



**The**

**Substitute  
Teacher  
Orientation  
Handbook**



# **Baltimore County Public Schools (BCPS) Substitute Teacher Orientation Agenda**

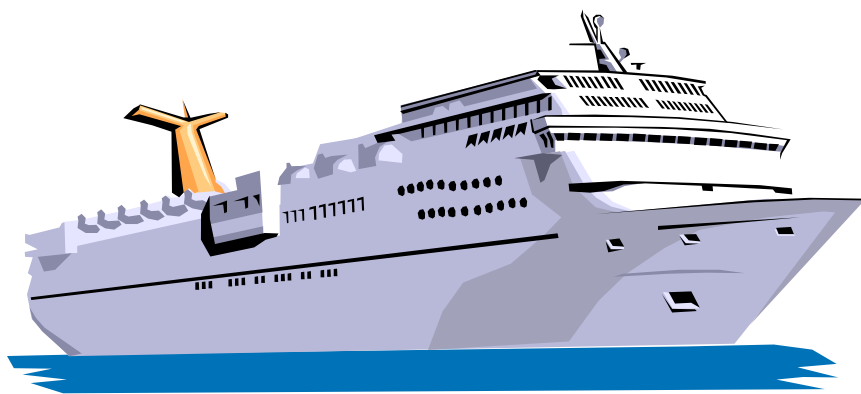
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# Introduction

Welcome to Baltimore County Public Schools.

For the past several years, Baltimore County Public Schools (BCPS) have achieved what all school systems strive for, consistent progress in raising student achievement. To continue our success, it is important that BCPS has the support and dedication of everyone.

Nationwide statistics show that by the time a student graduates from high school, that student will have spent the equivalent of a full year being taught by a substitute teacher. Your services as a substitute teacher provide schools with the opportunity to continue a quality educational program in the absence of the regular classroom teacher. As a vital member of the school's educational team, you are responsible for ensuring sustained student achievement and maintaining a safe and orderly environment for the students. BCPS is confident you will provide your best efforts in meeting these expectations. To further assist substitute teachers in their efforts, *The Substitute Teacher Orientation Handbook* has been prepared by the Office of Temporary Services.



*The Substitute Teacher Orientation Handbook* was developed to consolidate reference information and provide guidelines for the day-to-day expectations of substitute teachers. The handbook includes policies and regulations from the State of Maryland and Baltimore County Public Schools, career opportunities, training resources, payroll information, important numbers, Web sites, benefits, SmartFindExpress quick reference material, and substitute teacher guidelines. Please take the time to read through this substitute teacher orientation handbook. It is designed to equip you with the information needed in order to provide continuity to the instructional program when teachers are away from the classroom.

Thank you for your commitment to the students of Baltimore County Public Schools and best wishes for success in all your endeavors within the school system. Any questions about this handbook, SmartFindExpress, or substitute teacher employment can be directed to the Office of Temporary Services at (410) 887-8954 or by email at [oftempservices@bcps.org](mailto:oftempservices@bcps.org).



S. Dallas Dance, Ph.D.

# Blueprint 2.0

**Quality Policy:** Baltimore County Public Schools will provide the highest quality Human Resources, Technology, and Purchasing services to continually improve all schools by being held accountable for meeting performance standards, and by creating and sustaining a culture of deliberate excellence for every student, every school, and every community.

Visit the BCPS Web site at <http://www.bcps.org/blueprint> for additional information on **Blueprint 2.0: Our Way Forward**.

## Our Vision

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining, and investing in a culture of deliberate excellence for every student, every school, and every community.

## Our Purpose

Baltimore County Public Schools will provide for every student the highest quality, 21<sup>st</sup> century education in a safe, secure, and positive environment conducive to high levels of teaching, learning, and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.

