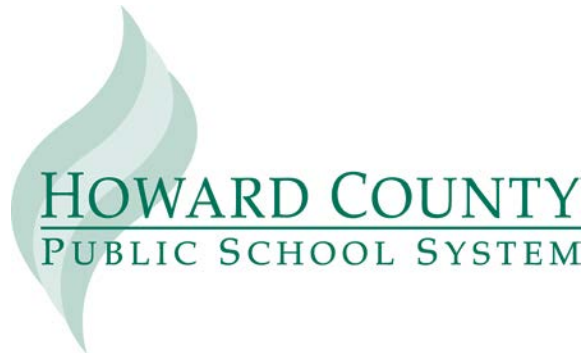




# Substitute Teacher Handbook



10910 Clarksville Pike, Ellicott City, Maryland 21042

410-313-6600

[www.hcpss.org](http://www.hcpss.org)

# Important Contact Information for Substitute Teachers

- Office of Temporary Services **410 313-7035**
- Email address for questions **asktemporaryservices@hcpss.org**
- Phone Access for *SmartFindExpress* **410 988-2996**
- *SmartFindExpress* **www.howardcounty.eschoolsolutions.com**
- Payroll questions for Substitute Teachers **410 313-6719**
- Howard County Public Schools **www.hcpss.org**
- Additional information for substitutes can be found at **<http://www.hcpss.org/employment/other-vacancies/substitutes/>**

## Vision 2018: Fulfilling the Promise of Preparation

### Vision

Every student is inspired to learn and empowered to excel.

### Mission

We cultivate a vibrant learning community that prepares students to thrive in a dynamic world.

### Goal 1: Students

Every student achieves academic excellence in an inspiring, engaging, and supportive environment.

### Goal 2: Staff

Every staff member is engaged, supported, and successful.

### Goal 3: Families and Community

Families and the community are engaged and supported as partners in education.

### Goal 4: Organization

Schools are supported by world-class organizational practices.

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# Introduction

## Purpose and Overview of the Substitute Teacher Handbook

The purpose of this handbook is to assist in understanding your duties and responsibilities as a substitute teacher with Howard County Public Schools. If you need additional information or assistance, please contact the Office of Temporary Services by phone at 410 313-7035 or by email at [asktemporarieservices@hcpsss.org](mailto:asktemporarieservices@hcpsss.org). They will be happy to answer questions you have regarding our substitute teacher program.

**This handbook is divided into seven sections:**

- 1. Introduction** contains the purpose and overview of the Substitute Teacher Handbook and the role of the substitute teacher in the educational process.
- 2. Responsibilities of a Substitute Teacher** contains a list of expectations, general guidelines, responsibilities, classroom management tips and tips on organization.
- 3. General Substitute Teacher Information** contains requirements for substitute teaching, payroll information, terms of employment and frequently asked questions.
- 4. Safety in Schools** contains information on the safety of students and personnel.
- 5. SmartFindExpress** contains an overview and quick reference information for this automated system.
- 6. HCPSS Resources** contains tools and links which are helpful in navigating the Howard County Public School System.
- 7. “Sub-Sational Ideas”** contains ideas for a Super-Sub Pack, suggested activities, reference books and links.

## Substitute Teacher Overview

The Howard County Public School System considers Substitute Teachers to be an integral part of the educational program. As such, Substitute Teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system’s goals. Effective Substitute Teachers make a positive impact on students.

Substitute Teachers are assigned on an as needed basis and are considered to be temporary employees. Substitute Teachers receive no benefits and are assigned due to teacher absences or position vacancies. Payment for Substitute Teachers is based on a half (3.59 hours or less) or full day (4.0 hours or more) assignment and may be daily, or extended assignment.

Substitute Teachers should be provided with lesson plans, schedules and seating charts. Additional information to assist the Substitute Teacher will be provided by school

administrators, team leaders or the department chairperson. Individual schools will often provide a Substitute Teacher Handbook with information on school procedures and discipline policies.

Substitute teaching assignments may change based on the needs of the individual school. A Substitute Teacher may be asked to accept assignments outside of his/her background or educational training. They may also be asked to cover classes during a planning period. It is not expected that a Substitute Teacher be able to teach new or unfamiliar material, but rather make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

## **Responsibilities of a Substitute Teacher**

Substitute Teachers must sign in at the school office when they arrive for their assignment. They must also present the job number assigned to them through the automated system (*SmartFindExpress*). The school secretary can answer questions regarding sign-in procedures. When accepting an assignment after the recorded start time, Substitute Teachers must call the school to confirm that a substitute teacher is still needed. If the school has made other arrangements and no longer needs coverage, the Substitute Teacher should contact the Office of Temporary Services to cancel the assignment.

### **Substitute Teachers are expected to do the following:**

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks
- Maintain a safe environment
- Keep students under direct supervision at all times
- Refrain from touching any student for any reason
- Use appropriate language at all times
- Use materials provided by the teacher or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics
- Become familiar with emergency procedures
- Notify school administration of any unusual incidents which may have occurred during the school day
- Leave information concerning the day's activities for the teacher
- Check with the administrator before leaving an assignment early at the end of the day

- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces. Substitute Teachers are not to share personal social networking sites such as email addresses, face book or my space pages etc. with students.

## **Standards of Professional Conduct**

Our school community encompasses a wide variety of races, ethnicities, cultures and religions. HCPSS employees strive to treat each student and staff member with respect. School personnel perform on two equal levels: as professionals dealing with clients and as adult role models shaping young lives.

### **Professional Attire**

Professional businesslike dress and appearance support the vision and goals of the school system by promoting a working and learning environment which fosters high student and staff expectations. Substitute Teachers must exercise good judgment in their dress and appearance. It is strongly recommended if there is doubt about the appropriateness of an article of clothing or adornment, then it will not be worn in the work setting.

### **Items that are not appropriate in the work setting include the following:**

- Garments that bare or expose undergarments, private areas of the body, or midriffs
- Torn/ tattered clothing
- Flip Flops or other beach style sandals
- Hats or headgear, with the exception of attire worn for medical or religious reasons
- Athletic wear (An exception is made for physical education personnel)
- Clothing or accessories exhibiting obscene, vulgar, profane or derogatory language or illustrations
- Shorts of any kind (An exception is made for physical education personnel)
- Tattoos and /or brands visible on the body which are provocative or obscene, advocate sexual, racial, ethnic, or religious discrimination, represent affiliation with a gang or that are otherwise of a nature which brings discredit to school system
- Attached, affixed, or displayed objects, articles, jewelry, or ornamentation to or through the nose, tongue, lip, brow or other exposed body part that may be deemed a safety issue.

## **Tobacco Use**

The use of tobacco products on school property, including all schools and school athletic facilities, parking lots and grounds, support facilities and vehicles including school buses, is strictly prohibited.

