

Human Resources

Substitute Staff

Substitute Guidelines

General Responsibilities

Active Status

In order to remain an active substitute teacher, substitutes must accept assignments at least every 90 calendar days. If a substitute teacher feels they will be inactive for 90+ days, the substitute teacher is required to submit the Substitute Teacher Inactivity Notice form to the Substitute Office prior to being inactive for 90 days. Adding a DND/Unavailable record in SubFinder does not fulfill this requirement. Written documentation received in the Substitute Office regarding inactivity will be reviewed by an HR Administrator. Following review, a substitute teacher may be granted an extension to the 90+ days of inactivity. If the extension is not granted, you will be notified of your status. Failure to submit the Inactivity Notice Form could result in termination from the substitute program. If removed from the substitute pool due to inactivity, the substitute teacher may re-apply the following school year. Rehiring will be based on DCSD's hiring needs.

Changing Positions

Obtaining a classified or teaching position in the district, will cause you to be inactivated in SubFinder. To return to substitute teaching would require you to re-apply during the next hiring window.

Resignation

Substitutes who terminate their services with Douglas County School District are requested to submit a written resignation to the Substitute Office. If written resignation is not received and you are inactive for ninety days, you will be terminated as a substitute teacher.

Certification

All substitute teachers must hold a current license from the Colorado Department of Education in order to substitute teach. Types of licenses accepted are: Substitute Authorization (three year and five year), Initial and Professional teaching licenses. SubFinder notifies the substitute teacher sixty days in advance of the certification expiration. Once your license is expired, you will be inactivated automatically in SubFinder and assignments cannot be scheduled.

License renewal must be completed through the Colorado Department of Education. For information regarding licensure, contact CDE at 303-866-6628 or visit the website at www.cde.state.co.us. Send a copy of the renewed license to the Substitute Office. CDE does not send this information to school districts.

Personal Information Update

All information must be current with the Substitute Office regarding name and address changes.

Instructions for changing name and address: Obtain a PERA (Public Employees' Retirement Association) [Member Information Form from the DCSD website](#). If you are changing your name, you must attach a copy of your new social security card or letter from the Social Security Administration. Send the completed form to:

Douglas County School District
Attn: Human Resources,
620 Wilcox Street,
Castle Rock, CO 80104

Records will be changed in Human Resources and sent to PERA.

If there is a change to your email address or phone number, please notify the Substitute Office. Substitute Office information is communicated via email, not by US Mail.

School Procedures

Substitutes must give 24- hour notice for any job cancellation in SubFinder. If you need to cancel within 24 hours and did not meet this deadline, you must call the Substitute Office.

School report times vary by site and level. Substitute teachers must report at the time listed in the job assignment. Preparation time is built into the schedule. Do not arrive earlier or later than the job assignment report time. If you know of any reason you cannot report on time, it is critical to notify the Substitute Office as soon as possible. If you cannot arrive at the scheduled report time, do not accept the job. Contact the Substitute Office for information regarding available assignments.

The job number is your confirmation that SubFinder has registered your acceptance of the job. You must have this number if you need to cancel the job. Unless the job has been entered into SubFinder, the job does not exist. The substitute who holds the job number will be paid for the assignment.

If the school calls you to report for a job, please do not accept the job until you have received the job number. If you report without a job number, this day of substitute teaching will not count towards your accumulated days worked for the year. You will

be paid the base rate for your pay range regardless of your placement in the range. If you did not receive a job number, do not report to the school. You must have the job number BEFORE you report to the school.

When combining two half-day assignments, you must determine if the first assignment ends in time to allow travel and check-in at the second location. Neither school is responsible to cover an early departure or a late arrival, unless it is an emergency situation.

Check-in

Allow ample time for check-in. You are responsible for the following:

- Location of materials and forms.
- Any scheduling changes.
- Policies specific to the school i.e. allergies, electronic device policies, (such as iPods, iPads, cell phones) etc.
- Restrict your personal cell phone or personal computer usage to the scheduled planning period (if no other duties are assigned by the school) or lunch.
- Become familiar with the physical building setup including rules for emergency evacuations, lock downs and fire drills. Be clear on procedures if your classroom is in a mobile. Keys are provided when necessary.
- Know the procedures for a student emergency, such as illness or injury.

Maintain a professional attitude at all times. Substitute teachers are expected to observe the same ethical codes as all district employees. Personal appearance is important. Attire should reflect the professional position and be appropriate for the assignment. Teaching physical education requires different attire than a classroom position. Jeans, hats or sweats are not acceptable for a regular classroom assignment. The teacher may include what to wear in “special instructions” in SubFinder. Check site messages regarding specific requirements. If you have questions contact the school administrator.

Student information, such as grades or medical information is confidential and must be treated as such. If you are unclear and questions arise, please contact the school administrator.

