

Substitute Teacher Handbook



Bartlett City Schools

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The B C S Substitute List – Employment Procedures

Substitute teachers play a vital role in the education process. In the absence of the classroom teacher, a qualified substitute provides continuity to daily classroom routines. The Bartlett City Schools Substitute Teacher Handbook includes general guidelines, policies and expectations for individuals to follow while serving in this role. A substitute list is provided to each school principal prior to the opening day of the year. Updated lists will be distributed following each substitute training session.

Application Procedures

The following must be completed to become a substitute teacher with Bartlett City Schools:

1. A Certified or Classified application in the BCS Search Soft portal
2. Three (3) professional references returned

Interview

Certificated and Degreed applicants will schedule an interview after successfully completing the Search Soft application process and upon the return of three professional reference forms.

If approved, the applicant will be instructed to proceed with the BCS, New Hire Packet. Each applicant must provide:

1. Current report of a negative result on a TB skin test or Chest x-ray
2. Classification documentation
 1. (a) **Certificated Substitutes** - Copy of Tennessee teacher's license or verification of eligibility; transcripts and/or verification of degree(s)
 2. (b) **Degreed/Non-Certificated Substitutes**- Transcripts and/or verification of Bachelor's degree or above
 3. Positive results from a completed background check

Upon receipt of the background check report, applicants will be scheduled for a substitute orientation session.

Substitute Orientation Session/Safety Training Requirements

Orientation will include: employee badge processing, employee portal information, **SmartFindExpress** introduction, and an overview of BCS procedures and policies.

Upon successful completion of orientation, the applicant's name will be added to the official substitute teacher list and will register with **SmartFindExpress**.

Additional safety training requirements will be delivered through the Safe Schools portal, all assigned modules must be completed within a 30 day period. Login using your email address.

Annual Renewal Procedure

Instructions for the renewal process will be sent to active substitutes via email by the end of the school year. Substitutes are required to work a minimum of 30 days per school year to remain active in the BCS substitute pool. The substitute must complete the renewal process by the designated deadline to be renewed for the following school year.

Changes in Name, Address, or Telephone Number

It is the responsibility of the substitute to inform the Human Resources Department of any change in name, address or telephone number. To update your address and/or phone number information, send a written request via e-mail to Human Resources or fax the change to 901- 202-0854. A change in name will not occur until a social security card with the new name is presented to the Human Resources Department.

Substitutes are responsible for maintaining updated contact information in the **SmartFindExpress** system (*Access ID # = Employee ID #; PIN = created using a 5 digit option*) and the **Bartlett City Schools Employee Portal/ APECS**

(*User ID = Employee ID #; PIN = last 4 digits of SSN*).

Both the Employee Portal by going to the link at BartlettSchools.org

Requests for Changes on Site Lists

Additions or deletions of school sites to the substitute profile will be completed in the **SmartFindExpress** system.

Removal from the Substitute List

A substitute may have his/her name removed from the substitute list by:

1. Failing to renew his/her official renewal application.
2. Submitting a written notice to the Human Resources Department requesting removal of his/her name from the substitute list.
3. Receiving notification of unsatisfactory performance.
See the "Evaluation" section for more information.
4. Falsifying employment information.
5. Violation of Bartlett City Schools' policies and/or procedures.
See the Appendix for the ***“Report of Unsatisfactory Performance of Substitute Teacher”***

Job Assignment(s)

Daily substitutes will be called by the **SmartFindExpress** system -

Monday – Friday - 5:00 am – 12:00 pm / Sunday – Thursday - 3:00 pm – 10:00 pm. Substitutes may access the system at (901) 730-7782, or visit the employee link - (Bartlettschools.org/Staff/SmartFindExpress) to review available jobs and assignments.

Long term and interim assignments will be arranged and filled through the Human Resources Department and the school principal. Specific guidelines must be followed depending on the status of the teacher and the needs of the position.

Identification Badges

Substitute identification badges are issued at no cost. A procedure agreement is signed upon issue of the badge. Badges are mandatory and should be worn at all times on the property of Bartlett City Schools.

A ***\$25.00 replacement fee is required*** if your identification badge is lost or stolen. The badge will be replaced at no cost due to normal wear, and upon return of the worn badge.