## **Alcohol, Drugs and Narcotics**

On School Board Property - It is the policy of the HCPSS to prohibit employees from being under the influence of and to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, on or in school buses or vehicles. This prohibition also covers all legal or prescription drugs which impair an employee's ability to perform his/her job safely or properly.

Off School Board Property – The use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee's ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division or its employees, shall be grounds for discipline, including possible suspension or termination.

## **Corporal Punishment**

No employee of HCPSS shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

## **Confidentiality**

During your employment with HCPSS there may be times when you have access to or become aware of information concerning students, families, and/or staff. As an HCPSS temporary employee you are expected to understand the confidential nature of the information and treat it accordingly. This also includes the school work, grades, and classroom behavior of a student.

## **Social Relationships**

Employees of HCPSS are prohibited from dating or engaging in any intimate social relationship with a student.

## **Electronic Media/Social Networking**

The use of HCPSS computers is only with the authorization of the school administrator for purposes directly related to HCPSS vision, goals, and the Substitute Teacher's assigned tasks. Use of cell phones, personal laptops or other personal electronic media is prohibited during

your assignment. Under no circumstances can Substitute Teachers take photographs or record images of students or staff or allow themselves to be photographed or recorded. Nothing regarding your employment as a Substitute Teacher should appear on social network pages such as (but not limited to) Facebook, Twitter, Instagram or YouTube. Do not share your personal information with students or receive e-mail addresses or phone numbers from them. Use of social networks to interact with students is prohibited. Keep in mind your social network pages are public and accessible to parents, students, and other members of the community.

### **Sexual Harassment**

The Board of Education of Howard County is committed to providing an educational and work environment that is free from sexual harassment. To that end, the Board of Education prohibits discrimination on the basis of sex in its educational program, co-curricular and extra-curricular activities, and in the workplace, as required by law. Employees and third parties share responsibility for the health, safety and general welfare of students; for contributing to a school environment free from sexual harassment; and for maintaining appropriate relationships with students. Employees, students, and third parties may be subject to disciplinary action or consequences for inappropriate behavior of a sexual nature, even when the behavior does not rise to the level of sexual harassment as defined by prevailing federal and state laws. For further information please refer to Board Of Education Policy 1020: Sexual Harassment, which can be found at [www.hcpss.org/board/policies](http://www.hcpss.org/board/policies).

### **Attendance**

Punctual and regular attendance is an essential responsibility of each Substitute Teacher. Tardiness or absence causes problems for students and administrators and disrupts the educational program. If you accept an assignment you are expected to show up on time. Consistent patterns of excessive cancellations, “no shows”, or tardiness may result in removal from the approved Substitute Teacher list.

### **Classroom Management Tips**

The following tips, if practiced routinely, may help eliminate classroom problems before they begin. Take control early and let students know that rules will be enforced. Explain how you intend to manage the classroom through the instructional period. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students interested. Students are familiar with discipline plans left by their teacher; please try to follow them.



## TIPS TO REMEMBER

**Ignore behaviors at first.** Students may just be asking a neighbor a simple question. If problems persist, then start with a positive reminder. Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem.

**Proximity is a good strategy.** Moving around the room will help keep all students involved in the lesson. Moving to students who are causing problems will sometimes get them to stop acting inappropriately.

**Relocate students who are disruptive.** This should only be done if other requests to stop the undesired action have failed. Asking students to change seat locations may be disruptive and challenging.

**Private conferences are a good option for disruptive students.** Never degrade or intimidate students when disciplining. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.

**Exercise self-control by always being in control.** As the adult in the classroom the substitute teacher is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions or judgments.

**Gifts or food treats are not to be given to students.** Leave a note for the teacher and she can decide on appropriate rewards.

**Project a good attitude and a feeling of self-confidence.** If you have a cheerful, confident, enthusiastic feeling about substituting, you can provide a rewarding experience for yourself and for the students involved.

**Be honest.** Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.

**Be positive.** Ensure that you start a class by being positive and convey that you will leave the students something of value. Positive interactions with students far outweigh negative interactions.

**Build good relationships.** Building a good student/teacher relationship will increase your ability to manage the classroom.

**Move around the room as you teach.** Avoid sitting in the teacher's chair or standing behind a podium.

**Expect the unexpected.** Be ready for contingent action. Stay in control. Be flexible and demonstrate a sense of humor.

## **Are You An Organized Substitute Teacher?**

Keeping track of assignments requires good organizational skills; Keep a personal calendar at home and when on an assignment. An Administrator or teacher may want to book a certain date during your assignment, and having a calendar of future commitments will make it easy to give an accurate answer.

When reporting to each assignment, make sure to have completed any paperwork the school requires. When turning in paperwork, make sure your name is spelled correctly and that your employee number is correct.

Keeping a personal calendar is also critical for keeping track of the days worked and days paid. There can be a delay of days or weeks between the date of your assignment and receipt of payment. Taking the initiative to manage your assignments with a personal calendar will help make certain that you are paid correctly. The calendar on *SmartFindExpress* will also assist in keeping track of jobs.

### **Tips for Successful Substitute Teaching**

- Arrive at school on time.
- Sign in at the front office. Be sure to record the job number.
- Ask for the school's Substitute Teacher Handbook (if available)
- Check for emergency procedures and become familiar with them.
- Find out how attendance is recorded and keep accurate attendance records.
- Follow the lesson plans and have students complete all tasks the teacher has assigned.
- Leave a note for the teacher at the end of the day to inform them of the day's activities.
- Leave the classroom in good order.

### **Benefits of Being a Substitute Teacher**

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people – network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being a part of a student's educational process

# General Substitute Teacher Information

## Work Assignments and Reporting Times

Substitute Teachers are expected to report to schools 30 minutes prior to the time students arrive and to remain for at least 15 minutes after students are dismissed. These times are included in the start and end times given by the automated system. Substitute Teachers are required to assume all of the duties of the teacher they are replacing. This may include extra duties performed by the teacher or assigned by the administrator during the school day only.

## Cancellation of Assignments

When a Substitute Teacher accepts an assignment they have made a commitment to the school. Assignments should only be cancelled in case of an emergency. When an emergency arises the Substitute Teacher should cancel the job with the automated system as soon as possible. (See Quick Reference Card for cancellation procedures). The Substitute Teacher should also contact the school to inform them they have cancelled the assignment. If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the Substitute Teacher of the cancellation. Once a job has been cancelled by the teacher, the Substitute Teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

## Inclement Weather

During inclement weather, Substitute Teachers should listen to local media stations or check the [www.hcpss.org](http://www.hcpss.org) for delayed openings, early dismissal, or closings. When schools are delayed, Substitute Teachers should adjust the reporting time and arrive 30 minutes prior to the opening of schools. If a Substitute Teacher is unable to report they must follow cancellation procedures and notify the school. Substitute Teachers scheduled to work a half day assignment on the day of a delayed opening must call the school to confirm that a Substitute Teacher is still needed. Substitute Teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all Substitute Teacher assignments will automatically be cancelled by the system. Substitute Teachers are not paid for assignments when schools are closed due to weather emergencies.