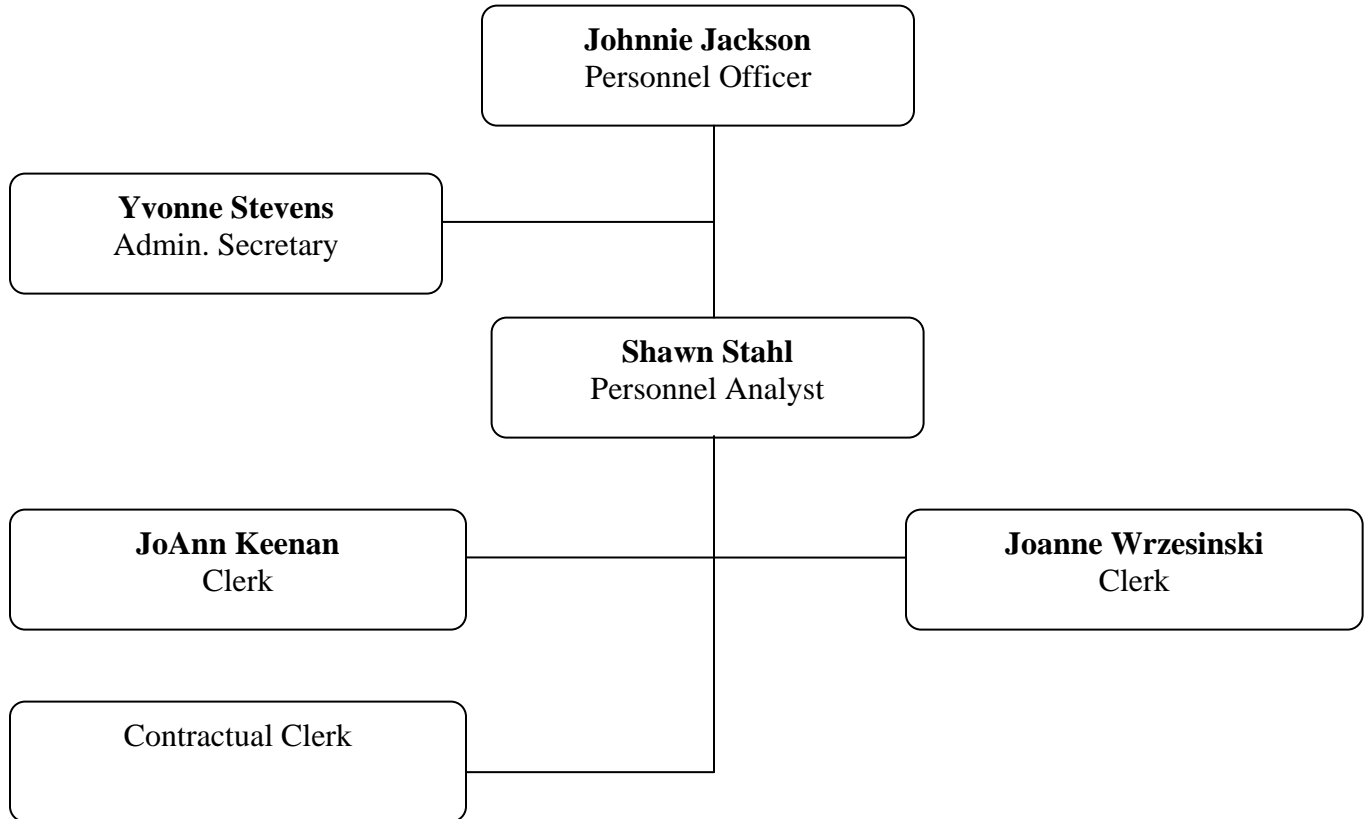
## Our Goals

- **Academics:** Every student will experience high academic achievement and continuous growth by participating in a rigorous instructional program designed to raise the academic bar and close achievement gaps so that every student will become a globally competitive citizen in a culturally diverse world.
- **Safety:** Every school and office will be safe and secure, promote individual wellbeing, and provide positive, respectful, and caring environments for teaching, learning, and working.
- **Communication:** Every stakeholder will experience clear, timely, honest, transparent, and widely available communication about system initiatives and activities that engages them in building a culture of trust through action and establishes BCPS as a world-class school system.
- **Organizational Effectiveness:** Baltimore County Public Schools will maximize organizational efficiency and effectiveness by engaging in strategic efforts that employ rigorous, relevant, and reasonable performance standards that provide for all employees' professional growth and shared accountability for student, school, and organizational performance.

## Our Core Values

- Learning is our core purpose.
- Effective teaching is the most essential factor in student learning.
- Effective leaders support learning and optimum performance at all levels.
- BCPS is committed to doing whatever it takes to ensure that every student learns and succeeds, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability.
- Every student will be successful when provided high expectations and sufficient, appropriate supports.
- Organizational development is essential to BCPS becoming a world-class school system.
- Trusting relationships and commitment to our core values will foster learning at all levels.
- Students, parents, employees, community members, and all BCPS stakeholders comprise Team BCPS.
- Every member of Team BCPS has value and makes important contributions towards BCPS becoming a world-class school system.
- Positive and productive relationships among all members of Team BCPS are built through meaningful communications and engagement.
- All members of Team BCPS are partners in creating, sustaining, and investing in a culture of deliberate excellence and are vital to our success.

# Department of Human Resources Office of Temporary Services



**6901 Charles Street, Bldg. B**

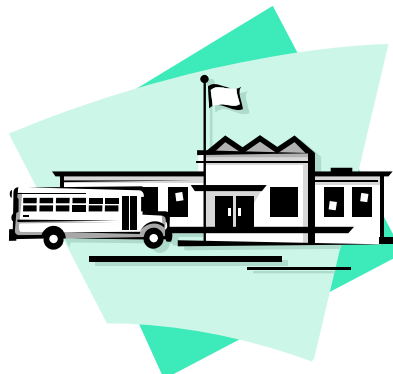
**Towson, MD 21204**

**Phone: (410) 887-8954**

**Fax: (410) 296-1451**

**Email: [oftempservices@bcps.org](mailto:oftempservices@bcps.org)**

**[www.bcps.org/offices/personnel/temporary\\_services/](http://www.bcps.org/offices/personnel/temporary_services/)**



# Policies and Regulations of the State of Maryland and Baltimore County Public Schools



The *Manual of Policies and Regulations* contains all policies adopted by the Board of Education and rules issued by the Superintendent of Schools. These policy statements are visions, goals, principles, and/or positions of the Board of Education to guide and direct the Superintendent of Schools and all Baltimore County Public School employees. It is the responsibility of the substitute teacher to follow all the policies and rules adopted by the Board of Education and enacted by the Superintendent.

Copies of the policies below have been provided. A complete *Manual of Policies and Regulations* is available at each school building and can be accessed by logging onto [www.bcps.org/system/policies\\_rules/](http://www.bcps.org/system/policies_rules/).

