building principal. A copy may be sent to the Substitute Office for placement in the substitute's personnel file.

## **REMOVAL FROM THE SUBSTITUTE CALLING SYSTEM**

A substitute may be removed from the Substitute Calling System as a result of any of the following situations:



- Multiple schools reporting that they are displeased with the performance of the substitute;
- Any single incident detected to be inappropriate in carrying out the substitute's responsibilities
- Multiple cancellations by the substitute on the day of the assigned jobs; or
- Non-acceptance of an assignment within a 4-month period.