## Payroll

Substitute Teachers are paid on the same bi-weekly schedule as regular school system employees. Pay will be directly deposited to the Substitute Teacher's bank account. There is an anticipated two week delay to process new Substitute Teachers for payroll. Substitute Teachers

hired near the end of the pay period may experience a two week delay in receiving their initial pay check. Salary adjustments based on degree status will occur once an official transcript indicating the degree is received in the Office of Temporary Services. Adjustments of pay are not made retroactive to the date of employment. Retired teachers must provide acceptable documentation to the Office of Temporary Services in order to receive the higher rate of pay. Substitute Teachers are responsible for notifying the Office of Temporary Services of name/address/phone number changes. A change of information form must be submitted to the Office of Temporary Services. Name changes must be accompanied by a copy of an updated Social Security Card with the new name.

## myPay

myPay is a web based application program used to track your personal information, including the ability to update your address and emergency contact information, view and print payroll stubs, and view your tax status. You can access myPay through the HCPSS Staff Hub at [staff.hcps.org](http://staff.hcps.org) and using your active directory credentials (computer log in credentials.)

## Pay Rates and Assignment Definitions - Rates of Pay

### Daily Rate of Pay\*

Non-degreed (Minimum of 60 credits)	\$80.00 per day
Degreed (Bachelors or higher)	\$90.00 per day
Retired Teacher (Must provide verification)	\$108.00 per day

*\*Payment for Substitute Teacher positions is based on half (3.59 hours or less) or full day (4.0 hours or more).*

### Extended Rate of Pay

Extended rate of pay begins on the eleventh consecutive day for the same teacher in the same assignment. The rate of pay is:

Non-degreed	108.00 per day
Degreed	\$118.00 per day
Retired Teacher	\$118.00 per day

**Beginning August 17, 2015 the following changes have been made to long-term substitute teacher pay:**

- There are two rates of pay for long term substitutes instead of three. The higher rate of pay will begin on the 11<sup>th</sup> consecutive day instead of the 16<sup>th</sup> consecutive day.

- Long term substitutes will no longer receive payment for days they do not work (no earned paid days off after 20 consecutive days in the same assignment).
- Long term substitutes who miss a day after the 11<sup>th</sup> consecutive day will remain at the long-term rate when they return the following day.

**The following pay rates for other temporary employees:**

Lunch and Recess Monitors	\$10.50 per hour
Substitute Paraeducator	\$70.00 per day
Substitute Clerical	\$11.00 per hour
Retired Substitute Clerical (HCPSS only)	\$15.00 per hour

**Conditions for Continued Employment**

All HCPSS employees are expected to conduct themselves in accordance with applicable laws, policies and standards of behavior that support the vision and goals of the school system. Schools have the option of using “Preferred” lists and “Do Not Use” lists in the automated system to indicate a Substitute Teacher’s status with that school. Preferred lists are created by school administrators to identify those Substitute Teachers that best meet the needs of their school. Substitute Teachers on these lists are identified by the system and offered open assignments at that school before Substitute Teachers not on that preferred list.

Administrators may also request certain Substitute Teachers not be assigned to their school based on unsatisfactory performance. These names are indicated on the schools “Do Not Use” list. Substitute Teachers on this list are not eligible to receive or accept assignments at those schools.

**The Office of Temporary Service has implemented the following procedures when receiving a request from school administrators to place Substitute Teachers on “Do Not Use” lists:**

- When a school administrator feels a Substitute Teacher’s performance has been unsatisfactory or the Substitute Teacher has demonstrated inappropriate behavior, they enter the Substitute Teacher on the “Do Not Call” list for the school.
- Whenever possible the administrator will discuss this issue with the Substitute Teacher within 48 hours of the incident.
- The Manager of Temporary Services is notified when a Substitute Teacher is entered in the “Do Not Use” list in *SmartFindExpress*.

- If the complaint is not an immediate cause for termination the Substitute Teacher may receive a written warning or phone call from the Manager of Temporary Services.
- “ Do Not Use” from multiple schools will result in a scheduled conference with the Manager of Temporary Services to discuss the issue(s) and determine if the Substitute Teacher is eligible for continued employment.
- Complaints received which are considered to be detrimental to the safety and wellbeing of students will result in the immediate termination of employment. The Substitute Teacher will be notified in writing of this termination.
- Administrators dealing with complaints regarding situations involving child abuse or neglect will follow the reporting guidelines set forth in HCPSS Policy 1030 Child Abuse and Neglect. They will also notify the Manager of Temporary Services who will suspend the Substitute Teacher’s employment and cancel all future assignments pending the results of an investigation.

### **Reactivation/ Termination**

Each spring all active Substitute Teachers receive a letter assuring they may return to their position as a temporary employee along with a Reactivation/Profile form. Substitute Teachers who have not worked during the current school year will not receive reactivation information. In order to reactivate, the Reactivation/Profile Form must be completed and returned to the Office of Temporary Services by the indicated date. Substitute Teachers who do not reactive will be terminated in the system. Employment files are held for one year from the date last worked, after which time the file will be destroyed. Substitute Teachers wishing to reactivate after being terminated will need to re-apply.

## **Safety in Schools**

### **Reporting Abuse and Neglect**

It is the responsibility of the Howard County Public School System to provide a safe, engaging and supportive school environment for all students. The Board of Education affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. The Board therefore acknowledges the necessity for the school system to ensure employees and service providers are able to recognize and report instances of abuse and neglect of children and vulnerable adult students. The Board further acknowledges the necessity for the

school system to collaborate with child and adult protective service agencies, both private and governmental.

Maryland state law requires employees and service providers call Child Protective Services (CPS) or the police if there is reason to believe abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made.

**The report process procedure is:**

- The reporter must notify the principal or designee of the suspected abuse or neglect situation, and the principal
- The reporter must submit a written report within 48 HOURS after making an oral report to the designated school personnel. This form is available from the school administration.
- Child abuse and neglect reports are CONFIDENTIAL and not part of the educational records.

The complete Child Abuse and Neglect policy (1030) may be found at [www.hcps.org/board/policies](http://www.hcps.org/board/policies)

**Infection Control Guidelines**

The Board of Education of Howard County recognizes its responsibility to provide educational programs and services for all children residing in Howard County, and further recognizes its responsibility to provide a safe and healthy environment for students, employees, service providers, and volunteers. Because communicable diseases are one of the most common causes of student illness and absenteeism, preventing and reducing transmission of communicable diseases are recognized as essential responsibilities of the Howard County Public School System.

