



SUBSTITUTE TEACHER HANDBOOK 2006-2007



THE SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48

The Scottsdale Unified School District, comprising 112 square miles, is located in the city of Scottsdale, a cosmopolitan area, and ranked third geographically in size of cities in the State of Arizona. The district enrollment for the 2005-2006 school year is estimated at over 27,000 students. Scottsdale Schools maintains twenty elementary schools, seven middle schools and five high schools. 1,800 teachers and administrators staff these schools.

A total staff of 1,000 custodians, groundskeepers, aides and office workers is necessary for the maintenance of the District buildings and grounds, and the smooth functioning of the schools.

We are extremely pleased that you have chosen Scottsdale Unified School District to substitute teach. This handbook is designed to assist you in your daily activities as a substitute teacher.

QUALIFICATIONS AND CERTIFICATON

Qualifications required for substitute service will depend upon the subject area in which you will be teaching. However, under existing conditions, there are general requirements, which all substitutes will be expected to meet:

- You must hold a valid certificate from the Arizona Department of Education
- You must submit an application
- You must submit Xerox copies of transcripts and letters of recommendation
- You must have a touch-tone telephone

If qualifications and interview meet the standards for substitute employment and evidence of valid Arizona certification is presented, the candidate will then be placed on the active list of substitutes.

Certification Requirements:

- The requirements for elementary and secondary certification include a Bachelor Degree or completion of three years of preparation in an accredited teacher education program, plus two years of teaching experience of six semester hours of direct student teaching.
- The substitute permit may be used for substitute teaching only and cannot be used to fill a vacancy occurring in a regular contracted teaching position.

SUBSTITUTE NOTIFICATION- AUTOMATED SYSTEM

Requests for substitutes are made through the automated substitute calling system. Calls are placed to the substitute staff by telephone between the hours of 5:45 a.m. and 1:00 p.m. for same day jobs and between 5:00 p.m. and 10:00 p.m. for all future assignments. **Please plan to be available during these time periods or you may call the system to hear a list of available jobs at 602-952-1230.**

Please pay close attention to the date and time of the job the system is offering. You may be called for a half-day; the length of a day is approximately 6.5 hours, **a half-day is 3 hours and 30 minutes or less.** A half-day is paid at half of the regular pay.

It is possible for substitute teachers to register for teaching only on certain days and in certain schools. However, it is your responsibility as a substitute to respond to a number of calls during the school year. If, for a week or longer, you cannot be available for assignments, change your availability in the automated substitute system.

ABSENCE OF A SUBSTITUTE TEACHER

If you have accepted a job and can no longer fill the position, you may call into the system and cancel the assignment. If you must cancel please call to do so as soon as possible. Do not call in and cancel a job through the system after 6:00 am on the day of the job. You must call me directly at that point. **Repeated and last minute cancellations will cause you to be deleted from the substitute list.**

GENERAL RESPONSIBILITIES OF A SUBSTITUTE TEACHER

In most instances, calls are made early enough so that you can be at the school 20 minutes before the opening of the class. It is to your advantage to arrive before the students report to classes. You will then have an opportunity to make last minute preparations for the day.

Arrival at school:

1. Arrive 20 minutes before start time and check in at the school office
2. Obtain teacher's folder for class schedule from secretary
3. Ask about any special instructions regarding duties
4. Obtain any necessary keys
5. Ask for guidance in reporting absences and tardies
6. If possible, introduce yourself to teachers on either side of your room just in case you need assistance

In the Classroom Before School:

7. **Read through the lesson plans left by permanent teacher**
8. Put your name on the board and locate materials for the day
9. Welcome the students as they enter, smile and show confidence

Throughout the Day:

10. Start class with attendance and follow lesson plans. Substitute teachers must keep the teacher's attendance register current. **The attendance register is a legal record and must be accurate.**
11. If you are substituting on a long-term assignment, you should be prepared to make lesson plans and attend departmental meetings, unless the Principal excuses you. Attending meetings is one of the ways in which you can keep informed about recent developments in school procedures.
12. Seek guidance from the appropriate teachers or the office in any unusual situation or discipline problem
13. Never leave the classroom unattended
14. Unless directed otherwise in the lesson plans, do not collect miscellaneous student work. Instruct students to wait until the teacher returns, or place in appropriate folders or baskets.

