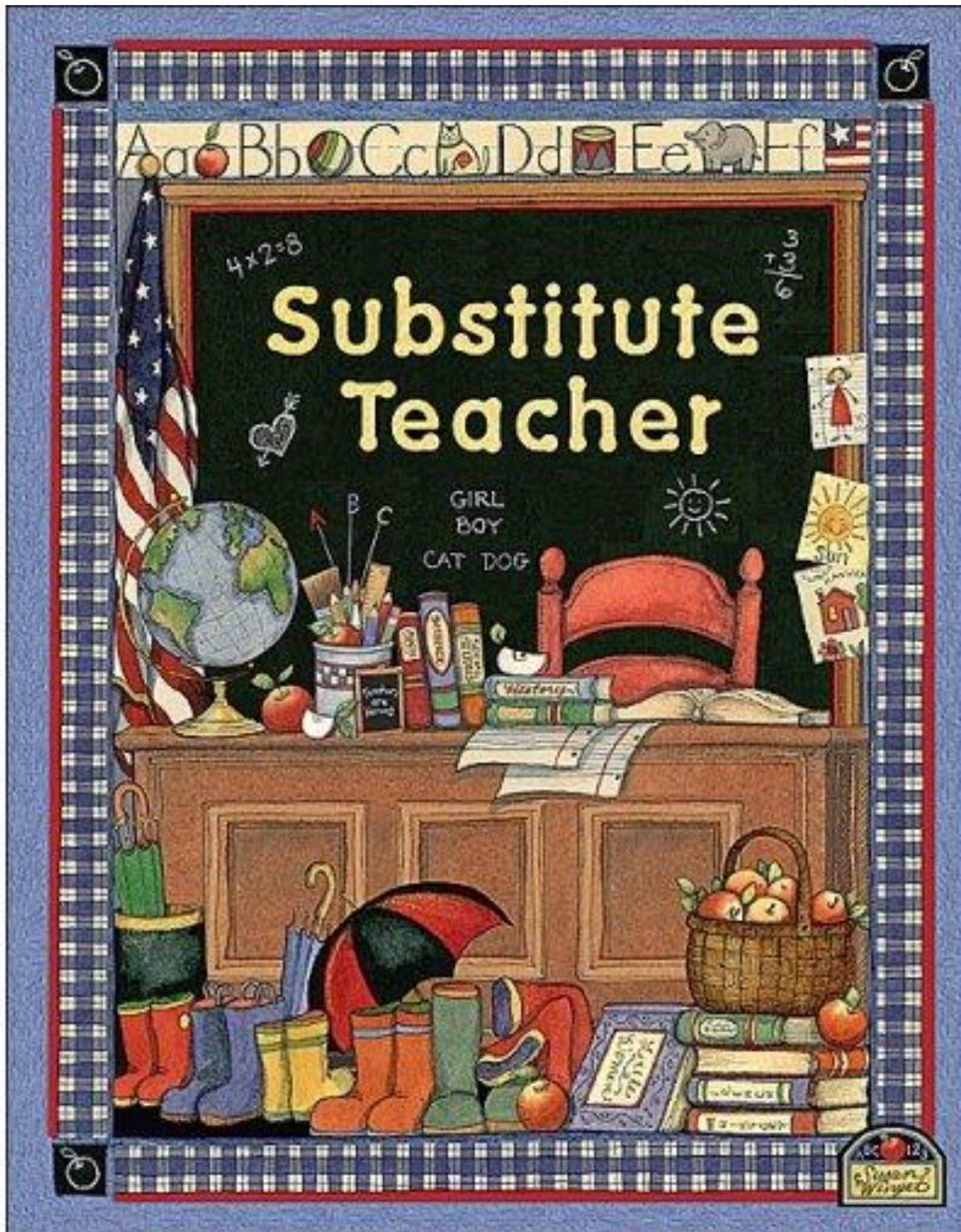


# Kake City School District

## Substitute Teacher Handbook 2017-2018



# **Kake City School District Substitute Teacher Handbook**

## **TABLE OF CONTENTS**

Procedures for Employment	2
General Substitute Procedures	3
Substitute Pay Explanation	6
Substitute Teacher Evaluation Form	7

# Kake City School District

## Procedures for Employment

1. Substitute teacher names are placed on the District list after review and approval of the following items by the Superintendent/Principal and the school board:
  - Completed Application
  - Interested Persons Report from the Alaska Department of Public Safety (State Troopers) and or background check done by the school legal service.
  - School Board Approval

When your materials have been reviewed, you will be contacted.

