



# SUBSTITUTE TEACHER GUIDELINES & RESPONSIBILITIES

## WELCOME

Welcome to the Sioux Falls School District (District). Your efforts and services as a substitute teacher are needed and appreciated. Your services are critical to maintaining the educational progress of students and helping the District fulfill its mission of educating and preparing each student to succeed in a changing world.

## ID BADGES

All substitutes are issued and **are required to wear** a District ID badge. Badges are to be worn in a visible manner when on District property. You will not be allowed to substitute if you do not have your ID badge with you when you arrive at your assignment. **This is required to comply with the District's Safe and Secure Schools Program.**

A lost ID badge must be reported immediately to the Building Clerical or the Human Resources Department at 367-7660. One replacement badge is provided for staff, if necessary. For additional replacement badges you will be required to pay \$5.00 and will not be allowed to substitute until you have secured a replacement badge.

## CHANGES TO PERSONAL INFORMATION

Please notify Human Resources at 367-7660 or email Rhonda Iddings at [rhonda.iddings@k12.sd.us](mailto:rhonda.iddings@k12.sd.us) of any change in your address, email address or telephone number.

## COMPENSATION

Substitute teachers earn \$100 per day.

Long-Term Substitutes, working for the same classroom teacher in a position that requires planning for, implementing, and evaluating instruction, grading, parental communication, etc, for 30+ consecutive days, earn \$137.50 per day. In most cases, the Long-Term substitute teacher must possess at least a bachelor's degree in education. Principals must submit Personnel Action Forms to the Human Resources Department recommending long-term substitute payment, subject to review by the Human Resources Department and School Board approval.

## DUTY DAY

Substitute assignments are for either a full day or half day. **Substitutes may be expected to work any/all duties within the work day without extra compensation so long as the substitute receives no less than a 20 minute duty free lunch during a full day assignment. Substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.**

**Substitutes are expected to use the entire scheduled time in service to the District. Except for long-term assignments, substitutes are not entitled to a planning period and substitutes may be assigned other duties during these periods. If no assignment is made when the substitute checks in at the beginning of the day, the substitute should report to the school office during the planning period for an assignment.**

School start times vary by building. Please listen to SEMS/SmartFind Express or check the SEMS website to read additional information and for the exact start time of the job.

Half day assignments generally end after four (4) hours of substitute duty. If the shift goes beyond four hours and fifteen minutes, please refer to the building or program Administrator for further instruction.

For full day assignments, you may leave 15 minutes after the students are dismissed if all necessary tasks, corrections, notes for the teacher, evaluation, etc. are completed. It is the substitute's responsibility to learn the student dismissal time for each school by inquiring with the school office upon duty check in. If this work has not been completed, substitutes may leave after fulfilling the assigned four (4) or eight (8) hour shift.

### **PREPARATION**

Note the following when you accept an assignment from SEMS/SmartFind Express:

- a. Name of teacher for whom you will substitute
- b. Name and location of school
- c. Time classes begin
- d. Lesson plans or notes left by the teacher

When you arrive at the school, please obtain the following information from the school office:

- a. Person whom you can call upon for assistance
- b. Any special duties you will have

### **KEY CARDS/INTRUDER KEYS**

When you report to the assigned building each day, in exchange for your personal keys, you will be provided with an intruder key for emergency situations and, if applicable, any necessary access cards. At the end of the day when you return the key access card and/or intruder key, your personal keys will be returned to you. Please let Rhonda Iddings at [rhonda.iddings@k12.sd.us](mailto:rhonda.iddings@k12.sd.us) know if this request is not occurring.

### **CELL PHONE USAGE**

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. When you check in for an assigned shift, you will be asked to provide your cell phone number which may be needed during a building

emergency. **This is required to comply with the District's Safe and Secure Schools Program.**

### **DRESS CODE**

While the District does not have a District-wide dress code, substitutes are hired as professionals and expected to dress as a professional (e.g. business casual (no blue jeans)). Each building or program administrator may have special days on which a more relaxed dress code may be in effect (e.g., school spirit days). Please check with the assigned building for any specific dress code expectations.

### **EMAIL**

Substitutes on long-term assignments will be issued a District email account. Substitutes working an average of two (2) or more days per week may, upon request, be issued a District email account.

### **INTERNET ACCESS**

Substitutes on long-term assignments will be provided District's network and internet access. Substitutes working an average of two (2) or more days per week may be provided with this same access upon request to and approval by the building or program administrator.

### **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

In the regular teacher's absence, you are the teacher. It is your responsibility to move the learning process forward and maintain continuity in instruction. As a substitute teacher you are charged with the welfare of the children. It is expected that the substitute will maintain good order wherever assigned and will create classroom conditions conducive to a good learning situation.

As a qualified substitute teacher, you have the responsibility to adhere at all times to the same high standards of conduct and professionalism expected of all teachers.

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, parents, teacher, principal) which might be gained while substituting. Individuals seeking information about a child or who come to the classroom asking that a child be released from school must be directed to the office. Children are not to be released from the classroom without official notice from the principal's office.

