

Oak Grove



Substitute Teacher Handbook

Dear Substitute Teacher:

On behalf of the students, faculty, and administration of the Oak Grove School District, we would like to thank you for your interest in serving the district in the absence of the regular classroom teacher. As a member of our professional team, you offer a critical contribution to the educational experience of our students.

This handbook was prepared to offer you information regarding district policies and procedures.

As a substitute teacher, you will be asked to perform a variety of tasks on very short notice. If you have questions or concerns about such assignments, please do not hesitate to seek help from our administrators.

Sincerely,

Bryan Thomsen
Superintendent

Linda Williams
Assistant Superintendent

APPLYING FOR SUBSTITUTE TEACHING

The following steps are required as part of the Substitute Certificate application process:

All Oak Grove School District employees/substitutes are required to complete a background/fingerprint before employment. All applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all applicants must visit one of the IdentoGo® office locations for fingerprinting.

1. The cost of fingerprinting is **\$40.50**. You will need the following information:
 - Unique Registration code for Oak Grove School District Substitutes: **0929**
2. Plan to bring a photo ID with you to your fingerprinting session.
3. If you do not possess a current Missouri teaching certificate, you will need to complete an online application form for a Substitute Certificate at DESE's website www.dese.mo.gov.
4. To obtain a Sub Certificate, you will need to have your educational institution mail your original/official transcripts to DESE. Make sure to include your Educator ID number from the Substitute Certificate application or your social security number. Photocopies, student copies, degree audits, or unofficial transcripts will not be accepted.

DESE
Attention: Educator Certification
PO Box 480
Jefferson City, Mo 65102

5. Once DESE has received your fingerprint results, official/original transcripts, and completed application, your qualification will be reviewed. Processing will require a period of time, and you can check the status of your application on the DESE website. When you have been approved for a Substitute Certificate, please print off the Certificate and return it with your completed Oak Grove School District substitute application.

CURRENT CERTIFIED TEACHERS

If you have a current, valid teaching certificate in Missouri, please submit a copy of your certification along with your completed Oak Grove School District substitute application packet. You do not need to obtain a Substitute Certificate.

**EMPLOYMENT PAPERWORK TO BE COMPLETED
FOR OAK GROVE SCHOOL DISTRICT**

Along with your current Substitute Certificate or Missouri Teaching Certificate, please submit the following completed forms to Selinda Pavlica, Human Resources, Oak Grove School District, 601 SE 12th St., Oak Grove, MO 64075:

1. Substitute application
2. State and federal tax withholding forms
3. I-9 Employment Eligibility Verification form
4. Copy of current Driver's License and Social Security Card or Passport
5. Employee Information/Emergency Contact form

Please note:

- Substitute teachers should notify Human Resources of a change in address or phone number.
- Substitute teachers must ensure they comply with all national, state, and district employment requirements on a yearly basis.
- If a substitute wishes to be removed permanently from the substitute list, notification should be made to Selinda Pavlica at (816) 690-4156, ext 1208.

School Instruction Hours

High School	Grades 9-12	7:30am - 2:20pm	Half Day Release	10:50am
Middle School	Grades 6-8	7:40am - 2:30pm	Half Day Release	10:50am
Elementary	Grades 3-5	8:30am - 3:20pm	Half Day Release	11:50am
Primary	Grades K-2	8:40am - 3:30pm	Half Day Release	11:50am
Early Childhood	8:25am - 11:25am Morning Session 12:25pm - 3:25pm Afternoon Session			

Phone/Fax Numbers

High School	816.690-4152	Fax	690-5666	Principal: Adam Salmon
Middle School	816.690-4154	Fax	690-3976	Principal: Tracy Kemp
Elementary	816.690-4153	Fax	690-8561	Principal: Peggy Tiffany
Primary	816.690-8770	Fax	690-6984	Principal: Laura Oyler
Early Childhood	816.690-3762	Fax	690-3885	Principal: Lorri Boydston
Central Office	816.690-4156	Fax	690-3031	

Substitute Teacher Certificates

State law provides that no teacher shall enter a public school classroom to teach, govern, and/or discipline, unless the person is certified as a Missouri teacher. Designating a person as a substitute teacher, and /or paying him out of the incidental fund, does not relieve the legal necessity for the person being properly certificated.

