



# Substitute Teacher Handbook

## COVINGTON CITY PUBLIC SCHOOLS

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## INTRODUCTION

Substitute teaching is an awesome responsibility that requires conscientious effort - as a substitute teacher, you are taking the place of the regular classroom teacher. The high standards set for our teachers now apply to you while you are in the classroom. Substitute teachers must be prepared to meet a wide variety of classroom situations and deal with diverse student attitudes as well as follow the policies and procedures of the school district and the individual schools. Substitute teachers may find themselves in situations that change radically from day to day. As a substitute teacher, you are expected to be an excellent role model and utilize the plans and resources made available to you. We hope you will enjoy your time spent in the schools and with the students.

Substitute teaching is an important service in our schools, and both administrators and teachers value a good substitute teacher. We request ALL substitute teachers to be professional, to manage the classroom, and to present teacher directed lessons and activities to students. This handbook has been developed to acquaint you with various facets of Covington City's educational programs and to provide suggestions and strategies to assist you in becoming an effective substitute teacher. We hope that this information, in conjunction with the Substitute Teacher Orientation, will provide insight into your role as a substitute teacher or paraprofessional.

We ask that you read this handbook carefully and become familiar with its contents. If you should have any questions after you have read this handbook and attended the Substitute Orientation Session, please call the Coordinator of Human Resources, Director of Instruction or speak with a building level administrator.

***Nothing in this Substitute Teacher's Handbook creates, or is intended to create, a promise or representation of employment or continued employment. Employment and compensation may be terminated with or without cause and with or without notice.***

## **JOB DESCRIPTION (Substitute/Paraprofessional)**

***Position Summary:*** A substitute is an individual who performs duties as a teacher or paraprofessional in the absence of the classroom employee. Under the supervision of the Building Administrator and/or other designated administrator, the Substitute implements an instructional program as set forth by the classroom teacher. A substitute teacher must be approved by the Covington City School Board, in order to be placed on the substitute list. All substitutes are required to attend an orientation and training session prior to employment as a substitute.

Policy GCE in the CCPS policy manual is the reference regarding Substitute Teachers.

### ***CCPS Policy GCE: Substitute teachers***

#### ***Substitute teachers shall:***

- ***be at least 18 years old, with preference given to persons 21 years old or older;***
- ***possess good moral character;***
- ***hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education;***
- ***attend orientation to school policies and procedures; and***
- ***demonstrate evidence of successful experience in working with children in appropriate setting(s).***

***The Covington City School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.***

#### **A Substitute should demonstrate the following knowledge, skills and abilities:**

1. Demonstrate the ability to work cooperatively with staff member;
2. Demonstrate appropriate use of written, verbal, or other forms of effective communication;
3. Demonstrate effective time management and organizational skills;
4. Demonstrate classroom management strategies appropriate to the learning situations;
5. Demonstrate the ability to address criticism in an appropriate manner and develop constructive outcomes;
6. Demonstrate the ability to adhere to Guidelines of Confidentiality as outlined in federal and state laws and CCPS Policies and Procedures.

#### **A Substitute should perform the following key duties and responsibilities:**

1. Maintain an organized program of instruction based on the lesson plans provided by the teacher.
2. Utilize a variety of appropriate materials and resources for instructional purposes.
3. Communicate the lesson objective and its importance to students.
4. Assume responsibility for care of materials, equipment, and facilities in the absence of the teacher.
5. Assume responsibility for a neat, safe environment for students committed to the teacher's care.
6. Provide a summary of the day's activities for the classroom teacher.
9. Maintain a record of appropriate attendance and punctuality.
10. Serve as an optimal role model for students, colleagues, and the general public.
11. Maintain a clean, neat appearance, and appropriate dress.

## EXPECTATIONS

A substitute's role is not to play "babysitter" or just to fill in the time but to follow and utilize the Teacher's lesson plan(s). Teachers appreciate a note from the substitute informing them of the day's activities, successes, problems, and any messages from the office or parent. The substitute should return any teacher books, equipment, materials, and/or keys at the conclusion of the teaching assignment. The room should be left neat and orderly.

### Other specific expectations include the following:

1. The substitute is expected to assume the daily duties of the teacher to present the lessons as designed and requested by the teacher.
2. Review lesson plans and make any necessary preparation for the students. Check the daily schedule to prevent loss of instructional time. Please check the evacuation route(s) from the classroom and review ALL safety requirements including the crisis management plan.
3. Substitutes are expected to be in the classroom when the students arrive.
4. Attendance should be taken according to school procedures. Keeping accurate attendance is imperative. A student's progress can be impeded by faulty attendance records. Each teacher should have a roll of the names of the students in each class, or one roll for the day if the class is self-contained.
5. **No money is to be collected by the substitute.** If a student has money to pay for an item, the student is to be sent to the office.
6. A friendly atmosphere of concern should be maintained. However, it should be noted that a substitute is the teacher and should not try to be a "pal" to the students. Treat students with firmness and fairness for a successful teaching experience.
7. The substitute is expected to direct any outside visitors to the office. At no time should a student be allowed to leave class with a visitor without the express approval of the building principal or other administrator.
8. The substitute should **never leave the class unattended.** If a class must travel from one area of the building to another, the substitute must accompany the students.
9. The substitute should leave any student written work on the teacher's desk along with a **written** summary of the day's activities, successes, or concerns.
10. All school staff, including substitute teachers and paraprofessionals should avoid touching students. Handling of students is not acceptable unless required as a protective measure and may only be done by trained individuals.
11. Consideration should always be given as to how a student may perceive a situation when a staff member approaches him or her. In addition, care should be exercised when speaking to students. Threatening comments may in some cases be considered assault under the law.