The roles of a substitute teacher are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. A substitute teacher has the same responsibilities and the same duties as the regular teacher, including bus duty and playground supervision. Substitute teachers should, as far as possible, follow any lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations. Discipline should be maintained and students are to be held accountable for their work,

classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. If discipline problems arise, the principal must be notified.

### SUMMARY

- ✓ Report to the school office at the designated starting time for that building. The work day times for professional staff are given in the assignment information contained in SEMS/SmartFind Express.
- ✓ Leave a brief report for the teacher of materials covered and work completed.
- ✓ Report any accidents or unusual discipline problems to the principal.
- ✓ Leave the room in good order.

### WORKERS COMPENSATION

All injuries occurring during an assigned shift are to be immediately reported to the building or program administrator. In addition, please report to office and either the school nurse or building clerical will connect you with the RAS Event Notification Center and you are to follow the instructions provided by the RAS Event Notification Center. After connecting with the RAS Event Notification Center, complete the Incident Report Form and provide it to the building clerical staff. In emergency situations, 911 will be contacted.

### LESSON PLANS/CLASSROOM INFORMATION

You can expect that the classroom teacher has prepared and left sufficient lesson plans to carry you through your assignment.

Teachers will attach lesson plans and documents in their absence request and will be available on SEMS/SmartFind Express. In addition, either a paper or electronic substitute folder will be available when you arrive at the building.

Upon checking in at the office, a substitute without a District email account will be provided with a user ID and password to log into the network/computer. This password will allow a substitute to access the SmartBoard as well as a teacher's electronic sub folder. ***A substitute should never change the login password. If you have a question or difficulties regarding the password, contact the office.***

Your preparation consists of arriving at the school early enough to prepare before classes begin. If you find that the instructions left for you are inadequate, you should immediately inform the building principal.

The regular classroom teacher should supply the following for the substitute:

- ❖ Class lists (according to reading/math groups and/or various classes and/or

homeroom)

- ❖ Daily schedule
- ❖ Individual student schedules for student mobility (i.e. library, speech, resource room)
- ❖ Emergency management procedures including fire drills, tornado drills, and teacher responsibilities under code yellow or red from the Emergency Management Procedures document.
- ❖ Up to date seating charts with comments regarding student leaders for classroom assistance and students of special situations (including learning disability, physical defects and behavioral problems).
- ❖ Any additional responsibilities of the individual teacher (i.e. grading and distribution of papers, supervision duties, breaks and special disciplinary measures).
- ❖ Contingency lesson plan (when a lesson plan cannot be followed).
- ❖ Building characteristics, including student behavior and expectations, location of lunchroom and lounge, restroom, audio/video equipment and other educational technology, and guidelines for lunch duty and hall patrol.

If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact the building principal as soon as possible.

Thursday	<input checked="" type="checkbox"/>	08:00 AM	04:00 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	04:00 PM

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**Substitute**

Specify a Substitute? ID:  [Name Lookup](#)

**PRE-ARRANGED?**

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?:  Yes  No

Substitute Instructions:  (Maximum Characters=1000)

File Attachments:   (Maximum file size=512K)

## SUBSTITUTE TEACHER DROPBOX -SUBSTITUTE GUIDE-

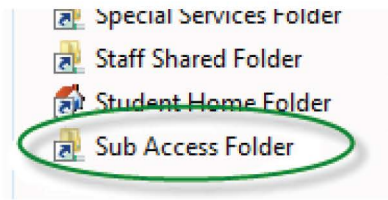
This is the process *substitute teachers* will follow to access the Substitute Teacher Dropbox folder. The Dropbox folder contains electronic files that teachers leave for their substitute teacher(s) to utilize.

1. Upon checking in at the office, a substitute without a District email account will be provided with a user ID and password to log into the network/computer. **(Important: The substitute should never change the login password. If you have a question regarding the password, contact the office.)**

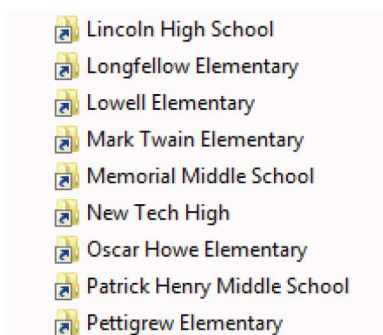
2. This password will allow the substitute to log into the network/computer/SmartBoard.
3. Double click on the **Shortcuts** folder that is located on the desktop.



4. Double click on either the **Windows XP** or **Windows 7** folder > double click the **Teacher Software** folder > double click **Sub Access Folder**.



5. Double click the appropriate school folder (ex. Memorial Middle School) and then navigate to the appropriate classroom folder and double click it to open its contents.



6. Once finished with the file(s), click the **X** in the upper right corner to close the document(s) and/or window(s).

## **CLASSROOM ETHICS**

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the Sioux Falls School District.

**Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students.**

## **END OF DAY REPORT**

It is essential that the regular teacher be fully aware of classroom activity during your assignment.

It is the substitute's responsibility to collect all assigned written work. You should leave a report on attendance for the teacher as well as with the attendance secretary. A written report on what the students accomplished, how the class responded and any problems you encountered should be left for the teacher. If you were not provided with adequate plans, work materials or anything else needed, you should report this fact to the classroom teacher and the principal. If you were not able to follow lesson plans, if an assignment could not be completed or if you had to rearrange schedules, leave a note explaining why.