Classification of Substitutes

1. Certificated Substitutes
2. Non-Certified/Degreed Substitutes
3. Emergency Substitutes (hired prior to 06-07 school year)

Certificated Substitutes

- Must maintain a current Tennessee teacher's license
- Assigned by the principal or his/her administrative designee for daily work or long-term assignments within the substitute's area(s) of certification.
- Assignments may include:

4. Day-to-day work
5. 2. Fifteen days in the same position
6. * 3. Interim/extended absences **

* A certificated substitute may be secured for a long-term assignment out of the area(s) of certification for a maximum of fifteen (15) days.

**A certificated substitute may be assigned an interim position in an area of his/her certification.

Verification of prior experience and an official Tennessee teacher's license reflecting endorsement in the area(s) to be taught must be on file with the Human Resources Department before an interim assignment is offered.

Long term and interim assignments are offered through the Human Resources Department.

Degreed/ Non-Certificated Substitutes/Emergency Substitutes

- Holds a minimum of a bachelor's degree from an accredited college or university, but does not hold a current Tennessee teacher's license.
- Assignments may include:
 - 1. Day-to-day work
 - 2. Fifteen days in the same classroom, with the expected return of the regular teacher before the twenty-first day
 - Ineligible for an long term/interim position, unless a temporary license can be secured

Salary Information/Rehired Annuitants

- Substitutes working on a day-to-day basis are paid at the rate of \$100 per day
- Certified Substitutes may be paid \$159 per day when assigned to a long term/interim assignment for a certified teacher on leave
- Substitutes are paid for half-day assignments at one half of the daily pay rate (\$50)

Substitutes are paid electronically by direct deposit.

Substitutes must complete the appropriate direct deposit form and present a voided check to secure direct deposit. Refer to the *Substitute Pay Calendar* provided during orientation for the pay schedule.

Questions regarding your paycheck should be directed to the Payroll Department (901.202.0855/Robin Albaugh/ralbaugh@bartlettschools.org)

Substitutes that are TCRS rehired annuitants, currently collecting TCRS retirement benefits, must annually file the TCRS Temporary Employment Report with Human Resources and monitor dates of employment not to exceed 120 days/900 hours during a 12 month period.

Expectations

Substitute teachers are employees of the school system and are expected to abide by the policies of the Bartlett City Schools Board of Education. A copy of the Bartlett City Schools Staff Ethics Policy 5024 is located in this manual and in the BCS Employee Handbook. The complete employee policy manual is available for review on the Bartlett City Schools website.

Professional Responsibilities

Substitute teachers are expected to carry out non-teaching duties assigned to the regular teacher such as PE, recess duty, before and after school duty, hall monitoring,

bus / car-rider dismissal duty or any other duties assigned by the principal /designee.

Please verify the expectations with an administrator upon arrival in the school.

Work Hours

Promptness is expected. Substitutes are required to work the same schedule as the certificated staff of the school. Required arrival is a minimum of **15 minutes** ahead of the starting bell time, and departure a minimum of **15 minutes** after the dismissal bell. When an assignment is accepted, the **SmartFindExpress** system will indicate the expected reporting time of the site. Substitute teachers should check with the school administrator if there are any questions regarding the reporting times. It may become necessary for the school administration to reassign substitutes after arrival or during designated planning periods, to serve the best interest of the students. The school administration reserves the right to make these decisions as needed. Substitutes should remain flexible and work with administration to meet their needs. Substitutes are encouraged to accept assignments even if the system calls after the assignment has began. In this case, the substitute should report to the school within thirty (30) minutes of accepting the job

Reporting to the Office

Upon arrival to the school, report immediately to the main office and sign in. Your BCS identification badge will be required when you sign in. Wear the identification badge when you are on the school property. A classroom key will be issued to secure the assigned classroom. Upon completion of the day, return the key to the main office and sign out.

Dress

Substitute teachers, like full-time teachers, are role models and should present a professional appearance at all times. Details for appropriate dress are available in the employee handbook.

Confidentiality

Substitute teachers are expected to maintain a professional and confidential approach with knowledge gained from substitute work. Student grades and personal information are not to be discussed with anyone other than the school administration.