Reporting Location

Check in with the school’s Security area and provide information required. This may include a photo I.D. Check in at the main office to receive substitute information for the day’s assignment; such as lesson plans, duties, keys and materials for the day. If there is a need to exit the building during the course of the assignment, please notify the main office and Security.

Reporting Problems

If two substitute teachers are called for the same assignment, the substitute teacher with the job number will be placed in the assignment. If the school cannot reassign the substitute teacher, please contact the Substitute Office, at which time an attempt will be made to place the substitute into another assignment.

Recordkeeping

It is important to complete accurate student records. Reporting should be done in the manner requested by the school. Examples are: attendance, transfers/withdrawals, lost and found items and money collected.

Classroom Procedures

- All substitute teachers are required to follow the teacher's specific schedule for the day, including duties and/or supervision. Lesson plans may be attached electronically or as a text message in SubFinder.
- If lesson plans are unclear or unavailable, clarify with a team teacher, department chair or school administrator.
- Determine if other duties are part of the teacher's day, such as bus or playground duty.
- Complete all required tasks immediately, such as attendance. Familiarize yourself with the class roster and seating chart.
- Student personal injury or illness should be reported to the office immediately.
- Know and administer correctly the policies of students leaving the classroom.
- Do not use profanity or make disparaging remarks regarding students.
- Follow each school's policy or teacher's instructions on grading assigned work or administering tests.
- The substitute teacher maintains responsibility for proper use and care of all classroom materials.
- Do not contact the teacher unless specifically requested by the teacher or school administrator.
- Additional class coverage is paid only when the substitute teacher has been asked to cover another teacher's class during their scheduled planning time. Please check with the school administrator/secretary regarding payment in this circumstance.
- Provide a brief follow-up summary of the day to the classroom teacher. Report problems or concerns to the school administrator.

Student Policies

Substitutes are cautioned against making physical contact with students for any reason. Physical contact with a student by a person the student is unfamiliar with can result in misunderstandings about the nature and purpose of the contact. As a general rule, substitute teachers should not initiate physical contact with a student unless the

contact falls under the umbrella of District Policy and, when necessary, is expected of an employee to follow recognized procedures that govern the appropriate application of restraint under specific and defined circumstance. Such circumstances would include maintaining a safe learning environment in the event a student must be restrained to prevent harm to him/herself or others, or the policies and procedures applied to students with disabilities under the IDEA in the IEP and behavior planning process.

Assignment Completion

Leave the room area neat and orderly. Close and lock windows and doors.

Check out at the main office at the conclusion of the assignment. Staying in the building after assignment is complete is prohibited. If there is a need to remain in the building after the completion of the assignment for personal reasons, this must be reported to the main office. Return all materials to the main office in a timely manner. Check out with the Security area.

If applicable, a School Report Form (found on the Substitute Staff Information page of district website) may be used to provide positive feedback or concerns regarding school sites. Please send this report to the Substitute Office.

Termination of a Substitute Teacher

- During an assignment, if issues of concern arise regarding the substitute teacher, the school administrator will notify the Substitute Office using a Substitute Teacher Report Form and you will be informed by the building Principal/Assistant Principal. Serious concerns are inclusive but not limited to arriving late to an assignment, no show at an assignment, not following teacher's lesson plan or other major concerns noted by the school or Substitute Office.
- A template is located on the district website-HR/forms/substitute teacher report. After the administrator's discussion with the substitute, the administrator may restrict the substitute teacher from the school site or from the individual teacher's classroom.
- These reports are maintained in the Substitute Office and you will receive a copy upon receipt. You will be contacted by a Human Resources Director regarding this report and your current substitute status.
- A performance concern could result in termination from the district substitute teacher program.

Substitute Staff

Substitute Teacher Pay Rates

Accumulated days worked are counted each school year, beginning July 1 through June 30.

New substitute teachers first year or substitute teachers who worked less than 60 days for DCSD during the previous school year.

New/Non-Super Subs	Full day/Half day
1-60 days	\$80/\$45
61-90 days	\$90/\$50
91 days and more	\$130/\$70

DCSD Former Employees and substitute teachers with sixty days or more service the previous year (Super Subs)

A former employee is defined as a DCSD employee who resigned from their employment within the last 12 months and was a full-time employee during their last year of employment. Former DCSD substitutes are not considered former employees. In order to remain at the Former Employee pay rate, Former Employee substitutes must substitute 60 days per school year.

Former Employee/Super Subs	Full day/Half day
1-30 days	\$95/\$55
31-60 days	\$110/\$60
61 days and more	\$130/\$70

DCSD Retired Teacher

A retired teacher is defined as a DCSD employee who retired from their employment within the last 12 months and must be hired as a DCSD substitute teacher within 12 months of their retirement from DCSD. In addition, the teacher must be retired under Colorado PERA prior to July 1.