**Infection Control Guidelines for All School Employees**

1. **Wash your hands.** Use soap and water and rub your hands for at least ten seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose, mouth, and after you take off gloves.

- 2. Wear gloves when in contact with blood or body fluids.** If you come in contact with blood or body fluids, put on vinyl or latex gloves before the handling of fluids. (Plastic gloves do not provide protection.)
- 3. Try to avoid contact with blood.** If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
- 4. If you come in contact with blood, take necessary precautions.** It is not exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the Area with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.
- 5. Dispose of solid waste appropriately.** Materials contaminated with blood or body fluids should be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets, or other instruments contaminated with body fluids must be placed in puncture proof containers and disposed of properly.
- 6. Clean blood spills with bleach or appropriate hospital disinfectants.** Wipe up and dispose of materials appropriately.

**In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.**

## **Preparedness for Emergencies**

### Local School Emergency Response Plans

Each Howard County public school has developed a School Emergency Response Plan. The plan is updated annually and reviewed with all building staff. Each school is responsible for providing Substitute Teachers with the necessary details to handle any emergency situation.

As a Substitute Teacher, it is important to familiarize yourself with the following protective actions and your responsibilities during each action.

### **Lockdown**

- An announcement is made by runner or over the public address system: “Your attention please. Lockdown (pause). Lockdown (pause). Lockdown.”
- If it is safe to do so, all students and staff are moved into the building or relocatable classroom immediately.



- Students and staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school incident commander determines another response is warranted.
- All interior and exterior doors are locked. No one is to enter or leave the building.
- If it is safe to do so, blinds and shades are drawn. If the room is without window coverings, lights are turned off.
- If the situation warrants, students and staff sit or lie on the floor.
- All students and staff are accounted for.
- Staff and students are to remain in lockdown until emergency responders (police/fire and rescue personnel) or the school incident commander gives the “all clear” notice.

This action is considered appropriate for, but not limited to, situations that involve extreme violence and/or gunfire and immediately and directly affect the school site.

### **Modified Lockdown**

- An announcement is made by runner or over the public address system: “Your attention please. Modified lockdown (pause). Modified lockdown (pause). Modified lockdown.” If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.
- All students and staff are accounted for.
- Outdoor activities (recess, physical education, etc.) cease immediately and do not resume until further notice.
- All exterior doors are locked and main doors are monitored with access restricted. Identification is required for anyone entering.
- If the situation warrants, blinds and shades are drawn or if the room is without window coverings, lights are turned off.
- A “Modified Lockdown” sign is placed on the outside of the main door.
- Normal activity continues within the building.

- Students and staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school incident commander determines another response is warranted. Students must be escorted to activities inside the main building by at least one adult.
- School remains in modified lockdown until notice to resume normal routine is given by central or school command.

This action is considered an appropriate response to violence, criminal activity, or any other situation which has the potential to affect the school site.

### **Shelter in Place**

- An announcement is made by runner or over the public address system: “Your attention please. Shelter in place (pause). Shelter in place (pause). Shelter in place.” If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.
- All staff and students report to assigned classrooms as quickly as possible.
- Students and staff in relocatable classrooms move immediately into the main building.
- Doors and windows are shut immediately.
- All students and staff are accounted for.
- If incident warrants, tape is placed around doors, windows, and vents; and wet towels are placed at the bottom of doors.
- The HVAC system is shut off.
- A “Sheltering-in-Place” sign is placed on the outside of the main door.
- Students and staff stand by until given directions by school command or emergency responders (police/fire and rescue personnel).

This action is considered appropriate for situations such as hazardous materials releases, nearby fires, and bioterrorism. Officials from the Federal Emergency Management Agency (FEMA) and local public safety officials indicate incidents requiring communities to “shelter in place” are viewed as short-term, measured in terms of hours, not days.

### **Evacuation (on site and off site)**

- A fire alarm or horn signal is sounded. If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.
- During an on-site evacuation, students and staff exit the building via the closest safe exit and assemble in pre-determined locations. The same procedure is used for off-site evacuation except that staff and students are transported or walk to a pre-determined off-site location.
- All students and staff are accounted for.
- Students and staff remain in the evacuation area and await instructions from school command.

This action is considered appropriate for, but is not limited to, situations such as floods, fires, hazardous materials incidents, or other situations which may render the school site unsafe.

### **Emergency Communications**

- Do not drive to the school unless directed to do so.
- Do not call the school.
- Tune to news media for emergency instructions.

In times of emergency, information about the status of schools is communicated through a variety of media. The school system requests parents do not call their child's school or the central office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require children be picked up at a location other than the school.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children.

# *SmartFindExpress*

## **Overview**

Howard County Public Schools utilizes *SmartFindExpress*, an automated system to assign Substitute Teachers. This system is accessed either by telephone or internet. The system allows the Substitute Teacher to do the following:

- Indicate and/or change daily availability and unavailability (daily or extended periods)
- Temporarily change phone number
- Indicate periods not available for calls
- Listen to or view jobs available to them
- Enter email address to receive job confirmations and/or cancellation information.

Quick reference materials are provided to Substitute Teachers to assist them in using the automated system. All assignments must go through this automated system as the substitute teacher payroll is generated through this system. In order to be paid, the Substitute Teacher must receive a job number and provide the number to office staff when they arrive at the school. More detailed information can be found on the Substitute Quick Reference Card at [http://www.hcpss.org/f/employment/smartfind\\_sub\\_quickref.pdf](http://www.hcpss.org/f/employment/smartfind_sub_quickref.pdf)

## **Work Assignments and Reporting Times**

Substitute Teachers are expected to report to schools 30 minutes prior to the time students arrive and remain for at least 15 minutes after students are dismissed. These times are included in the start and end times given by the automated system. Substitute Teachers are required to assume all of the duties during the absence of the regular teacher. This may include extra duties performed by the teacher or assigned by the administrator during the school day only.

## **Cancellation of Assignments**

When a Substitute Teacher accepts an assignment they have made a commitment to the school. Assignments should only be cancelled in case of an emergency. When an emergency arises the Substitute Teacher should cancel the job with the automated system as soon as possible. (See Quick Reference Card for cancellation procedures). The Substitute Teacher should also contact the school to inform them that they have cancelled the assignment.