## Equal Employment Opportunity: Policy 4001 and Sexual Harassment: Policy/Rule 4102



- The Board of Education of Baltimore County is committed to maintaining a diverse workforce and a work environment that fosters sensitivity and respect for the diversity of all individuals.
- The Board prohibits discrimination based on age, color, disability, gender, marital status, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other characteristic in its educational programs, services, or employment in any manner as provided in federal, state, and local laws.
- BCPS is committed to maintaining an educational and working environment which is free of discrimination, harassment, and sexual harassment for all students and employees.
- It is the responsibility of the employee that is a victim, employees that are not direct victims but are offended by the conduct, an administrator or supervisor who received a complaint against an employee to report allegations of discrimination, harassment or sexual harassment to his/her supervisor or to the EEO Officer.
- Retaliation against an individual who has made a complaint or participated in an investigation or other proceeding involving discrimination, harassment, or sexual harassment is strictly prohibited. Complaints of retaliation should be reported to the EEO Officer.

## Equity and Cultural Proficiency - Education That is Multicultural: State Regulation (COMAR 13A.04.05)

- Baltimore County Public Schools implements a State Regulation, which requires all local school systems to infuse Education That Is Multicultural into instruction, curriculum, staff development, instructional resources, and school climate.

- Education That is Multicultural is defined as “a continuous, integrated, multidisciplinary process for educating all students about diversity and commonality. Diversity factors include, but are not limited to, race, ethnicity, region, religion, gender, language, socioeconomic status, age, and individuals with disabilities. Education That is Multicultural prepares students to live, interact, and work creatively in an interdependent global society by focusing on mutual appreciation and respect. It is a process which is complemented by community and parent involvement in support of multicultural initiatives.”
- Additional information can be found on the Office of Equity and Cultural Proficiency Web site at [www.bcps.org/offices/oea/](http://www.bcps.org/offices/oea/).

## Employee Conduct and Responsibility: Policy/Rule 4100



- Employees should conduct themselves in accordance with standards of behavior that reflect the educational goals of BCPS.
- Every employee must model ethical behavior, exhibit a strong work ethic, work productively, perform his/her duties in a professional manner, and maintain a standard of dress and personal appearance.
- Any employee who is criminally charged or investigated for a crime may be subject to disciplinary action regardless of when or where the crime occurred or the outcome of the criminal proceeding.
- Employees are prohibited from the following, which is not all inclusive:
  - ◆ Engaging in criminal, dishonest, or immoral conduct;
  - ◆ Displaying discourteous conduct or disrespect to a student, employee, or a member of the public when acting in his/her official capacity;
  - ◆ Participating in inappropriate relationships with students or parents that extend beyond the boundaries of the professional relationship or in inappropriate/unprofessional conduct towards, or relations with, other persons. Note: Inappropriate relations/conduct may include, but is not necessarily limited to, contact or sexual conduct, touching or fondling, phone calls, letters, tapes of intimate/sexual nature, accepting or giving gifts of intimate/sexual nature, dating or having sexual relations;
  - ◆ Falsifying any school record or employment application;
  - ◆ Misusing school/school system funds or resources;
  - ◆ Displaying disorderly conduct on school property or while on duty including fighting, threatening, and/or attempting to inflict bodily harm on another person;
  - ◆ Possessing on school property of firearms or other weapons;
  - ◆ Distributing or orally conveying, during the duty day, to students, employees, or members of the public any materials or information relating to any employee dispute with the school system;
  - ◆ Engaging in other conduct deemed incompatible with the educational mission of the school system.

## Suspected Child Abuse By An Employee: Policy/Rule 4103 & Rule 5440

- The Board of Education of Baltimore County (Board) is committed to providing a safe and secure learning environment for all students.



- Should a staff member have reason to suspect that child abuse, neglect, and/or inappropriate behavior has occurred, shall report such belief in accordance with applicable state law and regulation, as well as school system rules and procedures immediately. Procedures outlined in Rule 4103 and Rule 5440 shall be followed.
- All cases of suspected child abuse, neglect, and/or inappropriate behavior will be dealt with in accordance with applicable laws and school rules.



- A substitute teacher suspected of child abuse, neglect, and/or inappropriate behavior will be immediately inactivated and unavailable for assignments pending the results of external and/or internal investigations.

### **Drug-Free Workplace: Policy/Rule 4101 and Policy/Rule 4100**

- The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or other controlled substance in any quantity is prohibited on Board-owned or Board-leased property or at any school-sponsored event.
- Employees have a duty to notify the Board of Education of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- Employees may be tested for drugs and/or alcohol when an administrator has a reasonable suspicion of on the job or job-related drug and/or alcohol use or impairment.
- Violations of this Rule will result in disciplinary action up to and including termination.



### **Tobacco-Free Environment: Policy 2372 and Policy/Rule 4100**

- The Board of Education of Baltimore County is committed to providing a tobacco-free work environment for its students and employees.
- The sale and use of any form of tobacco is prohibited in school system owned or leased buildings and grounds at all times (24 hours a day, every day) regardless of whether or not students are present.



## Ethics Code: Policy 8360, 8361, 8362, 8363, 8364, 8365, and 8366



- The Ethics Code establishes guidelines of ethical and professional conduct consistent with the school system's precepts, beliefs, and values and local public ethics laws.
- The policies provided includes direction in the following areas: gifts, conflict of interest- prohibited conduct, financial disclosure, lobbying disclosure and ethics review panel.

