



# SUBSTITUTE TEACHER STATEMENT OF UNDERSTANDING SCHOOL YEAR \_\_\_\_\_

PLEASE READ EACH STATEMENT:

1. I understand Buhler Public Schools' definition of a 'substitute' is a non-contracted, on-call employee.
2. I understand that there is no set number of hours guaranteed as a substitute.
3. I understand that I will not be called to work while Buhler Public Schools are not in session (i.e., teacher work days, in-service days and seasonal breaks)
4. I understand that my substitute status is on an as needed basis
5. I understand that daily call substitute teachers do not meet the requirements for KPERS (Kansas Public Employers Retirement System) membership.
6. I understand I must complete the Statement of Understanding and Substitute Teacher Inquiry every summer. This will assure my eligibility to substitute for Buhler Public Schools for the following school year. If these documents are not returned my Substitute File will be closed.
7. I understand it is my responsibility to make any changes to my address, phone number or email address in the Absence Management (formerly Aesop) system.
8. I understand it is my responsibility to notify the Buhler District Office of any extended time of unavailability.
9. I understand I must have a current ID picture taken EACH year at the District Office at 406 W. 7<sup>th</sup> in Buhler before my substitute status will be considered 'Active'. I will call 620-543-2258 to arrange a time.
10. I understand that any current documents (K-4, W-4, Direct Deposit form, Substitute Teacher Inquiry, Substitute Teacher Handbook, etc.) can be accessed at [www.usd313.org](http://www.usd313.org). (On the homepage choose "Staff Resources" at the top and then "Returning Substitute Teacher Resources") Documents may also be picked up at the District Office throughout the school year. It is my responsibility to update my Direct Deposit and tax information as needed.
11. I understand that my authentication password allows me access to the internet in district buildings. The Responsible Use Agreement sets forth the guidelines and expectations for the responsible use of technology in the district. This signed agreement remains in effect as long as I am an active substitute.
12. I have been given access to the Substitute Teacher Handbook on the district website at [www.usd313.org](http://www.usd313.org) and I understand that it is my duty to retrieve and read it. If needed, I may request a paper copy from the District Office.
13. I understand that it is my responsibility to follow the policies and procedures contained in the Substitute Handbook; and to contact the District Office if I have questions regarding the Handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**THE STATEMENT OF UNDERSTANDING MUST BE SIGNED, DATED AND SUBMITTED TO THE DISTRICT OFFICE BEFORE MY ABSENCE MANAGEMENT/FRONTLINE ACCOUNT WILL BE ACTIVATED.**