As outlined by the Department of Elementary and Secondary Education:

- A teacher with Department of Elementary and Secondary Education certification may substitute an unlimited number of days.
- An applicant for a substitute Missouri certificate of license to teach who has successfully completed sixty (60) semester hours or more of credit from an academic degree granting institution which is contained within the United States Department of Education's Directory of Post-Secondary Institutions, or approved by the Commissioner of Education and possesses good moral character may be granted a substitute Missouri certificate of license to teach. The substitute certificate will expire four years from the date it is issued.
- Person drawing retirement from the Public School Retirement System of Missouri (PSRS) or the Public Employees Educational Retirement System of Missouri (PEERS) is limited to 550 hours of substitute teaching.

Note: If teacher certification or additional college hours are attained during the current school year, it is YOUR RESPONSIBILITY to notify us of the changes. We receive NO notification regarding this from your college or the state.

Retired teachers from the Missouri Public School Retirement System (PSRS) members are limited to a total of 550 clock hours of substitute teaching each year based on a 7 hour work day. If a retirement date occurs within the school year, the maximum allowable hours may vary and be proportional to the retirement date. Retired teachers are also required to maintain a Working after Retirement Record tracking the hours worked and the wages earned each month.

Filling Substitute Positions

WillSub

Oak Grove School District uses an automated system for the sole purpose of managing and assigning substitutes for our buildings. Once a substitute has been approved to work for the district, they will receive a Welcome Email with a User ID and Pin Number and set-up instructions. It is then substitute's responsibility to log-in, complete the set-up process and activate individual preferences to begin receiving calls/texts/emails to fill teacher absences. One of the primary reasons using this system is to offer you a great deal of control. You can be proactive and find substitute assignments that you prefer rather than waiting to receive a telephone call asking if you are willing to accept an assignment being offered. All assignments are recorded by WillSub; you can access this information 24/7 for your convenience. If your schedule changes and you are not available to substitute on certain days, you can let WillSub know so you won't be bothered with calls for those days. You can even tell WillSub to call you only at certain times of the day or not to call you at all if you want to get all your assignments on the internet.

WillSub Contact Information

<http://www.willsub.com>

Technical Support: 800.319.4278

Remaining on our Active List

The District strives to maintain an adequate number of qualified substitutes for service. To accomplish this, we must rely on substitutes being available for assignment. To help us keep in contact with you, please notify Selinda Pavlica/Human Resources, of any changes of address, telephone number, or availability of work at (816) 690-4156. **You must contact Central Office at the beginning of each year if you would like to be added to the sub list for the current school year.**