2. On or before the first day of service with the School District, you must fill out the necessary paperwork with the District Secretary to assure that you will be paid. Paychecks are issued on the 15th and last day of each month. Your checks will be mailed unless you have specified on your application that you will pick them up.
3. For pay purposes, the District recognizes current teaching certificates from Alaska, and any other state or territory of the United States. If you are a certificated substitute teacher you *must* provide a copy of your valid teaching certificate(s) to the Business Department to receive certificated pay. Eligibility for certificated pay begins on the date the Business Department receives a copy of your certificate, not the effective date of the certificate.

If your certificate expires while substituting and a renewed certificate or verification from the State of Alaska Department of Education and Early Development of receipt of your renewal application is not received in the Business Department, you will be paid at the non-certificated rate of pay until a renewed certificate is received in the Business Department.

Substitute teachers are encouraged to apply for an Alaska Teaching Certificate if they are eligible. Please visit the Alaska Department of Education and Early Development web site at [www.eed.state.ak.us/TeacherCertification/](http://www.eed.state.ak.us/TeacherCertification/) for information regarding your eligibility or contact them in Juneau at (907) 465-2831.

4. Substitute teachers are evaluated on a regular basis which generally will be every time you substitute. A copy of the evaluation form is included in this handbook for your reference. Unsatisfactory evaluations may result in your name being removed from the approved substitute teacher list. Please note also that substitute teaching is, by its nature, temporary and sometimes sporadic in nature. Being on the approved substitute teacher list does not guarantee that you will be assigned to teach or provide you any right of continued employment with the District.
5. Consistent availability of a substitute teacher is important. Refusing to be available for substitute teaching five (5) times in one (1) month may result in your name being deleted from the approved substitute teacher list. If you anticipate your unavailability at any time, please contact the substitute facilitator prior to any attempts the District may make to contact you. Prior notification will not result in your name being deleted from the list. If you no longer wish to be on the substitute teacher list, please contact the District Secretary at 785-3741.

6. Substitute teachers observe the same beginning and ending hours as the employee they are substituting for. Please contact the schools to become acquainted with the schedule of respective buildings you wish to work in.
7. Lunch may be purchased in the cafeteria.

## **Kake City School District**

### **GENERAL SUBSTITUTE PROCEDURES**

#### **Assignment:**

We endeavor to request a substitute teacher's services as promptly as possible after notification of illness, etc., from the regular teacher. Generally, this will be in the evening or early in the morning.

Upon arrival at school, please report to the district secretary so that he or she can help you by way of clocking in, lesson plans, assignment and special instructions.

The necessary continuity in the learning process should not be interrupted by the absence of the regular teacher and replacement by a substitute. It is the expectation and desire of the District that, as far as possible, the substitute will do everything to ensure that the students have a meaningful learning experience. An educated person who has the desire to work with young people does have something positive to contribute toward the education of children.

*Substitute teachers are reminded that they are evaluated based on the following before, during and after instructional periods duties. Please know that these evaluations are critical to your continued eligibility to substitute teach in the Kake City School District.*

#### **Confidentiality**

As substitute a teacher, you will be in situations that may expose you to information about individual students or groups of students that is confidential in nature and is not to be shared with anyone. Among the types of information that must be protected are: student grades and test scores, student status in terms of special education or bilingual education services, student discipline, attendance, and behavior records or activity, and a variety of other information. This is something that the District sees as non-negotiable. Sharing confidential information with others will result in action by an administrator and that might include being removed from our substitute list.

Generally, it is best that you never use student names outside of the classroom setting unless talking with the superintendent/principal. If they believe there is someone else you should talk to, they can direct you there for additional assistance. It is also recommended that when talking with family and friends about your substitute experiences you avoid providing them with any detail or information that might inadvertently identify any individual student or record as this may be a breach of confidentiality, too.

Should you have any questions related to this area, please ask the superintendent/principal.

#### **Duties to perform before instructional periods:**

1. Check in with the building secretary and be sure to collect any keys. Always check in with the building secretary before leaving the building during lunch or prep periods and at the end of the school day.
2. Determine if the regular teacher has playground, hall, bus, or lunch duty. If so, you, as substitute, are responsible for these duties.
3. Acquaint yourself with the proper exit for children during fire-drill procedures. There is an escape route posted in every classroom by the door. Also, familiarize yourself with lock down procedures.
4. Secure the teacher's plan book from the secretary, and follow the teacher's plan as closely as possible.
5. Students who ride a school bus will not be counted tardy if the bus is late.
6. Display professional standards of manner, grooming and ethics.