At the end of the Day:

15. Please leave room in the same condition that you found it. Have students straighten their area and clean around their desks. If chairs were on desks or stacked when you came in, please make sure they are on the desks when you leave.
16. Leave a note for the teacher at the end of the day. This is important so that the teacher knows where to begin the next day. This is a great opportunity for you to leave your request number so the next time that teacher is absent, he/she may request you for their next absence.
17. When all duties are completed, please return to the office and turn in your teacher folder and any keys that were given to you.

All substitute teachers are automatically released at the end of the school day.

DISCIPLINE

Please read carefully the following section from the Scottsdale Unified School District's "Uniform Code of Student Conduct" on discipline:

Article B- Behavior

Abuse of Staff

Definition: Insubordinate behavior- refusing to obey reasonable directives issued by a staff member; physically accosting or verbally threatening and/or profane language to a staff member (any staff member); insolent behavior, disrespectful manner, tone of voice, bodily action/gestures directed toward a staff member; failure to comply with the lawful directions of District officials or any law enforcement officers acting in performance of their duties; failure to identify themselves to such officials or officers when lawfully requested to do so.

Disruptive, Obscene, or Disrespectful Behavior

Definition: Any behavior that is obscene or disrespectful including deception, profanity and obscene behavior, and insubordination. Disruptive behavior is any behavior which distracts from or interrupts the learning environment. Profanity is the use of obscene language or gestures which disrupt the educational environment. Statement which intimidate, berate, or otherwise harm another person may result in disciplinary action.

Actions taken may include, but are not limited to:

- A. Student shall be isolated from other students.
- B. Inform parents of policy and disciplinary procedures.
- C. Suspend from school premises and activities for a period not to exceed ten (10) days and/or pending conference with parents. Either or both actions will be determined by the principal or designee. Before returning to school, the student is required to meet with the suspending administrator and sign a Readmission Contract.
- D. Administration may involve police. Legal action may be taken per A.R.S. 15-521.4 and 15-507. (A.R.S. 15-507 Insult or abuse of teacher in school; classification. A person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor.)
- E. Student may be required to make use of counseling services.
- F. Student may be removed from the aggrieved teacher's class with loss of credit.
- G. Student may be removed from the regular school program or recommended for an expulsion hearing as per A.R.S. 15-841.

The substitute teacher should be pleasant, yet firm. Only make consequences that you will be able to follow through with. Expect students to test you, they do to all subs, so be **ALERT!** Move among students during lessons and use eye contact, you must pay attention to the students at all times.

TIPS ON MAINTAINING DISCIPLINE

- Never give an order you do not intend to enforce. Avoid ultimatums, if possible.
- Be fair. Injustice, not punishment, is what makes a student rebel.
- Be friendly and enthusiastic. Always show an interest in what students are doing.
- Commend good qualities and appropriate action.
- Try to be constructive, not repressive, in all dealings with students.
- Remember that a sense of humor is extremely valuable.
- Do not judge misconduct on how it annoys you.
- Look for good qualities. All students have them.
- Do not pick on every little thing a student does. Sometimes it is wiser to overlook some things.
- Intelligence in handling young people consists of thinking faster than they do. If they can outthink you, you are not using your maturity and the advantage of your education.
- Defiance often comes from failure of the substitute to keep a situation in hand. If there is a danger of a direct break, the student should not be forced. A substitute's will should never be pitted against that of a student. It is far wiser to give some simple directions that will be obeyed and pick up the reins of control in a quiet way.
- Never hold a student up to public ridicule. It is the surest way of creating a discipline problem.

If a discipline problem develops and you find you are unable to solve it, you should refer it to the principal or the person designated in charge. **UNDER NO CIRCUMSTANCES IS A SUBSTITUTE TO USE CORPORAL PUNISHMENT AT ANY TIME!**

RELEASING A STUDENT AND EMERGENCIES

If a person who is not connected with the school seeks information about a student or permission to remove the student from the room, that person should be directed to the Principal's office. The principal will determine whether the student should be excused and will notify you of the decision. **Never release a student without the permission of the principal.**

Emergency Medical Care:

You should acquaint yourself with the policies and procedures to be used in caring for and reporting student's accidents and illnesses. In all cases of illness, the school nurse or principal should be notified.

GENERAL INFORMATION:

Professional Ethics:

Substitute teachers are expected to maintain the same ethical standards as regular teachers, i.e., stories or gossip should not be carried from building to building or to the pupils.