## Accidents/Medical Emergencies: Rule 2352

- School nurses are responsible for rendering emergency care to all students, school employees, and visitors or anyone who needs first aid and/or emergency care for health problems that occur on a school-site during the school day.
- All employees shall follow the procedures set forth in Rule 2352 and the *Critical Response and School Emergency Safety Management Guide* available at [www.bcps.org/safety/crsesm\\_guide.html](http://www.bcps.org/safety/crsesm_guide.html).
- All accidents/medical emergencies involving employees or visitors which do not involve care by the school nurse shall be reported to the building administrator/designee by the employee.
- Refer to Rule 2352, section D for reporting procedures.
- Workers' compensation procedures outlined in the *Critical Response and School Emergency Safety Management Guide* available at [www.bcps.org/safety/pdf/Section5-Health-Safety-Risk-Protocol.pdf](http://www.bcps.org/safety/pdf/Section5-Health-Safety-Risk-Protocol.pdf) shall be followed for all employees, volunteers, student teachers, and student interns who have received first aid and/or medical intervention for a work-related accident or medical emergency.



## Bloodborne Pathogens

- OSHA has developed regulations designed to limit workplace exposure to blood and other potentially infectious materials that could result in the transmission of bloodborne pathogens.
- All employees need to practice a universal precaution, which means treating all body fluids and materials as if they are infected.
- The best choice is to avoid exposure or put a barrier between you and the body fluid until the school nurse is available to take over treatment.
- If an employee is injured or exposed to body fluids while on the job, he/she should consult with the school nurse or designated staff member immediately.
- If it is determined that an injury or exposure has taken place the nurse will refer the person for treatment to an approved medical center. A *First Report of Injury* form is to be completed and faxed to the Office of Risk Management at (410) 308-4720.
- Additional information is available online at [www.bcps.org/offices/sss/health/](http://www.bcps.org/offices/sss/health/). Questions and concerns can also be answered by contacting the Office of Health Services at (410) 887-6368.

## Emergency and Safety Procedures

- Baltimore County Public Schools has developed, in close collaboration with county police, fire, health, and other government agencies, a detailed *Critical Response and School Emergency Safety Management Guide* that enables the system to respond quickly and in a coordinated fashion. This guide can be accessed on the BCPS Web site at [www.bcps.org/safety/crsesm\\_guide.html](http://www.bcps.org/safety/crsesm_guide.html).



- Each school and office has developed a standardized *School/Office Emergency Safety Plan* to provide emergency preparedness and response instructions, information, and guidelines to protect the safety and well-being of students and staff at the time of an emergency.
- Locate the evacuation map posted in each classroom and review the *Universal Emergency Response Procedure* that has been provided.

## Telecommunications Access to Electronic Information, Services, and Networks: Policy/Rule 4104

- The use of telecommunications and other new technologies in Baltimore County Public Schools is to be used for tasks performed by employees that are directly related to BCPS positions, job responsibilities, mission, and goals.
- No personal use of any kind is permitted.
- Employees shall be given access to the BCPS Intranet by completing the Telecommunications Acceptable Use Policy for Employees and Approved Non-Employees form at [www.bcps.org/system/policies\\_rules/FORMS\\_EXHIBITS/4000SERIES/FORM4104A.pdf](http://www.bcps.org/system/policies_rules/FORMS_EXHIBITS/4000SERIES/FORM4104A.pdf) and submitting the form to the Department of Technology, Baltimore County Public Schools, 6901 Greenspring Drive, Bldg B, Towson, MD 21204
- Employees who use telecommunications in Baltimore County Public Schools without having a signed *Telecommunications Acceptable Use Policy for Employees Form* (Series 4104, Form A) on file are in violation of Board policy and subject to disciplinary action.



## Student Records: Rule 5230

- Family Educational Rights and Privacy Act (FERPA) protect student information.
- Student records maintained by BCPS are confidential in nature and access to these records may be granted only for the purpose of serving legitimate and recognized educational ends.
- BCPS shall not permit access to or the release of student records or personally identifiable information, except directory information, without the written consent of the parent (or eligible student), or as identified in Rule 5230.



- Students may not be photographed, videotaped, audiotaped, and/or interviewed unless he/she is participating in school-sponsored activities when such activities are of interest to the news media and monitored by school administrative staff.

## Fingerprinting Law Maryland Code: Family Law/Title V



- State law requires that fingerprinting and criminal background investigations be made on all new employees hired by a public school system before being employed by Baltimore County Public Schools.
  - A substitute who has not worked for the Board within a period of 365 days or longer must be fingerprinted and a background check before being re-employed by Baltimore County Public Schools.
- Additional information is available at [www.bcps.org/offices/human\\_resources/fingerprinting/](http://www.bcps.org/offices/human_resources/fingerprinting/).

## Career Opportunities

- Baltimore County Public Schools encourage those who wish to seek career or advancement opportunities within BCPS to stay in touch with the following resources:
  - Vacancy announcements (distributed to every school and office for posting.)
  - Job Opportunity Hotline at (410) 887-4080.
  - Baltimore County Public Schools Job Opportunity Web site at [www.bcps.org/jobs/](http://www.bcps.org/jobs/).
  - Baltimore County Public Schools' SchoolSpring Web site at [www.schoolspring.com/login](http://www.schoolspring.com/login).



## Training Resources

- Professional development focuses on content knowledge, pedagogy, the ongoing analysis of student data, and the continuous evaluation of the impact of instruction on student learning.
- Substitute teachers are eligible to register for courses on a space-available basis.



- Course fees and additional information are available by logging onto [www.bcps.org/apps/registration/Login](http://www.bcps.org/apps/registration/Login) or by calling (410) 887-6400.