Unacceptable Practices

The classroom is for teaching and learning. Appropriate professional and ethical practices are expected at all times. Your undivided attention should be focused on the students at all times.

Examples of practices that will **NOT** be tolerated are listed below:

- Eating in the classroom while the students are present.
Water is permissible, but snacks and other drinks are not appropriate.
- Working on personal projects or hobbies, including email and personal computer use should not occur. The computers are not to be used by the substitute teacher for ANY reason. This also includes printing any materials.
- Reading personal books, magazines, newspapers etc.
- Use of a cell phone, IPOD, MP3 Players or access to social networking sites are strictly prohibited during the time that you are responsible for students and their learning.
- All substitute employee electronic communications are subject to the BCS Acceptable Use Policy while on school property. If you have an emergency and need to use the phone, you may call the office and ask for someone to monitor your class while you take care of the situation away from the classroom. This should only occur under exceptional circumstances.
- Leaving the classroom and/or students unattended should not occur.
- Always ask someone to monitor the students and never leave them unsupervised.

Student Attendance

Substitute teachers are required to keep an accurate record of student attendance. Attendance should be marked in the teacher's record book and on the student's attendance card. All absences should be reported to the office each morning. Attendance should also be taken after class breaks, lunch and return from specialty classes. Any unauthorized absence(s) must be reported to the office immediately.

Collection of Monies

The school's procedure for handling any monies, such as collections for school pictures, etc., should be followed carefully. All money collected for any purpose should be taken to the office immediately. Any questions regarding the procedures of the school should be addressed to the administrative staff of the site.

Student Medication

All medication, prescription and non-prescription, must be taken to the main office where it will be stored and administered by trained personnel. No medication should be administered in the classroom. Students should be sent to the office at the appropriate time.

Grading

Work completed by the students in the teacher's absence should be collected and held until the teacher returns to the classroom. Substitutes should not grade papers unless specifically directed to do so by the principal. This should only be requested if the substitute is serving in a long-term or interim position.

Instructions for the Substitute

The teacher may leave explicit instructions on **SmartFindExpress** for the substitute, or school personnel may communicate the instructions to the substitute at check-in. However, it will be invaluable to you and appreciated by the school administrative staff if you take the initiative to find out answers to the following:

- Where is the lesson plan?
Contact the principal immediately if no lesson plans are available.
- Where is the daily schedule? (Find out if there are extra duties for the day)
- Where is the seating chart?
- Where are the materials utilized in the lesson plan?
- Which teacher can serve as a resource or support person in an emergency?
- Where is a list of reliable students that will assist with procedures?
- What are the classroom policies and procedures for emergency situations?
- What is the procedure for going to the restroom?
- What is the procedure for going to lunch?
- What is the procedure for going to recess or break?
- What is the procedure for using idle time when classroom work is complete?
- What is the procedure for enforcing the classroom discipline plan?

Lesson Plans

The plans prepared by the teacher should be followed as closely as possible unless otherwise directed by the principal. If for any reason you are unable to follow the plans, a note of explanation should be left for the teacher. Provide a detailed report for the teacher regarding the activities of the day.

If you are fortunate enough to have a few minutes of quiet time, scan the lesson plan for the following information: materials needed for instruction; the content of the lesson or the skill to be taught; determine any prior instruction that leads into the lesson plan for the current day.

Getting Started

If possible, start with student involvement. If a reading assignment is appropriate, try to locate from the lesson plan, a purpose for reading and any difficult vocabulary or concepts. Introduce these ideas prior to making the assignment.

What the Students Should Accomplish

Determine what the students should learn from the lesson plan of the day and state this in the objectives of the assignment. It is recommended that the substitute write the learning objective and assignment on the board.

Homework

Day-to-day substitutes should only assign homework that is planned by the regular classroom teacher. If the substitute assignment is for a longer length of time, homework requiring reasonable amount of time may be assigned. The assignment should be based on the subject matter being covered at the time.

Discipline

It is the responsibility of the substitute teacher to maintain appropriate control of the students at all times, in all areas of the building (i.e., classroom, halls and restrooms). The substitute teacher is responsible for the behavior of his/her students at all times unless the students are under the direct supervision of another teacher. A copy of the Bartlett City Schools Discipline Policy for students is found in the Policy section of the BCS employee handbook.