**Duties to perform during instructional periods:**

1. In general, discipline in the classroom is your responsibility. Some students will take advantage of a substitute teacher, so be firm. Should you encounter difficulties, do not hesitate to call on the superintendent/principal.
2. Substitutes are responsible for taking attendance either on Power School or by sending attendance to the office.
3. Collect all written work assigned and completed during the day and leave the assignments for the regular teacher. There may be exceptions in Kake High School classrooms.
4. Make assignments for the next day per the regular teacher's plan, taking into consideration the work accomplished during the school day.
5. Communication with the regular teacher is very important. Substitute teachers should keep a log of each class taught and include the students who were absent, summary of the lesson taught, the assignment given and the amount of work covered for that period. Include any individual student concerns about which the regular teacher should be aware.
6. Accompany the class to the playground at recess periods and supervise the return to the classroom if you are scheduled for that duty.
7. Students who bring their lunch or who eat lunch at school are not permitted to leave the school premises without a written permit or verbal okay from the superintendent/principal's office. The students at for Kake High School, may leave, if they have filled out the appropriate forms and are on the approved lunch list. Check with the superintendent/principal or his secretary regarding lunch and lunchroom procedures.
8. As a substitute the District expects you will display professional standards of manner, grooming and ethics always. Please also be sensitive to the fact that young people are

very aware of the language we use and sensitive to the use of profanity, words and phrases that are not appropriate.

### **SUBSTITUTES...PLEASE DO...**

1. Review the lessons left by the regular teacher and become familiar with the material prior to the students coming to the classroom. Being fully prepared before they arrive will set the stage for a productive day.
2. Introduce yourself to the class and write your name on the board.
3. Smile! The students, like you, react to friendliness.
4. Take firm control over the class, but without threats.
5. Please recognize your role as an instructor and role model requires that you treat students with dignity and respect, and that you also must respect every student's right to confidentiality.
6. Continue with regular class work; establish the concept of continuity from the beginning.
7. Leave the classroom in order. Take the last five minutes of the day to have the students straighten up the classroom.
8. Interact with the regular teachers on days when you are teaching. Communication will help you be informed and spark interest between you and the staff.
9. Refrain from unfavorable comments about teachers, supervisors or methods. Creative suggestions have value, but care should be taken. You may not be aware of all aspects of an issue.

Take home with you at the end of the school day our SINCERE THANKS for all you have done for the students of Kake City Schools.

# **Substitute Pay Explanation**

As a substitute teacher, you fill an important role in our school district program and staffing. The district recognizes that without this support we could not run our classrooms and serve the needs of all students on those days when our teachers are gone. While we expect all substitutes to follow the guidelines listed earlier in this document, we know that those individuals who have been through a teacher training program and hold a current teaching certificate may be better prepared in areas of classroom management, child development, and instruction. It is for those reasons that certificated substitutes receive a greater rate of pay than other substitutes.

Please note that the District may ask you to only sub for a half day or any part of a day and in that case, you will be paid the hourly rate for each hour worked. Four hours of work allows a minimum of a 30-minute unpaid lunch break.

Substitute teachers can also be used as substitute aides when it is determined that the aide position is essential to the safe and successful operation of the school. Please note that when you are serving as a substitute for an aide your hours may be different than what they are for a substitute teacher.

Current substitute pay rates:

<b>Substitute Preparedness</b>	<b>Daily Rate</b>	<b>Hourly Rate</b>	
<b>High school diploma or equivalent</b>		<b>\$15.00</b>	
<b>Subbing for a teacher</b>	<b>\$100</b>		
<b>Bachelor's degree or higher or Valid teaching certificate</b>	<b>\$150</b>		

**Kake City School District**  
**SUBSTITUTE TEACHER EVALUATION**

\_\_\_\_\_  
Name of Substitute

\_\_\_\_\_  
Date

1. PLEASE CHECK ONE OF THE FOLLOWING:  
(\* = Additional comment required if checked.)

\* Satisfactory (no comment needed)

\* Outstanding (How?)

\* Unsatisfactory (How?)

Were lesson plans and directions followed? \_\_\_\_\_

Was a summary of the day written out for you? \_\_\_\_\_

Was the classroom left clean and orderly? \_\_\_\_\_

Was classroom behavior managed well? \_\_\_\_\_

2. ADDITIONAL COMMENTS:

Grade Level \_\_\_\_\_

Date(s) Taught \_\_\_\_\_

Teacher Name \_\_\_\_\_

Subject area \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Superintendent/Principal Signature \_\_\_\_\_

**If unsatisfactory – Date administrator conferenced with substitute:** \_\_\_\_\_  
\_\_\_\_\_

## Substitute Teacher Handbook Acknowledgement

*By signing below, I am acknowledging that I have read the Kake City School Substitute Teacher Handbook for the 2017-2018 school year.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please turn this signed page into building administrator by second Friday in September.

XC: Office \_\_\_\_  
Employee \_\_\_\_

*Revised: 7/20/15, 7/20/16, 7/18/17*