Substitute Quick Reference

Technical Support: 1-800-319-4278
www.willsub.com

<p><u>How to Accept a Job over the Phone</u></p> <ol style="list-style-type: none">1. Answer call from willSub[®]—say “hello” or press 1 to move the system forward.2. Listen to substitute request information.3. Select option 1, 2, 3, 4, 5, 6, or 9:<ol style="list-style-type: none">1. Accept<ol style="list-style-type: none">i. Enter PIN number followed by the # keyii. Record request numberiii. Present number to office upon arrival2. Decline<ol style="list-style-type: none">i. Declines job3. Decline All<ol style="list-style-type: none">i. Declines all jobs for that day4. Call Back<ol style="list-style-type: none">i. Have willSub[®] call back later if job is still available5. Replay Message<ol style="list-style-type: none">i. Replay request information6. Which Substitute Called<ol style="list-style-type: none">i. willSub[®] will play the ID of the substitute that was called. <i>This is helpful if 2 or more substitutes share the same phone number.</i>9. Report Wrong Number<ol style="list-style-type: none">i. If this is confirmed, this will disable the user from the willSub[®] system.	<p><u>How to Accept a Job Online</u></p> <ol style="list-style-type: none">1. When there are jobs available, a link will appear on your home page: <u>'New Jobs Available (2)'</u>. Clicking the link will bring you to all available jobs.<ol style="list-style-type: none">i. Available jobs can also be viewed under the 'Requests' tab by selecting <u>'View Available...'</u>2. To see the details of the open jobs, click the highlighted date for the job.3. After reviewing the job details, you can click <u>'Accept Request'</u> to select the job or <u>'Decline Request'</u> to turn down the job.4. Upon accepting the job, you will receive a notice stating that if the submission is accepted, the job will appear on your home page.
<p><u>Commitments</u></p> <p>Commitments can be added to make you unavailable to work for a period of time. To add a commitment, select <u>'New'</u> under the Commitments tab.</p> <ol style="list-style-type: none">1. Select a date range for the period of time in which you are unavailable to work.2. Add a brief note explaining the time off (e.g., Vacation, Dr. Appt.) and click <u>'Add Commitment'</u> to finalize. <p>Select <u>'View'</u> under the Commitments tab to show all commitments in willSub[®].</p> <ol style="list-style-type: none">1. To remove a commitment, simply click the <u>'delete'</u> next to the commitment.2. If a commitment is shown displaying <u>'Willsub Committed'</u>, this refers to a day in which you have a job scheduled in willSub[®], making you unavailable to accept additional jobs.	<p><u>Preferences</u></p> <ol style="list-style-type: none">1. Select <u>'My Preferences'</u> under the Information tab to choose the days and times that you would like willSub[®] to call and/or send a text message.<ol style="list-style-type: none">i. Select <u>'Update'</u> to save changes.2. Select <u>'Worksite Choices'</u>, and <u>'District Choices'</u> to choose available districts.<ol style="list-style-type: none">i. Listed are all districts available to you. Click into each district that you would like to work in, check the box for <u>'Select for work'</u>, and click <u>'Update'</u>.3. Select <u>'School Preferences'</u> to choose the specific buildings that you would like to be available for jobs.<ol style="list-style-type: none">i. Change the drop down box from <u>'Buildings I Work At'</u> to <u>'All Available Buildings'</u> to see all buildings available for you to work in.ii. Click on the name of the building you want to work in, which will bring up the specifics of the building.iii. For the position(s) you would like to be available as a substitute, change the drop-down boxes from <u>No</u> to <u>Yes</u>.iv. Click <u>'Update'</u> to save. <i>Repeat this process for all buildings that you would like to be available to work in.</i>

When Leaving Our District

Please contact Selinda Pavlica at Central Office as soon as you know of your upcoming relocation or if you have chosen not to continue substituting for our district. It is very important that we keep our substitute list current and a new address should be submitted to our office so future payroll documents can be sent to you.

Substitute Salaries

Classroom Teacher Substitute Position (minimum 60+ College Hours) - Based on 7 hour day

- Full Day \$91.00
- ½ Day \$45.50
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Paraprofessional Substitute Position (minimum 60 College Hours or Para Certificate) - Based on 6 hour day

- Full Day \$69.24
- ½ Day \$34.62

Paychecks are disbursed on the 20th of each month. Payroll periods run from the 11th of each month through the 10th of the following month. Checks may be picked up at Central Office the day of payroll (unless the 20th falls on a weekend/holiday, they will be ready the Friday before). Any checks not picked up will be mailed at the end of the day.

The School Day

Wear Your ID Badge

The first step in identifying yourself to staff and students as a substitute employee is to wear your substitute ID badge at all times. You will receive your badge in each school office as you report for your assigned classroom. Please remember to turn your badge back into the office as you leave for the day.