Substitutes will be required to complete the Substitute Report Form at the end of each assignment.

## **ACTIVE SUBSTITUTE STATUS REQUIREMENT**

To maintain an experienced and well-trained substitute staff pool, the Human Resource Department requires all substitutes to work a minimum of eight (8) days during the school year. Substitutes who do not work a minimum of eight (8) days during a school year will be required to reapply for the next school year. This minimum working requirement does not apply to retirees of the Sioux Falls School District.

## **COMPLAINTS/REMOVAL FROM ACTIVE SUBSTITUTE LIST**

**Substitute teachers are at-will employees and may be removed from the Active Substitute List at any time and for any reason and without notice.**

**An occurrence of the following behaviors may result in immediate removal from the Active Substitute List. This list is not exhaustive and other conduct/behavior may also result in immediate removal.**

- ❖ Using profanity in the presence of students;
- ❖ Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom;
- ❖ Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- ❖ Using alcohol or unlawful drugs on school premises;
- ❖ Insubordination;
- ❖ Violation of school rules/regulations;
- ❖ Refusal to follow instructions and or lesson plans left by the classroom teacher.

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion.

If a complaint/concern is less serious, the substitute may be asked to come in for a

conference. At this conference, the nature of the complaint will be discussed and appropriate action will be taken.

An individual school can request that a substitute teacher be restricted from substituting at that school. Such requests will be honored if the school has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. If several schools request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion.

**If a substitute believes information regarding his/her performance or behavior is inaccurate, the substitute may contact Human Resources to discuss the situation. However, once a substitute has been removed from the Active Substitute List, reinstatement will be made only upon the recommendation of the Superintendent or designee. The decision of the Superintendent or designee is final.**

## **PROFESSIONAL GROWTH**

The District uses the *SubSkills* training program. This is an 8 to 10 hour course that includes videos, examples and strategy downloads, covering the following topics:

- Classroom Management
- Teaching Strategies
- SubPack (a kit that all subs should carry with them)
- “The Professional Substitute Teacher”
- Special Education
- Fill-in Activities

The District has three tracks for *SubSkills* training:

Track A: All newly hired substitute teacher candidates with a bachelor’s degree in a field other than education must complete the *SubSkills* training within the first **two** (2) months of employment. The substitute teacher must successfully complete the assessment and receive a SubDiploma within that **two** (2) month period and must provide a copy of the SubDiploma to the District. If the substitute teacher does not successfully complete the training within the allotted time, the substitute will not be eligible for substitute assignments.

Track B: The District selects and funds *Subskills* training for 50 current substitute teachers. The substitute teachers are selected by lottery from a pool of the most utilized or requested substitute staff. The substitute teacher, upon successful completion of the *SubSkills* assessment and upon providing a copy of the SubDiploma to the District, will be placed on a priority calling list to ensure he or she is provided first and greater opportunities for substitute assignments within the District.



Track C: A newly hired substitute teacher with a bachelor's degree in education or an existing substitute teacher not selected as a Track B participant, may complete *SubSkills* training at his or her own expense. Upon successful completion of the *SubSkills* assessment and upon providing a copy of the SubDiploma to the District, the substitute teacher will be placed on a priority call listing, providing there is not a "do not use" designation on his or her profile.

Once registering on the STEDI.org site, substitute teachers have free access to resource materials, blogs, newsletters, and forums to support successful substitute teaching for a year.

Annually the District will provide on-site professional growth opportunities for substitutes. These in-service programs are provided at no cost to the substitute. Attendance is voluntary unless otherwise indicated. Substitutes are not paid for participating in voluntary in-service except in the case of long-term substitutes who work/participate in regular staff development days in place of the regular classroom teacher.

All substitute teachers are required to participate in the District's mandatory safety training session each year. Substitutes will be given advance notice of when this mandatory in-service will be held and will be compensated for participation in the mandatory in-service session.

### **INFORMATION FOR SUBSTITUTE STAFF**

Information important for substitute staff will be posted periodically at [www.sf.k12.sd.us/employment/substitute-employee-information](http://www.sf.k12.sd.us/employment/substitute-employee-information) Please check this site often for updates concerning training, policies, substitute resources, District events, etc.



# CLASSROOM ENERGY GUIDELINES:



## What to do while in your classroom:

- **Close your door to keep warm/cool air in.**
- **Turn off your monitor when not in use.**
- **Turn off your Smart Board Projector and any other Audio-Visual equipment when not in use.**

## What to do when out of your classroom:

- **Turn off your lights.**
- **Turn off your monitor.**
- **Turn off your Smart Board Projector and any other Audio-Visual equipment.**
- **Close your door to keep warm/cool air in.**

## What to do when you leave for the day:

- **Turn off your lights.**
- **Turn off your computer and monitor.**
- **Turn off your Smart Board Projector and any other Audio-Visual equipment.**
- **Close your blinds/shades.**
- **Close your door to keep warm/cool air in.**