If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the Substitute Teacher of the cancellation. Once a job has been cancelled by the teacher, the Substitute Teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

## Howard County Public School Substitute Quick Reference Card

**System Phone Number**                      **410 988-2996**

**Help Desk Phone Number**                **410 313-7034**

**Write your Access ID here**                \_\_\_\_\_

**Write your PIN here**                        \_\_\_\_\_

**Web Browser URL**                        **<https://howardcounty.eschoolsolutions.com>**

### TELEPHONE ACCESS INSTRUCTIONS

#### THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	<b>Today's Jobs</b>	<b>Future Jobs</b>
Weekdays	Starts at 5:45 am	6:00 - 10:00 pm
Saturday	None	None
Sunday	None	6:00 - 10:00 pm
Holidays	None	6:00 - 10:00 pm

### DECLINE/CANCEL REASONS

1. Illness
2. Working in another District
3. Personal Business

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

### REGISTRATION

1. Enter your **Access ID** followed by the star (\*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (\*) key
3. Record your name followed by the star (\*) key
4. Hear your callback #: Correct if necessary.
5. You will be asked to select a new PIN.
6. Enter a PIN at least six (6) digits in length followed by the star (\*) key.

### TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (\*) key
2. Enter your **PIN** followed by the star (\*) key

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

### CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number  
**PRESS 1** to Modify callback telephone number
2. Enter new telephone number followed by the star (\*) key.

### TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN  
**PRESS 2** to Change the recording of your name

### WEB BROWSER ACCESS INSTRUCTIONS

#### SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

#### PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note: You must be registered with the system to use this option.**

#### PROFILE

**Information** - Review profile status and address information.

**Update Email** - Enter or change email address

**Callback Number** - View/update callback number; specify a Do Not Call time.

**Change Password** - Enter your current PIN followed by a new PIN twice and click Save

#### SCHEDULE

##### General

- **Modify an Availability Schedule**
  - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
  - Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above

##### Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
- Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

##### Classifications and Locations

- Review classifications and locations you have chosen for assignments

##### Unavail Dates Tab

- **Create Unavailability Schedule**
  - Select the *New* button
  - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
  - Select the *All Day* check box or enter the time range in HH:MM am or pm format

## THE SYSTEM CALLS

### HEAR THE JOB OFFER

1. **Press 1 to hear the job offer**  
**PRESS 2** to Set temporary Do Not Call  
If you **pressed 1** to Hear the job offer  
**PRESS 1** to Hear the job description  
**PRESS 2** to Decline the job (without hearing the description)  
Enter the decline reason from page 1 followed by the star (\*) key  
**PRESS 1** to Accept this job  
**Record the Job Number. You are successfully assigned to the job.**  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job  
Enter the decline reason from page 1 followed by the star (\*) key  
**PRESS 1** to Accept
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 2** to Enter an earlier time in HH:MM format.

### HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

## CALLING THE SYSTEM

### MENU OPTIONS

1. Review or Cancel Assignments
2. Hear Available Jobs
3. Change your Callback Number
4. Review or Modify Temporary Do Not Call Time
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change PIN or Re-record Name
8. Exit and hang-up

### REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation (Enter cancellation reason followed by the \* key)

### HEAR AVAILABLE JOBS

1. Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment
2. If you pressed 3 to Decline assignment  
Enter decline reason from page 1 followed by the star (\*) key

### AVAILABLE JOBS

#### Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location. Follow these steps:
  - Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
  - Press the *Search* button to display the list of jobs
  - Press the *Details* link to view the job details. Review the specifics and choose one of the following
    - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
    - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
    - Select the *Return to List* button to return to the job listing

### REVIEW ASSIGNMENTS

#### Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - Select the *Return to List* button to review other jobs assigned to you
  - Select the *Cancel/Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment within 1 hour of the start time.
    - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

### SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

# HCPSS Resources

## School Addresses and Phone Numbers - Elementary Schools

Atholton ES	410-313-6853	6700 Seneca Drive, Columbia 21046
Bellows Spring ES	410-313-5057	8125 Old Stockbridge Drive, Ellicott City 21043
Bollman Bridge ES	410-880-5920	8200 Savage-Guilford Road, Jessup 20794
Bryant Woods ES	410-313-6859	5450 Blue Heron Lane, Columbia 21044
Bushy Park ES	410-313-5500	14601 Carrs Mill Road, Glenwood 21738
Centennial Lane ES	410-313-2800	3825 Centennial Lane, Ellicott City 21042
Clarksville ES	410-313-7050	12041 Clarksville Pike, Clarksville 21029
Clemens Crossing ES	410-313-6866	10320 Quarterstaff Road, Columbia 21044
Cradlerock ES	410-313-7610	6700 Cradlerock Way, Columbia 21045
Dayton Oaks ES	410-313-1571	4691 Ten Oaks Road, Dayton, MD 21036
Deep Run ES	410-313-5000	6925 Old Waterloo Road, Elkridge 21075
Ducketts Lane ES	410-313-5050	6501 Ducketts Lane, Elkridge, 21075
Elkridge ES	410-313-5006	7075 Montgomery Road, Elkridge 21075
Forest Ridge ES	410-880-5950	9550 Gorman Road, Laurel 20723
Fulton ES	410-880-5957	11600 Scaggsville Road, Fulton 20759
Gorman Crossing ES	410-880-5900	9999 Winter Sun Road, Laurel 20723
Guilford ES	410-880-5930	7335 Oakland Mills Road, Columbia 21046
Hammond ES	410-880-5890	8110 Aladdin Drive, Laurel 20723
Hollifield Station ES	410-313-2550	8701 Stonehouse Drive, Ellicott City 21043
Ilchester ES	410-313-2524	4981 Ilchester Road, Ellicott City 21043
Jeffers Hill ES	410-313-6872	6001 Tamar Drive, Columbia 21045
Laurel Woods ES	410-880-5960	9250 North Laurel Road, Laurel 20723
Lisbon ES	410-313-5506	15901 Frederick Road, Woodbine 21797
Longfellow ES	410-313-6879	5470 Hesperus Drive, Columbia 21044
Manor Woods ES	410-313-7165	11575 Frederick Road, Ellicott City 21042
Northfield ES	410-313-2806	9125 Northfield Road, Ellicott City 21042
Phelps Luck ES	410-313-6886	5370 Oldstone Court, Columbia 21045
Pointers Run ES	410-313-7142	6600 South Trotter Road, Clarksville 21029
Rockburn ES	410-313-5030	6145 Montgomery Road, Elkridge 21075
Running Brook ES	410-313-6893	5215 West Running Brook Road, Columbia 21044
St. John's Lane ES	410-313-2813	2960 St. John's Lane, Ellicott City 21042
Stevens Forest ES	410-313-6900	6045 Stevens Forest Road, Columbia 21045
Swansfield ES	410-313-6907	5610 Cedar Lane, Columbia 21044
Talbott Springs ES	410-313-6915	9550 Basket Ring Road, Columbia 21045
Thunder Hill ES	410-313-6922	9357 Mellenbrook Road, Columbia, MD 21045
Triadelphia Ridge ES	410-313-2560	13400 Triadelphia Road, Ellicott City 21042
Veterans ES	410-313-1700	4355 Montgomery Road, Ellicott City 21043
Waterloo ES	410-313-5014	5940 Waterloo Road, Columbia 21045
Waverly ES	410-313-2819	10220 Wetherburn Road, Ellicott City 21042
West Friendship ES	410-313-5512	12500 Frederick Road, West Friendship 21794
Worthington ES	410-313-2825	4570 Roundhill Road, Ellicott City 21043