Upon Arrival at School

We ask that you arrive 20 minutes in advance of student starting times so that you may have some time to become familiar with the lessons for the day. Upon arrival at the school, always check in with the building secretary. The secretary will let you know where your assigned room is and any other information you might need for the day. You will find that your teaching duties in the classroom will go more smoothly if you review the lesson plans thoroughly before the students arrive. If you have any questions, the nearest classroom teacher, principal, or school secretary will be pleased to help.

It is also suggested that you familiarize yourself with the district before taking your first assignment. A drive through the area will save a lot of early morning confusion on the day you go to work.

When the class arrives, introduce yourself; write your name on the board and **SMILE!** Your day with students has begun.

As a professional replacing a regular teacher who is absent, you should fulfill your obligation to make the school day of value to our students. Once again, the substitutes who fulfill these obligations are requested for return assignments.

Rapport with students should be established quickly. A pleasant, sincere, but firm approach and adherence to the established routine of the classroom will help ensure a relationship of mutual respect with the students. Students should be under your supervision at all times. The Oak Grove School District expects all students to do the work assigned and to observe all the requirements of good conduct. You must accept no other standard.

You are responsible for upholding school rules and regulations and maintaining daily records of attendance, assignments, etc. If you have any questions regarding these processes, information may be secured from the school secretary, the nearest classroom teacher, or the principal.

Except for an unplanned absence, the regular classroom teacher should supply the following for the substitute:

- Lesson plans
- Materials necessary to teach lesson plans
- Class schedule and teacher schedule when it deviates from the class
- Class roll
- Seating Chart
- List of students with special needs or disabilities
- Location of supplies materials
- Name of nearby teachers who can be of assistance

In most cases, there will be a lesson plan you will be expected to follow; however, it is not always possible for adequate plans to have been made by the regular teacher ahead of time. If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information. In these cases, please consult with the nearest classroom teacher, principal, or school secretary to locate emergency lesson plans appropriate for the grade level or subject you are substituting. Do NOT make something up or try to "wing it." Bringing in your own teaching material or videos is also prohibited.

The End of the Day

You are asked to stay a minimum of 15 minutes after the students are dismissed. Please check each building's dismissal procedures and what you are expected to do when dismissing the students.

Once the students have been dismissed, take a few moments to leave a note concerning what you have accomplished, including comments on subjects and students for the regular classroom teacher. Include information and/or lessons that were/were not completed and why; any behavior problems that occurred and any exceptional behavior that was noted. Be fair in your evaluation. Always leave good comments along with the bad.

After ensuring the classroom is in order, please check out through the main office before leaving the building.

Letting Effective Instruction Work for You

Students will be more likely to perform as you expect if you incorporate motivation and reinforcement principles into your daily routine. Motivation involves building success, interest, feedback, and accountability into your lessons. Positive reinforcement involves encouraging students to maintain appropriate behavior.

When students are on task as expected, make sure they are positively reinforced so that on task behavior will continue. Appropriate behavior, as well as inappropriate behavior that is positively reinforced, will continue to increase in frequency, so be careful of what you positively reinforce. For example, if you continue to give your attention/time to a student who is talking or misbehaving and that student wants your attention, you are positively reinforcing that student's behavior. As a result, the student may continue acting in the same way in order to get your attention.

Some strategies to help students remain on task and engage include:

- Direct your questions and activities to all students, not just those who raise their hands in order to keep students actively involved in the learning process.
- Move around the classroom and position yourself near students so you can make sure they are on task or provide support as needed.
- Relate the content you are teaching to the students' personal lives, experiences, and interests.
- By following the regular teacher's lesson plans, you can be following established classroom routines.

Safety/Evacuation Procedures

- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency – Fire/weather drill routes are posted in all classrooms.
- Know where the nearest exits are located.
- Take the class roster with you if you must evacuate the building.