Confidentiality:

All School records and reports should be handled with care. Many records are of confidential nature, and are maintained in order to provide information on student development for the professional staff. It is essential that, as a teacher, you should be careful not to give out any information which you have received from contact with students and other people in the profession.

Dress Code:

Please dress neatly and appropriately for the working day. Professional dress helps establish respect among students.

Workmen's Compensation:

As an employee of the Scottsdale Unified School District, you are insured under the Workmen's Compensation Law as properly administered by the Industrial Commission of Arizona. Any injury, which occurs to you, as an employee on school property, while in the normal course of your duties, should be reported immediately to the school nurse on site to establish a record of said injury. If it becomes necessary for you to make application for compensation, the school nurse will aide you in the completion of the necessary forms.

Evaluation:

A substitute teacher may be evaluated either by the teacher for whom the substitute has taught or the principal of the school. **Repeated negative evaluations will result in deletion from the substitute list.**

Change of Address or Telephone:

The substitute coordinator should be notified immediately if your address or telephone number has changed.

Salary:

All substitutes are paid as follows:

- Days 1 through 29 ----- **\$100 per day**
- Days 30 through 59 ----- **\$105 per day**
- Days 60 through 89 ----- **\$110 per day**
- Days 90 or more ----- **\$115 per day**

Nurse subs receive \$115 per day beginning the first day.

The above incentive plan begins on the first day of the new school year and ends the last day of the school year. Those substitutes with five or more years of continuous substituting service will retain their step on the incentive plan to begin the sixth year.

You will be paid for each job number shown on the automated substitute system, which is verified in the Payroll Department. Paydays are every other Friday and your check will be mailed to your home address. There could possibly be a delay of four weeks in some instances, due to the submission dates of payroll periods. If there is any question about the amount received, you should call the substitute coordinator at 480-484-6174 where time worked can be verified.

Long-Term Assignments:

In the event that a certificated staff member is absent for an extended period of time, and the substitute assigned serves 20 or more consecutive days for the same teacher, the following adjustment in rates of pay will be initiated for the substitute teacher:

1. During the first 20 days the substitute will be paid at their present daily rate.
2. Starting the 21st consecutive day of substituting for the same staff member, the substitute will receive:

\$125 per day with substitute certification

\$140 per day with teacher certification

3. If the period of substitution exceeds 30 consecutive days for the same staff member, the substitute will be paid the difference between the daily rate for the first 20 days and the proper rate as designated in (2) above.

Retirement Benefits:

Arizona State Retirement System statute ARS 38-727 states that an employee is eligible for retirement benefits when meeting their standard of 20 weeks/20 hours. Due to the fact that many substitute teachers work at multiple districts, and cumulatively approach the 20th week of 20 hours or more without our knowledge, SUSD will begin taking out retirement deductions after the Winter break to avoid ASRS penalties down the line. The substitute coordinator will then forward the appropriate Arizona State Retirement System enrollment form to the substitute teacher for completion. The only exception to having that taken out will be if you have signed the form indicating that you will not exceed the 20 hours/20 weeks limit.

We sincerely hope that your time spent in the Scottsdale Unified School District will be pleasant and mutually satisfying.

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SUBSTITUTE TEACHING MATERIALS

The following is a list of ideas and resources you may want to use for time fillers, these ideas are only meant for periods of time where you need something extra to do; lesson plans always come first:

- Use the internet and type in Substitute Teaching for the subject and there are many different ideas that come up for time fillers
- Activity Handbooks designed specifically for substitute teaching:
 - Utah State University- Substitute Teaching Institute: web site- <http://subed.usu.edu>; these handbooks have many wonderful ideas.
- Teacher Stores: **Learning is Fun**, 12643 N. 48th St. Paradise Valley
(602) 996-4660.
- **Lakeshore Learning Store**, 4819 E. Ray Rd. Ste #2, Phoenix
(480) 940-7700
- **Hammett's Learning World/ Teaching Tools**, 7919 E. Thomas Rd,
Scottsdale
(480) 874-7195

GENERAL DISTRICT POLICIES

ADDENDUM TO SUB HANDBOOK

Effective with the 2006-07 school year, substitute teachers who cover another teacher during a plan period will receive an extra \$20.00 for the day. This amount is the same regardless of the number of periods covered in a single day. Additionally, in the event that a substitute teacher works for a teacher on a 6/5 contract, the sub will receive the extra .2 pay automatically figured in by the Payroll system.