## School Addresses and Phone Numbers - Middle Schools

Bonnie Branch MS	410-313-2580	4979 Ilchester Road, Ellicott City 21043
Burleigh Manor MS	410-313-2507	4200 Centennial Lane, Ellicott City 21042
Clarksville MS	410-313-7057	6535 South Trotter Road, Clarksville 21029
Dunloggin MS	410-313-2831	9129 Northfield Road, Ellicott City 21042
Elkridge Landing MS	410-313-5040	7085 Montgomery Road, Elkridge 21075
Ellicott Mills MS	410-313-2839	4445 Montgomery Road, Ellicott City 21043
Folly Quarter MS	410-313-1506	13500 Triadelphia Road, Ellicott City 21042
Glenwood MS	410-313-5520	2680 Route 97, Glenwood 21738
Hammond MS	410-880-5830	8100 Aladdin Drive, Laurel 20723
Harper's Choice MS	410-313-6929	5450 Beaverkill Road, Columbia 21044
Lake Elkhorn MS	410-313-7600	6680 Cradlerock Way, Columbia 21045
Lime Kiln MS	410-880-5988	11650 Scaggsville Road, Fulton 20759
Mayfield Woods MS	410-313-5022	7950 Red Barn Way, Elkridge 21075
Mount View MS	410-313-5545	12101 Woodford Drive, Marriottsville 21104
Murray Hill MS	410-880-5897	9989 Winter Sun Road, Laurel 20723
Oakland Mills MS	410-313-6937	9540 Kilimanjaro Road, Columbia 21045
Patapsco MS	410-313-2848	8885 Old Frederick Road, Ellicott City 21043
Patuxent Valley MS	410-880-5840	9151 Vollmerhausen Rd, Jessup 20794
Thomas Viaduct MS	410-313-8711	7000 Banbury Drive, Hanover 21076
Wilde Lake MS	410-313-6957	10481 Cross Fox Lane, Columbia 21044

## High Schools

Atholton HS	410-313-7065	6520 Freetown Road, Columbia 21044
Centennial HS	410-313-2856	4300 Centennial Lane, Ellicott City 21042
Glenelg HS	410-313-5528	14025 Burntwoods Road, Glenelg 21737
Hammond HS	410-313-7615	8800 Guilford Road, Columbia 21046
Howard HS	410-313-2867	8700 Old Annapolis Road, Ellicott City 21043
Long Reach HS	410-313-7117	6101 Old Dobbin Lane, Columbia, MD 21045
Marriotts Ridge HS	410-313-5568	12100 Woodford Drive, Marriottsville 21104
Mt. Hebron HS	410-313-2880	9440 Old Frederick Road, Ellicott City 21042
Oakland Mills HS	410-313-6945	9410 Kilimanjaro Road, Columbia 21045
Reservoir HS	410-888-8850	11550 Scaggsville Road, Fulton 20759
River Hill HS	410-313-7120	12101 Clarksville Pike, Clarksville, 21029
Wilde Lake HS	410-313-6965	5460 Trumpeter Rd, Columbia 21044

## Special Centers

Cedar Lane School	410-888-8800	11630 Scaggsville Road, Fulton, 20759
Homewood Center	410-313-7081	10914 Clarksville Pike, Ellicott City, 21042
ARL	410-313-6998	10920 Clarksville Pike, Ellicott City, 21042



## OPENING AND CLOSING TIMES

### Elementary Schools

Atholton ES	9:15 a.m. – 3:45 p.m.	Laurel Woods ES	9:00 a.m. – 3:30 p.m.
Bellows Spring ES	9:25 a.m. – 3:55 p.m.	Lisbon ES	8:40 a.m. – 3:10 p.m.
Bollman Bridge ES	8:35 a.m. – 3:05 p.m.	Longfellow ES	8:55 a.m. – 3:25 p.m.
Bryant Woods ES	8:45 a.m. – 3:15 p.m.	Manor Woods ES	8:45 a.m. – 3:15 p.m.
Bushy Park ES	9:20 a.m. – 3:50 p.m.	Northfield ES	8:40 a.m. – 3:10 p.m.
Centennial Lane ES	8:45 a.m. – 3:15 p.m.	Phelps Luck ES	8:55 a.m. – 3:20 p.m.
Clarksville ES	9:25 a.m. – 3:55 p.m.	Pointers Run ES	9:25 a.m. – 3:55 p.m.
Clemens Crossing ES	9:15 a.m. – 3:45 p.m.	Rockburn ES	8:50 a.m. – 3:20 p.m.
Cradlerock ES	8:15 a.m. – 2:45 p.m.	Running Brook	9:25 a.m. – 3:55 p.m.
Dayton Oaks ES	9:00 a.m. – 3:30 p.m.	St. John's Lane ES	8:45 a.m. – 3:15 p.m.
Deep Run ES	9:25 a.m. – 3:55 p.m.	Stevens Forest ES	9:00 a.m. – 3:30 p.m.
Ducketts Lane ES	8:50 a.m. – 3:20 p.m.	Swansfield ES	8:45 a.m. – 3:15 p.m.
Elkridge ES	9:25 a.m. – 3:55 p.m.	Talbott Springs ES	8:40 a.m. – 3:10 p.m.
Forest Ridge ES	9:15 a.m. – 3:45 p.m.	Thunder Hill ES	9:25 a.m. – 3:55 p.m.
Fulton ES	9:25 a.m. – 3:55 p.m.	Triadelphia Ridge ES	8:55 a.m. – 3:25 p.m.
Gorman Crossing ES	9:25 a.m. – 3:55 p.m.	Veterans ES	9:25 a.m. – 3:55 p.m.
Guilford ES	9:25 a.m. – 3:55 p.m.	Waterloo ES	9:25 a.m. – 3:55 p.m.
Hammond ES	9:00 a.m. – 3:30 p.m.	Waverly ES	9:15 a.m. – 3:45 p.m.
Hollifield Station ES	8:45 a.m. – 3:15 p.m.	West Friendship ES	9:15 a.m. – 3:45 p.m.
Ilchester ES	9:25 a.m. – 3:55 p.m.	Worthington ES	9:25 a.m. – 3:55 p.m.
Jeffers Hill ES	9:00 a.m. – 3:30 p.m.		