# Payroll

Substitute teachers are paid every two weeks, two weeks in arrears (two weeks after the pay period in which the services were provided.) Paychecks are mailed to the substitute teachers' home address. See BCPS' pay calendars and schedules at [www.bcps.org/offices/payroll/](http://www.bcps.org/offices/payroll/).



## Important Numbers and Web sites

Office of Temporary Services ..... 410-887-8952 or 8954  
Fax ..... 410-252-1861  
Email ..... [oftempservices@bcps.org](mailto:oftempservices@bcps.org)

Web site - [www.bcps.org/offices/personnel/temporary\\_services/](http://www.bcps.org/offices/personnel/temporary_services/)

Office of Payroll ..... 410-887-4240  
Northwest area ..... ext. 323  
Southwest area ..... ext. 327  
Central area ..... ext. 333  
Northeast area ..... ext. 326  
Southeast area ..... ext. 323  
Fax ..... 410-887-7610

Web site - [www.bcps.org/offices/payroll/](http://www.bcps.org/offices/payroll/)

## Benefits

Although temporary employees are not eligible for the medical and health benefits of “regular” part-time and full-time employees, they are eligible for the following:

- Participation in the 403(b) and 457(b) retirement plans. Access [www.bcps.org/offices/payroll/](http://www.bcps.org/offices/payroll/) for additional information.
- Direct deposit of their paychecks. The direct deposit form is available at [www.bcps.org/offices/payroll/pdf/Request-for-Direct-Deposit.pdf](http://www.bcps.org/offices/payroll/pdf/Request-for-Direct-Deposit.pdf).
- Membership in the First Financial Federal Credit Union (FFFCU) and its United Buying Service program. Call (410) 321-6060 for more information.
- Professional development provided by the school system on a space available basis. Access [www.bcps.org/apps/registration/](http://www.bcps.org/apps/registration/)
- Workers' Compensation: May apply when an injury or illness is incurred during the course of employment.
- Access to the BCPS intranet network.
- Employee Assistance Program (EAP Internal) available by calling (410) 887-5414.



# Substitute Quick Reference

- System Phone Number** 410-427-3031
- SFE Help Desk Phone Number** 410-887-8954
- Write your Access ID here** \_\_\_\_\_
- Write your PIN here** \_\_\_\_\_
- Web Browser URL** [baltimorecounty.eschoolsolutions.com](http://baltimorecounty.eschoolsolutions.com)

Please access <http://video.eschoolsolutions.com/orientation/2000002T.mp4> to view a video on how to register and use SmartFindExpress.

## TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am and continues until 50% of completion of job	5:00 - 10:00 pm
Saturday	None	5:00 - 10:00 pm
Sunday	None	5:00 - 10:00 pm
Holidays	None	5:00 - 10:00 pm

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** (same as your employee ID minus all leading zeros) followed by the star (\*) key.  
**Note: Your employee ID can be found on your pay stub.**
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. Enter a PIN from one to nine digits followed by the star (\*) key.

## TELEPHONE ACCESS INSTRUCTIONS

### THE SYSTEM CALLS

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

### HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer  
**PRESS 2** to Set temporary Do Not Call
2. 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)

3. If you **pressed 1** to Hear the job description  
**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.

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### HEAR THE CANCELLATION

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

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### 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
- 9 - Exit and hang-up

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### 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)

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### 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

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### 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.

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### 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

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### SIGN IN

Open your browser and access the SmartFindExpress (SFE) Sign In page at [baltimorecounty.eschoolsolutions.com](http://baltimorecounty.eschoolsolutions.com). Enter your Access ID (same as your employee ID minus all leading zeros) and PIN. **Note: You must first register over the phone before you are able to access SFE online.**

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### 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 have an email registered with the system to use this option.**

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### 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

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### 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
- Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select *Save* button

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### 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 the *Return to List button* to return to the job listing

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## 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. Wait for the “Job was cancelled successfully” notification.
  - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

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## 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.

**Important Note:** Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.



# Substitute Teacher Guidelines

An important aspect of becoming an effective substitute teacher is how you view and portray yourself to students, staff, and the community. The following substitute teacher guidelines provide expectations, guidance, and tools to aid in your success with Baltimore County Public Schools.

## Prior to Your First Assignment



- Be familiar with Baltimore County Public Schools policies and rules. Copies of the *Manual of Policies and Regulations* are available at each school building and can be accessed by logging onto [http://www.bcps.org/system/policies\\_rules/](http://www.bcps.org/system/policies_rules/).
- Reference each school's *Staff Handbook* for building procedures.
- Have a pen and paper available when accepting an assignment. You will need to keep the date, time, location, and job number for each accepted assignment as a reference.
- Determine the amount of time it will take to arrive at each school location listed on your substitute teacher profile. Have driving directions, school phone numbers, and contact names available for assignment questions.

## Reporting Times and Punctuality

The SFE calling system will call substitute teachers to fill an assignment from 5:00 p.m. through 10:00 p.m. for all future assignments. The system will call substitute teachers to fill that day's positions beginning as early as 5:30 a.m. and will continue to call until the available assignments are 50% complete.



- Arrive early enough to review lessons, routines, and prepare for the day; a minimum of 15 minutes prior to the start of the assignment is expected.
- Determine if there is a difference between your watch and the school's time to ensure you are not late.
- Call the school's main office to provide an approximate time of arrival and verify if you are still needed for the assignment, if you are unable to report on time.