DCSD Retired Teacher	Full day/Half day
1-30 days	\$115/\$60
31+ days	\$130/\$70

Prearranged Long-term Assignments are eleven or more days in the same assignment. Long-term assignments will count towards your accumulated days worked.

Length of Assignment	Full day/Half day
1-30 days	\$99/\$55
31-60 days	\$120/\$60
61 days and more (up to 89 days)	\$154/\$77

Statement of Earnings

The rate on your Pay Statement is NOT A DAILY RATE.

The rate is the number of full or half days worked multiplied by the daily rate of \$_____ each, added together and divided by the total number of jobs worked (full or half day) to get an average amount earned per day

An example:

$$\begin{aligned} 2 \text{ full days @ } \$80.00 &= \$160.00 \\ 2 \text{ half days @ } \$45.00 &= \underline{\$ 90.00} \\ \$250.00/4 &= \$62.50 \text{ per day} \end{aligned}$$

If you believe your gross amount is incorrect, please call the Substitute Office.

A payroll period begins on the first day of the month through the last day of the month. You will receive payment on the 20th of the following month. (For example: Jobs worked in December are paid on January 20th.)

All DCSD employees are required to sign up for Direct Deposit. As a new substitute, the first paycheck will be an actual check sent in the mail. After the first pay period, your paycheck will be directly deposited. If Direct Deposit information changes, the same rules will apply.

All DCSD employees' statement of earnings and W-2 forms are available to view online at www.atsprintfreedom.com. The on-line check stub process allows employees to view and print payroll check stubs on-line through American Technology Solutions (ATS). ATS My Paystub is a secure easy-to-use web-based solution providing 24-hour access to current and past pay stubs and W-2 forms.

For more information, visit the DCSD Website at: http://www.dcsdk12.org/DCSD/Business_Services/Payroll/Online_Check_Stubs.

Full Day/Half Day Assignments

Substitute teachers are paid for a half or full day increments. A half day assignment is four hours or less. A full day assignment is anything greater than four hours. Substitutes should arrive and leave at assigned times. (Please do not accept assignments causing schedule conflicts without contacting the site or Substitute Office.)

Substitute teachers are not paid for holidays, vacation periods or school closures

Long-Term Substitute Assignments

Long-term assignments will be paid at a set rate based on the number of days determined by the school site. If the assignment changes, corrections may be made. Other assignments worked, not part of the long-term assignment, will be paid at the regular substitute rate.

A Long-term Substitute Notification form is required for any assignments eleven days or more in the same assignment. The form is completed by the school and signed by the substitute teacher before submitting to the Substitute Office.

Long-term substitutes are required to submit the Long-term Substitute Time Sheet to the Substitute Office. The form must be received by the Substitute Office no later than the last day of the month worked to guarantee payment on the 20th of the following month. Once the time sheet is completed and signed by the school administrator, it may be sent to the Substitute Office via fax (303) 387-0112, intra-district mail or scanned and sent electronically.

Time sheets must be obtained from the District website to ensure you are submitting the most recent version. (Go to [Human Resources/Substitute Staff Information/Long Term Substitute Time Sheet.](#))

When a long-term substitute will be absent and a replacement substitute is needed, the long-term substitute should call the Substitute Office to arrange for another substitute teacher. As a courtesy, please notify the school/site of your absence.

If you are in a long-term assignment, you may want to enter an "Unavailable" or "DND" in SubFinder so SubFinder will not call you for other jobs during the date range of your assignment. For complete instructions on applying a DND or Unavailable status, please watch the tutorial in SubFinder.

Long term positions must follow the Federal No Child Left Behind Requirements. Substitutes in long-term assignments must be endorsed or credentialed accordingly. All long-term substitute notifications must be received and approved by Human Resources prior to the start of the assignment.

Extra Duty Assignments

Instances may occur when the school may need to have a different class covered other

than the one for which a substitute has been assigned for the day. In such instances, the school may ask a substitute to cover the class during a planning time or “non-student-contact” time. The substitute teacher is not obligated and may decline this offer. If a teacher you are subbing for does not have a planning period built into their schedule, extra duty pay is not paid to the substitute teacher.

If you accept this offer, please make sure you have authorized this additional payment with the school administrator/secretary. If you have questions regarding this payment or feel you have not been paid appropriately, please contact a Payroll Specialist.

Public Employees Retirement Association (PERA)

All DCSD employees are required to join PERA. Employees are not covered by Social Security.

The salary deduction will be 8% per month, unless you have retired with PERA. Starting January 1, 2008, the District will contribute 12.05% for all employees, including those who are retired with PERA

January 1, 2010, the district will contribute 13.85%

January 1, 2011, the district will contribute 14.75%

January 1, 2012, the district will contribute 15.65%

Effective January 1, 2011, PERA retirees will be required to pay an 8% contribution.

For information regarding PERA benefits, please contact PERA.