## PROCEDURES FOR EMPLOYMENT

The procedure for employing substitutes is as follows:

1. All substitute teacher/paraprofessional applicants will file an application and three reference forms with the Coordinator of Human Resources.
2. All substitute teacher/paraprofessional applicants must attend an orientation session as scheduled by CCPS.
3. In accordance with state and federal law, applicants must also present required evidence that he/she is eligible to work in the United States and that he/she is free of tuberculosis. Fingerprinting for a criminal background records check and the Virginia Department of Social Services Central Registry of Information Form will be conducted at the expense of the applicant.
4. Approved applicants will be listed on the approved substitute list.

### **Removal From Substitute List:**

Substitutes may be removed from the approved list for any of the following reasons:

1. Failure to notify the Coordinator of Human Resources or school personnel of changes in name, address, phone number and/or status of availability.
2. Health reasons including invalid tuberculin report or positive tuberculin results.
3. Incriminating information as a result of fingerprinting and background investigation.
4. Unsatisfactory performance as evidenced by an unsatisfactory report from the schools.
5. Leaving your substitute assignments, or the building, without notifying the school administration.
6. Any other reasonable and just cause as determined by the building principal as well as Non-compliance with regulations.

### **Procedure For Substitute Assignments:**

1. Once a substitute's name is included on the approved Substitute List, he/she may be contacted for assignments. Upon arrival at the school, the substitute is to report to the office, sign in, and pick-up any related materials.
2. Substitutes are strongly encouraged to keep a record of days worked in order to compare with the monthly paycheck.

## PROFESSIONAL ETHICS

A substitute teacher or paraprofessional, as part of the professional staff, is expected to practice professional ethics at all times. You should avoid discussing and comparing situations in one school while serving in another. All student records are confidential and should not be discussed outside of the school. You could be held legally liable for negative remarks made about a teacher or a student. A great deal of potential harm can be done unintentionally by making such negative comments at the lunch table, on social media, or in any other social situation. Cellphones are permissible during the instructional day BUT please refrain from cellphone use for personal reasons during instructional time.

## **INCLEMENT WEATHER**

Inclement weather or other conditions hazardous to the health and/or safety of students and/or employees may necessitate the closing, delayed opening or early dismissal of schools and/or work locations. These decisions are made only by the superintendent of schools or designee. Announcement of closing, delayed opening or early dismissal shall be conveyed to schools, work locations and the appropriate broadcast media as soon as the decisions to alter schedules or close schools is made. **PLEASE LISTEN TO YOUR LOCAL STATIONS FOR THIS INFORMATION.** (2 Hour Late Opening: You are required to report to school 2 hours after your assigned time. Early Closing: You will be dismissed by the principal at an appropriate time after all students have safely departed school property.) School closure information is available at [www.covington.k12.va.us](http://www.covington.k12.va.us).

## **FIRE DRILLS**

A substitute should be familiar with the procedures for fire drills and any other drills. An exit route should be posted in the classrooms. **Procedure:** The signal for a drill may be given by the alarm system, P.A. system, or a runner. The evacuation should follow each individual school plan. If your exit is blocked, use the next nearest exit. In a fire, make sure all windows and doors are closed. **Carry the attendance or class roster** and account for every student after reaching the drill destination. Running, pushing, and yelling should not be tolerated. A quick, orderly evacuation must be ensured.

## **LOCKDOWN DRILLS AND SHELTER-IN-PLACE**

Please refer to each school's Crisis Management Plan.

## STUDENT INFORMATION

**Student Illness** - If a student becomes ill during the day, he/she should be sent to the clinic or office. (Have a student accompany the student who is ill.)

**Student Medicine** - The substitute, under no circumstances, is to dispense any medication to a student. ALL medication is to be kept in the office, and the student should be allowed to go to the office for his/her medication. Any medications found in the child's possession should be turned in to the office.

**Student Accidents** - In the event of an accident, the substitute should immediately render reasonable care and precautions. Notify the office immediately! School personnel will notify necessary parties and take precautionary measures as needed.

### NOTE:

In an emergency situation, the substitute should feel free to contact the nearest teacher, the principal, or secretary. Never be afraid to ask for help or advice. Teaching is a learning process for all concerned!

In any situation, no matter how well managed, emergencies will arise. Accidents and other emergencies must be referred to the principal. If discipline problems arise which you are unable to manage, the principal should be contacted immediately for assistance.

The first few minutes in a new substitute teaching situation are very important. Many procedural demands must be quickly addressed. It is important to appear confident and take charge of the class. To promote a positive environment, please try to greet students at the door. You may need to introduce yourself and write your name on the board.