## Change of Assignments and Cancellation of Assignments

When substitute teachers accept an assignment, they are making a commitment to the school.

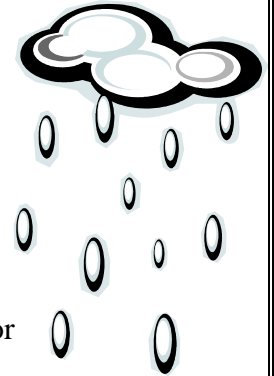
- Use SFE to report all assignment cancellations as soon as possible. Refer to your *Substitute Quick Reference* brochure.
- Cancel assignments through SFE only in cases of emergencies. Substitute teachers can cancel assignment unless the assignment has already begun.



- Contact the school, in addition to reporting the cancellation through SFE, if the cancellation is the morning of the assignment. This notifies school personnel that they need to make other arrangements.
- Call SFE the morning of the assignment to ensure the assignment has not been cancelled. The school's administration has the right to change or cancel an assignment to meet the instructional needs of the students.
- Assignment changes will be communicated by the school's administration. You may be asked to accept an assignment outside your background or educational training. You are not expected to be content experts. However you are to make every attempt to follow the lesson plan and maintain a classroom environment that is conducive to learning.
- If an assignment is cancelled by the school after your arrival, the school will try to find an instruction related assignment. If the school does not have an assignment available and you are unable to find another comparable assignment, you will be compensated one half day of pay for your inconvenience.

## Emergency Conditions/Inclement Weather

- Listen to local media stations or check the BCPS Web site for delayed openings, early dismissals, or school closings during inclement weather.
- Adjust your report time and arrive at least 15 minutes prior to the opening of school when schools are delayed.
- Follow the cancellation procedures referenced above if you are unable to report for the assignment.



## Appropriate Dress



- Dress professionally and appropriately for the assignment. Jeans, T-shirts, sandals, tennis shoes, and other casual clothing are not considered professional or appropriate attire for the classroom setting.
- Wear comfortable shoes and plan to be on your feet all day monitoring, assisting, and providing positive reinforcement to keep students on task.

## Prior to the Start of Any Assignment

- Report to the main office a minimum of 15 minutes prior to the start of the assignment to obtain class location, assignment folder, keys (if applicable), and other information from the designated office staff.
- Sign the substitute sign-in sheet.

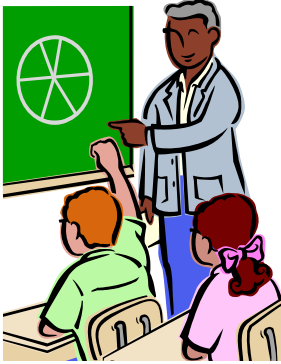
- Check-in through the school's Raptor system. When you visit any school for the first time you will be asked to present a government-issued photo ID, or a driver's license to a staff member in the school office. The ID will be scanned and the following information will be collected: your photo, your name, and your date of birth. This information will be utilized to create an ID badge. If you refuse to allow the school to scan your ID, you will not be allowed access to the school. Once you have your ID scanned, you will be asked to show your ID only on future visits, and your name will be selected from an existing list of previous visitors. You will also be asked to check out with the office staff upon leaving the school so that the school knows you are no longer in the building. The information collected will not be shared outside of the school and is kept on a secure server.
- Clarify, with the school's office, the procedure for taking student attendance. Attendance may need to be taken electronically, or attendance cards may need to be completed and sent to the main office at the end of homeroom period. Ensure you have a seating chart to assist with the attendance procedure.
- Check with the office to see if there is anything special going on that day such as an assembly, fire drill, group testing, etc.
- Introduce yourself to teachers in neighboring classrooms. Surrounding teachers can assist with questions about the school's policies and procedures.



- Become acquainted with the classroom. Locate and review the classroom rules and evacuation map. Familiarize yourself with emergency evacuation procedures posted in the classroom.
- Review the contents of the assignment folder which typically will contain seating charts, lesson plans, and the teacher's regular schedule.
- Read through the lesson plans and identify books, handouts, and materials that you will be responsible for throughout the day.
- Write your name and the lesson instructions on the board.
- Prepare to have the students begin to work immediately.
- Stand at the door and greet students when they enter.

## Throughout the Day

- Follow the teacher's lesson plan as closely as possible and complete a substitute teacher report for each class. Collect materials and student work as directed and assign homework as specified in the lesson plan. Provide feedback to the teacher about the activities of the day.
- Circulate the classroom and monitor the students to keep them on task.
- Perform duties as requested by the teacher or school's administrator during planning period.
- Maintain a professional attitude at all times. Have a positive attitude about the school, the students, and your teaching assignment.



- Do not discuss the students or any information obtained or observed with other people, especially out of school. If you feel you need to discuss a concern, you can speak with the school's administrator. Confidentiality is essential.
  - Refer any unresolved problems with students to the appropriate administrator immediately. At no time should abusive language be used or punishment be administered to a student.
  - Be responsible for the safety of the students. Do not leave students unattended. Automatically refer students to the nurse for all cuts, injuries, administration of medication, or other health related reasons.
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- Avoid physical contact with students.
  - Monitor closely all student activities.

## Other Teacher Duties

- Report promptly for lunch duty, bus duty, or other special assignments that appear on the teacher's schedule. You are taking on the roles and responsibilities of the teacher.
- Be alert and attentive to what students are doing.
- Remain standing and move about the area you are supervising.
- Intervene before allowing a situation to get out of control and don't hesitate to ask for help from another teacher.
- Never leave students unsupervised.
- Remember, your active presence is usually enough to discourage inappropriate behavior.