Handling Accidents/Illnesses

- Do not touch a student where he/she is bleeding, even if you use gloves.
- If needed, provide the student with a tissue or paper towels, instructing them to hold it on their wound.
- If appropriate, send the student to the nurse's office for further care.
- Do not administer any type of medication to students (no aspirin, cough medicine, prescription or non-prescription drugs).

Inclement Weather

- Listen to local radio/television stations for instructions on reporting times or cancellations.
- Know the procedures for dismissing students early.
- Inquire about extra duties during time of inclement weather.

Student Pick-Up

- Know procedures for escorting students to bus pick-up/parent pick-up.

Professional Ethics

Confidentiality

All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on a child's development for the professional staff.

It is essential that, as a substitute teacher, you are careful not to divulge any confidential information that has been received from contact with children and other people in the profession.

Understanding

As a substitute teacher traveling from school to school, you will observe many situations and modes of operations. Rather than disparage the teachers for whom you substitute, we hope you will keep in mind that all teachers do not all work in the same way.

Understanding, not criticizing, will go far to make your teaching assignment more pleasant for you and others around you. Instead of expressing comparisons among classrooms, teachers and schools, you should make every effort to carry on the program of the regular teacher and to fit in with the existing schedule.

Physical Demand/Requirements

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting up to approximately 30 pounds may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

Cell Phone Use

Substitute teachers must not make or accept cell phone calls when they are on duty with students. Substitutes may make personal calls on break times when they are not supervising students. Cell phones should be placed on a silent or vibration tone in the schools so as not to disturb the learning environment.

Computer Usage

Computer usage should only occur if it is assigned in the lesson plans left by the classroom teacher. Each building has a unique substitute login and password. You should get this password from a principal/assistant principal. Substitutes should not use the classroom computer to check their personal emails or to access the Internet. Be actively involved in teaching your students during regular class hours. Personal matters should be attended to when class is not in session.

Dress Code

As teachers, we are examples to our students. We are expected to dress in a professional manner and to be neat and attractive in appearance at all times. Jeans, shorts, or t-shirts are not typical teacher attire. However, we have "Casual Friday" where you may wear jeans and Panther apparel. Although you are expected to dress for your assignment, (i.e. a PE teacher), you are still a guest at school and your dress will need to be professional.

You are Accountable

As a substitute employee, you are accountable for the job you do.

- Personal appearance and attitude should be professional.
- Be on time.
- Be a good role model.
- Keep students in the classroom for the full period of class time.
- DO NOT put your feet on the desk.
- DO NOT read the paper or a book while you are supervising students.
- DO NOT take unscheduled breaks; students must be supervised at all times.
- DO NOT eat or drink while supervising students in the classroom.
- Show videos only if the lesson plans indicate.
- DO NOT leave the building to attend to personal business.
- DO NOT leave the building before your assignment is complete.

Releasing a Student

If a person not connected with the school needs information about a child or permission to take the child from the room, refer that person directly to the office. The principal or principal's secretary will then determine whether or not the child should be excused. He/She will notify you of the decision.

Under NO circumstances should a child be released without permission from the office.

Discipline

If you follow the three F's – Friendly, Fair, and Firm, there should be little problem with discipline. If the students are engaged in meaningful learning activities, discipline problems are minimal. If you know the subject being taught and present it in an appropriate manner, students will be more likely to be attentive.

Naturally, there are exceptions and problems may occasionally arise. If a discipline problem occurs that you are unable to handle, contact the office or neighboring classroom for assistance.

NEVER ADMINISTER CORPORAL PUNISHMENT.

Discipline problems generally occur for one of three reasons. From the student's viewpoint, these reasons include:

- The student can't do it - so why even try?
- The student can already do it – so why bother?
- It won't make any difference if I do it or not – so why bother?

To help students stay on task, make sure that what you are asking of them is appropriate. If they are bored, you are more likely to get misbehavior. At the other end of the spectrum, if students feel there is no way they can do what is being asked, you are also likely to get misbehavior. Many students would prefer to be known as troublemakers than to be seen as "dumb" by their peers.