Remember that the best discipline is preventive discipline!

Accept, with good humor, the classic behavior toward a substitute teacher. This behavior may take the form of testing the limits of classroom discipline or even deliberately misleading the substitute teacher. Substitutes should establish themselves with students as classroom managers by reviewing classroom rules and stating expectations for behavior. Follow a structured lesson plan with a well-defined beginning, middle and end. Students will then know what to expect.

- **Do** involve the students in active participation
- **Do** keep the students busy with constructive work that is on their level. Even the best-behaved students will not sit quietly without anything to do
- **Do** refer all serious problems to the office
- **Do** refrain from any verbal abuse and negative comments
- **Do Not** administer any form of corporal punishment. "Corporal punishment" is defined as physical contact. A copy of the Bartlett City Schools Corporal Punishment policy for students is in the Policy section of the employee handbook.
- **Do Not** tolerate any form of harassment. A copy of the Bartlett City Schools Harassment of Students policy is in the Policy section of the employee handbook.
- **Do Not** require students to stand in the corner, sit or stand in the hall or any other area where they would not be under direct supervision.
- **Do Not** assign "writing off" of spelling words, arithmetic examples, sentences, etc.

Evaluation of Substitutes

Principals and Supervisors will report unsatisfactory performance by a substitute teacher to the Human Resources Department. Human Resources will address the deficiency with the substitute. The substitute may be restricted from accepting any assignments until the report investigation is complete. Upon completion of the investigation, the substitute will be notified of the decision that the Human Resources has determined is in the best interest of all parties concerned. This could result in removal from the substitute list. Failure to respond to a conference request by Human Resources may result in the removal of your name from the substitute roster.

Regarding Future Employment

Substitute work or acceptance of an interim assignment does not guarantee a full-time position. The resignation of a teacher does not guarantee the assigned interim teacher that position. Qualifications of all teacher applicants are reviewed and considered when selecting teachers.

Policies of the Bartlett City Schools Board of Education

Policies that are referenced in this handbook are included in the Employee Handbook. To review the complete policy manual for the Bartlett City Schools Board of Education, please visit our website at www.bartlettschools.org.

Staff Ethics

Bartlett City Schools employees are bound by the Code of Ethics. An employee's conduct must be representative of an exemplary role model. The primary function of the school system is the education of children and youth. Each employee is expected to represent the school, school system, and the community in a positive manner. In the event employee conduct, whether on or off duty, negatively impacts the mission, reputation, or goodwill of Bartlett City Schools, appropriate steps shall be taken to protect the school system and its mission.

Every employee of Bartlett City Schools shall afford the system his or her professional loyalty and arrange outside obligations, financial interests, and activities so as not to conflict or interfere with this commitment. The system shall not unduly interfere with legitimate outside activities of individuals who fulfill their duties. Concerns about conflict of interest occur when employees may have the opportunity to (a) use institutional privileges for personal gain or (b) influence business decisions of the system in ways that could lead to personal gain or give improper advantage to the employee's family.

SmartFindExpress

As an approved substitute teacher, please follow these guidelines:

- **SmartFindExpress** will work effectively if you accept jobs when called
- Maintain your **SmartFindExpress** profile details, especially dates that you are unavailable to work; this may require daily updates
- Accept jobs yourself. Do **NOT** authorize others to accept jobs for you
- Cancel by 10:00 pm the night **BEFORE** the job
- Do **not** cancel one job to accept another job
- Notify the **SmartFindExpress** BCS district administrator if you are going to be temporarily (two weeks+) or permanently unavailable to work
- Notify the **SmartFindExpress** BCS district administrator of any changes in personal information (name, email address, phone number)
- Request that the teacher or administrator enter a job in **SmartFindExpress** that you accept verbally
- Check your current assignments to see if the job has been entered in **SmartFindExpress**
- Maintain records of all jobs that you accept
- Continual lack of response to job assignments from the **SmartFindExpress system may result in removal from the BCS sub list.**

The **SmartFindExpress** system will be closely monitored by the BCS district administrator and by local school administrators. Failure to follow these guidelines will be considered unsatisfactory performance and may result in removal of your name from the Substitute List for Bartlett City Schools.