### Middle Schools

Bonnie Branch MS	8:10 a.m. – 2:55 p.m.	Lake Elkhorn MS	8:00 a.m. – 2:45 p.m.
Burleigh Manor MS	8:00 a.m. – 2:45 p.m.	Lime Kiln MS	8:25 a.m. – 3:10 p.m.
Clarksville MS	8:25 a.m. – 3:10 p.m.	Mayfield Woods MS	8:00 a.m. – 2:45 p.m.
Dunloggin MS	7:40 a.m. – 2:25 p.m.	Mt. View MS	7:40 a.m. – 2:25 p.m.
Elkridge Landing MS	8:00 a.m. – 2:45 p.m.	Murray Hill MS	8:25 a.m. – 3:10 p.m.
Ellicott Mills MS	8:25 a.m. – 3:10 p.m.	Oakland Mills MS	7:55 a.m. – 2:40 p.m.
Folly Quarter MS	7:40 a.m. – 2:25 p.m.	Patapsco MS	8:05 a.m. – 2:50 p.m.
Glenwood MS	7:40 a.m. – 2:25 p.m.	Patuxent Valley MS	7:40 a.m. – 2:25 p.m.
Hammond MS	8:05 a.m. – 2:50 p.m.	Thomas Viaduct MS	8:10 a.m. – 2:55 p.m.
Harper's Choice MS	8:05 a.m. – 2:50 p.m.	Wilde Lake MS	8:00 a.m. – 2:45 p.m.

### High Schools

All High Schools 7:25 am – 2:10 pm

### Special Centers

Cedar Lane School 7:55 a.m. – 2:25 p.m.  
Homewood 7:25 a.m. – 2:10 p.m.  
ARL 7:55 a.m. – 2:25 p.m.

## School Emergency Closing Information Sources

In times of emergencies/school closings, information will be shared with the community through the following:

- HCPSS homepage – [www.hcpss.org](http://www.hcpss.org)
- HCPSS News email and text message alerts – <http://www.hcpss.org/hcpss-news/>
- HCPSS Information Hotline – 410-313-6666
- Twitter – @hcpss
- Facebook – Howard County Public School System
- HCPSS cable TV – Comcast 95/Verizon 42

If HCPSS open two hours late, there is no morning, half-day prekindergarten/RECC.

If it is necessary to open schools late or close schools early due to inclement weather conditions, Substitute Teachers will observe the same arrival/dismissal schedule as students or until dismissed by the building administrator. Substitute Teachers will be paid for the time they were originally scheduled to work.

When schools are cancelled prior to the start of school, Substitute Teachers are not expected to report to their assignment and will not be paid for the assignment time.

Assignments will be cancelled or times updated in *SmartFindExpress* as soon as possible by the Office of Temporary Services or the school.

### HCPSS Calendar

The HCPSS Calendar can be accessed in print friendly and web based versions at <http://www.hcpss.org/calendar/>

In addition to full and abridged print friendly versions, links are provided for Google and iCal to interface with your smart devices.



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • [www.hcpss.org](http://www.hcpss.org)

## Substitute Teacher

### DESCRIPTION

Under the supervision of the School Administration, the Substitute Teacher instructs students during the absence of a regular teacher. Substitute Teachers are expected to maintain a professional attitude toward their work and support the mission and goals of the school system.

### ESSENTIAL JOB FUNCTIONS

- Follows the lesson plan(s) left by the teacher and ensure students complete all assigned tasks
- Maintains a safe environment
- Uses appropriate language at all times
- Uses materials provided by the teacher or other school personnel
- Avoids engaging in or encouraging discussions of inappropriate or non-school related topics
- Becomes familiar with emergency procedures
- Notifies school administration of any unusual incidents which have occurred during the school day
- Leaves information for the teacher concerning the day's activities
- Reports suspected child abuse/neglect per Howard County Public School System policy
- Other duties as assigned.

### REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to communicate effectively with students and staff
- Ability to continue the educational program in the absence of the regular teacher
- Ability to manage student behavior in a positive manner

### MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

High school diploma or GED and completion of a minimum of 60 college credits. Bachelor's degree preferred.

*Equal opportunity employer*

## Substitute Teacher Pay Schedule 2015-2016

Pay Period Begin Date	Pay Period End Date	Check Date
7/1/2015	7/8/2015	7/17/2015
7/9/2015	7/22/2015	7/31/2015
7/23/2015	8/5/2015	8/14/2015
8/6/2015	8/19/2015	8/28/2015
8/20/2015	9/2/2015	9/11/2015
9/3/2015	9/16/2015	9/25/2015
9/17/2015	9/30/2015	10/9/2015
10/1/2015	10/14/2015	10/23/2015
10/15/2015	10/28/2015	11/6/2015
10/29/2015	11/11/2015	11/20/2015
11/12/2015	11/25/2015	12/4/2015
11/26/2015	12/9/2015	12/18/2015
12/10/2015	12/23/2015	12/31/2015
12/24/2015	1/6/2016	1/15/2016
1/7/2016	1/20/2016	1/29/2016
1/21/2016	2/3/2016	2/12/2016
2/4/2016	2/17/2016	2/26/2016
2/18/2016	3/2/2016	3/11/2016
3/3/2016	3/16/2016	3/24/2016
3/17/2016	3/30/2016	4/8/2016
3/31/2016	4/13/2016	4/22/2016
4/14/2016	4/27/2016	5/6/2016
4/28/2016	5/11/2016	5/20/2016
5/12/2016	5/25/2016	6/3/2016
5/26/2016	6/8/2016	6/17/2016
6/9/2016	6/22/2016	7/1/2016
6/23/2016	7/6/2016	7/15/2016
7/7/2016	7/20/2016	7/29/2016

# SUBSTITUTE EMPLOYEE PROFILE

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE PRINT:**

(Last)

(First)

(MI)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SSN: \_\_\_\_\_ DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Days available: \_\_\_\_\_ All \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

If you are interested in a long term assignment, please check here.

Place an "X" in the box next to subjects you prefer to teach:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alternative Ed.        | <input type="checkbox"/> Elem. Title I Res. Tch. | <input type="checkbox"/> Music               |
| <input type="checkbox"/> Art                    | <input type="checkbox"/> English                 | <input type="checkbox"/> Physical Education  |
| <input type="checkbox"/> Business               | <input type="checkbox"/> ESOL                    | <input type="checkbox"/> Pre-Kindergarten    |
| <input type="checkbox"/> Career Prog./Vo. Tech. | <input type="checkbox"/> Foreign Language        | <input type="checkbox"/> Reading             |
| <input type="checkbox"/> Computer Sci.          | <input type="checkbox"/> G/T                     | <input type="checkbox"/> Science             |
| <input type="checkbox"/> Dance                  | <input type="checkbox"/> Health                  | <input type="checkbox"/> Secondary Female PE |
| <input type="checkbox"/> Drama                  | <input type="checkbox"/> Home Econ. (FACS)       | <input type="checkbox"/> Secondary Male PE   |
| <input type="checkbox"/> Elementary 1-5         | <input type="checkbox"/> Kindergarten            | <input type="checkbox"/> Social Studies      |
| <input type="checkbox"/> Elementary Phys. Ed.   | <input type="checkbox"/> Mathematics             | <input type="checkbox"/> Special Education   |
| <input type="checkbox"/> Elementary Tech.       | <input type="checkbox"/> Media                   | <input type="checkbox"/> Technical Education |

Using the list of schools on the reverse side of this form, please circle your work location preferences.

