

**NEW HANOVER COUNTY SCHOOLS**  
**EXPECTATIONS OF ALL SUBSTITUTE TEACHERS**

1. Work a minimum of two days per month. Subbing must be on a continuing bases. An extended lapse in employment will result in being removed from the sub system and re-application will be necessary.
2. You are asked to enter your unavailability dates as non-work days in the sub system so that the system can work as efficiently as possible. This helps cover jobs faster.
3. You may not cancel one job to take another job. This is unprofessional and leaves the school in a bind.
4. Dress professionally.
5. Be on time and check in at the main office.
6. If you have to cancel, you are asked to contact the school as soon as possible. If cancelling one hour or less before the job starts, you are asked to contact the sub office at 254-4345.
7. Maintain a high level of ethical behavior and confidentiality of information.
8. Follow the teachers' lesson plan exactly as written. If you have questions, ask a neighboring teacher or an administrator.
9. Substitutes could be asked to cover other classes during planning periods. Subs do not get a planning period. First period planning does not mean you arrive late or leave early if there is a fourth period planning.
10. Sometimes it is possible that the school may ask you to cover another class other than the one that you accepted through the sub system. If you choose to leave and not work in the class needed, you will not be paid. As a substitute, you will need to be flexible and willing to help where you are needed.
11. Do not wear headphones or ear buds while monitoring students.
12. Use positive reinforcement, do not yell or use inappropriate or demeaning language with the students.
13. Do not grab, pull or put your hands on any student. (See addendum below)
14. No cell phone use in the classroom or when monitoring students.
15. Monitor and assist the students continually.
16. Do not take it upon yourself to contact a parent/guardian. This should be handled by the principal or assistant principal.
17. Have voicemail available on your phone. When a person from the school tries to call you, they need to be able to leave a message.
18. Keep your phone number and email up to date in the AESOP Sub System.
19. You may not video or photograph any students.
20. Familiarize yourself with the policies of NHCS. You may find this at <http://www.nhcs.net/policies/policymanual.htm>
21. When you no longer can substitute for NHCS, we request that you submit a resignation via email or letter.
22. Complete and submit the re-application form that is sent out on-line via a google document on or around June 10 each year.

### **Addendum to #13**

There may be occasions in the special education classroom when the substitute will be needed to physically assist a student, but only as trained by school staff. Examples of this physical assistance may be:

- supporting a wheelchair-bound student from the wheelchair to another seat or to the toilet,
- supporting a physically unstable student across the classroom by bracing their arm for stability,
- Assisting student with daily living tasks of feeding (not tube-feeding), cleaning hands/face, toileting, etc.

These scenarios are more likely when the substitute assignment is for longer periods of time, rather than for just a day.

**Unless specifically trained through intensive professional development outside of the classroom, substitutes should not use physical restraint or perform medical tasks (catheterization, medical feeding, medication administration, etc).**