## End of the Day

- Collect any materials provided to the students.
- Remind students of homework.
- Have the students clean up their area.
- Take a few minutes to complete a report for the teacher. Write a detailed summary of what was accomplished throughout the day, along with any problems that arose and things that went well. Provide an explanation as to why you were unable to carry out any plans left for the day. Leave completed assignments neatly organized.



- Ensure the room is restored to its initial condition at the end of the day. Close doors, windows, and turn off lights before leaving the room. Return the classroom key, if applicable, to the main office. Notify the secretary in person that your assignment has ended prior to leaving for the day.

## Helpful Hints

- **Parking** - Know where the designated parking is for staff.
- **Intercom** –Learn how to use each school’s intercom system in the event that you need to reach the office immediately. Each school may have a different intercom system.
- **Rest Rooms** – Locate the appropriate restroom. Several schools have rest rooms available for staff only.
- **Pay Phone** –Turned off cell phones while school is in session. Pay phone locations vary from school to school.
- **Faculty Room** – Determine from the school secretary where you can safely store your lunch and other personal belongings.
- **Photocopier** – Find the workroom. If you need to make copies of handouts from the lesson plan, the copier is usually located in this room. Remember that all technology is to be used for educational purposes only. Personal use of technology is not permitted.



- **Mailboxes** – Verify with the school’s secretary if you will need to check the teacher’s mailbox located in the office. If applicable, check the mailbox in the morning before class begins and again at lunch time.
- **Special Area Classes** – Recognize where the special area classes are located and the procedure for taking students to these special area classes. Special area classes include physical education, music, art, library, and computer lab.
- **Dismissal** – Know the procedure and time to dismiss students. Request a bell schedule from the main office.
- **Cafeteria** – Become familiar with the procedure to dismiss students for lunch. You may need to report a lunch count at the beginning of the day.
- **Visitors** – Direct anyone who does not have a visitor badge or a volunteer badge to the office immediately. All visitors must go to the office to sign in and get a badge.
- **Excusing Students from the Classroom** – Review the procedures to excuse a student. Schools may use hall passes, bathroom/lavatory passes, and/or nurse passes. Under no circumstances should you release a student directly to a parent without going through the office.
- **Discipline Referrals: Office and Time-out Room** – Recognize the proper procedures and where the room is located.

- **Classroom Trailers** – Obtained a key to access the classroom trailer, in addition to a separate key to access the school building from the school’s secretary.
- **Audiovisual Equipment/Access** – Know what equipment is needed for your assignment and how to operate the equipment correctly.
- **Medical Procedures** - Know the procedures for accidents and illnesses, and locate the nurse passes.
- **Teacher’s Schedule** - Identify assigned duties, locations, and responsibilities.
- **Emergency Procedures** – Familiarize yourself with the room’s evacuation map and the school’s *Critical Response and School Emergency Safety Management Guide*. *Universal Emergency Response Procedures* have been provided.



## Classroom Management Tips

- Become familiar with the lesson plans for the day before the students enter the room.
- Distribute materials on desks before students enter the classroom.
- Be present and visible in the room when students enter. Students should never be left unattended.
- Begin instruction/activities immediately. Start the students on the lesson before taking attendance; use the seating chart rather than calling names. Spending time on procedures provides time for students to get bored and start behaving inappropriately.



- Have students’ directions displayed (chalkboard/transparency) for student reference.
  - Talk as little as possible when students are involved in quiet, seat work.
  - Give clear and concise directions. Avoid arguing with students.
  - Have individual students hold questions until the rest of the class has begun work. Be positive but not overly friendly. Praise students for their good behavior.
  - Treat students with respect; be fair and consistent.
- Appreciate and respect students’ personal space. This may vary from student to student.

## Behavior Management Tips

- Avoid criticism of students and respond to situations in a positive way.
- Teach expectations. Establish your rules and expectations very clearly at the beginning of the day.

- Circulate around the room. Never sit at your desk, especially during independent work or an exam. Students will be less likely to talk or share answers when you are close to them.
- Whisper to or isolate students in order to speak with them privately.
- Respond to negative behaviors with non-verbal cues such as a stern look or stare, or a shake of the head or hand.
- Use non-verbal signals to get students' attention. Do not attempt to talk over students who are not paying attention.
- Reward positive behaviors by smiling, giving individual/group compliments, reading a good report left for the teacher, and involving the class in writing the feedback report.
- Call the office and ask for an administrator immediately if there is any problem that needs attention.
- Know the teacher next door. Introduce yourself so you can call on someone to answer questions throughout the day.



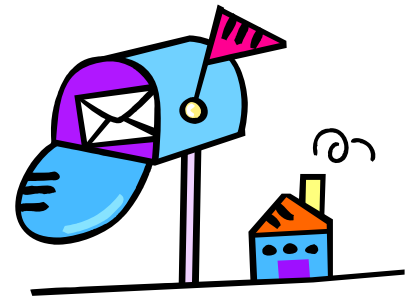


# 'Maintaining Employment

A substitute teacher's employment with Baltimore County Public Schools is "at-will," meaning that either the employer or the employee can terminate the employment relationship at any time and for any reason, immediately and without prior notice. All employees of Baltimore County Public Schools are expected to conduct themselves in accordance with applicable laws and standards of behavior that support the mission and goals of the school system. The following information is provided to help you better understand procedures which may affect your status as a substitute teacher.