**SCHOOLS**  
**PLEASE CIRCLE SCHOOL PREFERENCES**

**Elementary Schools**

Atholton  
Bellows Spring  
Bollman Bridge  
Bryant Woods  
Bushy Park  
Centennial Lane  
Clarksville  
Clemens Crossing  
Cradlerock  
Dayton Oaks  
Deep Run  
Elkridge  
Forest Ridge  
Fulton  
Gorman Crossing  
Guilford  
Hammond  
Hollifield Station  
Ilchester  
Jeffers Hill  
Laurel Woods  
Lisbon  
Longfellow  
Manor Woods  
Northfield  
Phelps Luck  
Pointers Run  
Rockburn  
Running Brook  
St. Johns Lane  
Stevens Forest  
Swansfield  
Talbott Springs  
Thunder Hill  
Triadelphia Ridge  
Veterans  
Waterloo  
Waverly  
West Friendship  
Worthington

**Middle Schools**

Bonnie Branch  
Burleigh Manor  
Clarksville  
Dunloggin  
Elkridge Landing  
Ellicott Mills  
Folly Quarter  
Glenwood  
Hammond  
Harper's Choice  
Lake Elkhorn (formerly Cradlerock)  
Lime Kiln  
Mayfield Woods  
Mt. View  
Murray Hill  
Oakland Mills  
Patapsco  
Patuxent Valley  
Wilde Lake

**High Schools**

Atholton  
Centennial  
Glenelg  
Hammond  
Howard  
Long Reach  
Marriotts Ridge  
Mt. Hebron  
Oakland Mills  
Reservoir  
River Hill  
Wilde Lake

**Special Schools**

Applied Research Lab  
Cedar Lane School  
Homewood

# Sub-Sational Ideas

## Check List

### Preparing for your assignment:

- Dress neatly and appropriately for the assignment.
- If possible, arrive at least 20 minutes prior to the beginning of school.
- Be sure to take along your sense of humor and your Super-Sub Pack. (See next page.)

### Prior to entering the class:

- Report to the main office to sign-in.
- Ask about student passes, playground rules, bus duty, and lunch procedures.
- Ask if there are any special duties associated with the regular employee's assignment.
- Find out how to refer a student to the office.
- Look for fire alarm and know drill directions.
- Check on location of gloves for exposure incidents and/or additional protective devices.
- See if any child has medical concerns.
- Find out how to report absences and tardiness.
- Find the location of restrooms, employees' lounge, and health clinic.
- Ask the names of the teachers on both sides of your classroom and, if possible, introduce yourself to them.

### In the classroom:

- Enter the classroom with confidence. The first impression will take you a long way.
- Check for the exit map located by the door and for the emergency call button.
- Locate lesson plans. If you cannot find them, check with another teacher or the office staff.
- Write your name on the board and introduce yourself.
- Review lesson plans and follow as closely as possible.
- If audio or visual equipment is needed, make sure it is in the classroom and working properly.
- If money is to be collected, record the amount, the name of the pupil, and the purpose for the collection on a sheet to be turned in to the office at the end of the school day.
- Check to see if all the books, handouts, and paper are close at hand or in the classroom.
- Check the seating chart.

### End of day:

- Remind students of homework. Have students clean their desks and the area around their desks.
- Leave desk, books, and room in good order.
- Be sure to leave a note for the teacher giving details for the day.
- Return keys and any teacher materials.
- Turn in any money collected. Fill out paperwork for payment and turn in with other materials.
- Check for next day assignments, if applicable.

## Super Sub Pack

There will be situations when the teacher, for some reason, cannot leave lesson plans, when the plans left are impossible to decipher in the time provided, or too short for the time available. These situations leave you with the dilemma of having to fill that time with manageable and worthwhile activities on your own. Every good Substitute Teacher should have some tried and true activities. The following items listed below can help you create your own "Super Sub Pack."

- ***The Substitute Teacher Handbook (STEDI)***
- A package of colored markers or pencils
- Several ball-point pens (red, blue, black)
- Pencils
- A roll of tape
- A pair of scissors
- A needle and small spools of dark and light thread, plus a safety pin or two
- A coffee cup and perhaps a tea bag or hot chocolate packet or two
- A few favorite picture books
- A number cube for games
- Several post-it notes
- Name tags
- 5 x 8 cards
- Non-food item rewards
- Stickers

## Suggested Activities for Use By Substitute Teachers

A Substitute Teacher may use learning activities when regular classroom plans change. Planning for these activities should allow for various levels of difficulty according to the needs of the students. As a Substitute Teacher, you can use your creativity and imagination to meet the student's program requirements.

Writing Activities:

Choose a word, name of the school, a month, names in the news, a day, or a season and see how many words students can make from that word.

Choose an item (a seashell, a pencil, a football, a flower, etc.) and ask the students to write:

- A paragraph describing the item
- Directions for the use of the item
- Directions where the item is hidden in the room
- Fantasy stories from the item's point of view



## Helpful Websites for Substitute Teachers

[www.stedi.org](http://www.stedi.org)

[www.pbis.org](http://www.pbis.org) (Positive Behavioral Intervention System)

[www.puzzlemaker.school.discovery.com/](http://www.puzzlemaker.school.discovery.com/) (generate customized puzzles online)

[www.edhelper.com](http://www.edhelper.com) (reading comprehension, vocabulary, geography and other lessons)

[www.lessonplanspage.com](http://www.lessonplanspage.com) (more than 2,500 free lesson plans available by subject or specific topics)

[www.mathworld.wolfram.com](http://www.mathworld.wolfram.com) (detailed materials on algebra, calculus, probability and more)

[www.educationworld.com/preservice/classroom/substitute.shtml](http://www.educationworld.com/preservice/classroom/substitute.shtml) (tips and resources for substitute teachers)

[www.teachone.tripod.com](http://www.teachone.tripod.com) (links to sites for new teachers and substitutes)

[www.substituteteachermagazine.com](http://www.substituteteachermagazine.com)

[www.supersubstituteteachers.com](http://www.supersubstituteteachers.com)

[www.substituteteachingatoz.com/resources.html](http://www.substituteteachingatoz.com/resources.html)

[www.interventioncentral.com](http://www.interventioncentral.com)