## Reasonable Assurance

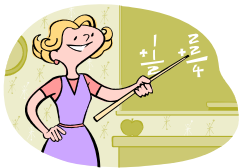
Each spring all active substitute teachers receive a letter assuring they may return to their position as a temporary employee. At that time, substitute teachers who do not wish to continue their employment must notify the Office of Temporary Services of that decision. Any active substitute teacher who goes beyond 365 days without working in an assignment will be inactivated as an employee. Employment files will be held for three years from the termination date. After that time the file will be destroyed. Substitute teachers wishing reactivation during subsequent school years will need to reapply.



## Priority Listings: Priority, Preferred, and Do Not Use

Schools have the option of using Priority and Do Not Use lists in the automated calling system to indicate a substitute's status with the school.

Priority 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 called first for open assignments at that school.



Administrators may also specify that a substitute teacher not be assigned to their school based on unsatisfactory performance or any reason that does not violate law. These names are indicated on schools' Do Not Use list. Substitute teachers on these lists are not eligible to receive or accept assignments at those schools.

Substitute teachers provide a valuable service to the students. That service, however, is only valuable to the extent that it meets the needs and expectations of the school's administration. When school administrators feel a substitute's performance has been unsatisfactory, they will place the substitute on their Do Not Use list and submit a *Do Not Use Notice* to the Office of Temporary Services. The following procedures will be used when a *Do Not Use Notice* is generated:

- Whenever possible the school administrator will discuss the issue with the substitute teacher.
- Once the *Do Not Use Notice* has been received, the Office of Temporary Services (OTS) will ensure the substitute teacher has been placed on the school's "Do Not Use" list.
- Substitute teachers placed on multiple schools Do Not Use list will result in a scheduled conference with the personnel analyst in the Office of Temporary Services to discuss the concern(s).

- Administrators dealing with complaints regarding situations involving child abuse, neglect, inappropriate behavior and/or behavior detrimental to the safety and well-being of students will follow the reporting guidelines set forth in Policy 4103. The substitute teacher's employment will be immediately suspended pending the results of an investigation.

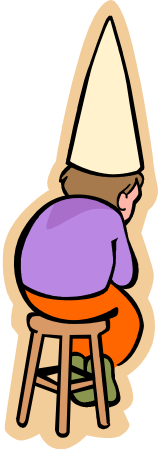


A major goal of Baltimore County Public Schools is to maintain a safe and orderly learning environment in every school. The examples below are behaviors that are considered to be so severe in nature that they may lead to action up to and including immediate termination of employment for a first offense.

- Immodest, lewd, obscene conduct or a language that renders the employee unfit for the performance of his/her duties.
- Inducing students or others to participate in/or commit an act(s) which are immodest, indecent, or obscene.
- Other conduct deemed incompatible with the education mission of the school.
- Conduct contributing to the delinquency of a minor.
- Child abuse, neglect, or allegations of child abuse and neglect.
- Failing to report suspected child abuse.
- Sexual harassment or harassment of any kind.
- Intimidation of students, staff, or citizens at large, including use of racial slurs and/or other derogatory remarks.
- Misuse or negligent treatment of Board of Education property.
- Disclosing confidential information to unauthorized person.
- Inappropriate relationships with students or parents.
- Falsifying of any school record or employment application.
- Misuse of school or school system funds.
- Disorderly conduct on school property or while on duty to include: fighting, threatening, and/or attempting to inflict bodily harm on another person.
- Possession of firearms or other weapons on Board property.
- Dating and/or having a sexual relationship with a student.
- Any post-employment arrests.
- Gang recruitment.
- Violation of HIPPA laws.
- Any pending criminal charges.
- Reasonable suspicion or abuse of drugs and alcohol.
- Threat to self or others.
- Bizarre behavior that possess a possible health and safety risk.
- Theft.
- Any behavior identified as inappropriate.
- Text messaging or emails of personal nature to students.
- Screaming, yelling, name-calling, in a threatening manner.
- Verbal abuse.
- Grabbing, shoving, and/or pushing.
- Comments of sexual or intimate nature.
- Using physical methods for discipline.
- Threats of physical action.
- Leaving students unsupervised.



The examples below are performance concerns which are considered to be unacceptable in the workplace that may individually or collectively result in action up to and including termination.



- Failure to perform all work and duties assigned by the administrator or their designee.
  - Failure to follow the written or verbal instruction of the administrator or their designee.
  - Failure to follow specified course of studies adopted by the Board of Education.
  - Failure to follow the teacher's lesson plan and/or duty schedule.
  - Documented policy violations or expectations not met.
  - Failing to complete work assignments.
  - Performing work assignments in an inappropriate or unsatisfactory manner.
  - Poor classroom/behavior management.
  - Unexcused absences.
  - Excessive tardiness.
  - Failure to report for an assignment.
  - Cancel an assignment the morning of without calling the school.
  - Pattern of leaving assignments early.
  - Any behavior identified as unprofessional.
- Use of profanity.
  - Screaming, yelling, and/or name-calling.
  - Talking about personal or sexual matters.
  - Rudeness.
  - Dressing inappropriately.
  - Eccentric behavior.

The above lists of examples are not intended to be exhaustive. Baltimore County Public Schools reserves the right to inactivate and/or terminate a substitute teacher's employment without reason or for any reason permitted by law that is determined by the school principal or the Board to be a disruption to the instructional program.





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Office of Temporary Services  
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