



SUBSTITUTE TEACHER HANDBOOK



INTRODUCTION

Thank you for your willingness to work as a substitute teacher with the Salt Lake City School District. We recognize that substitute teaching does not ordinarily carry the intrinsic rewards of regular teaching. Nevertheless, substitutes are an extremely important part of the teaching program in our district and often heavy responsibility falls on those who teach in this capacity.

This manual will help define your role as a substitute teacher so that your experience in the various schools will be one of clear-cut expectations and your assignment satisfactory to you. Substitute teachers are not considered career employees and work at will which means they can be terminated for cause or no cause.

GENERAL INFORMATION

The substitute teaching program in this district is intended to meet the educational needs of students when the regular teacher is absent. You will be given as much early notification as possible so you can plan and prepare for the assignment. However, because of the nature of the absences, many substitute assignments will be made on very brief notice. The Salt Lake City School District has an automated calling/online system called SmartFind Express. Instructions on how to use the system are provided in the SmartFind under the Help option. SmartFind begins calling and emailing substitutes at 6:00 a.m. to 1:00 p.m. and then again at 5:00 p.m. to 10:00 p.m. or you can search for jobs online. If you have any questions or concerns about substitute teaching please contact the substitute office at 801-578-8337.

While our students are learning through a remote environment, the number of substitute teaching jobs may be reduced. We will provide some online training on using Zoom or Office Teams and Canvas for classroom instruction. If you accept a sub job you will report to the assigned school and use the computer in the classrooms. Be aware you are required to wear a mask in the school building and follow all safety protocols.

It is understood that substitutes may find it necessary to refuse an assignment when called. If you find that you are not able to continue accepting assignments that you will resign your position as a substitute teacher. If you are unable to substitute for short periods of time please arrange your schedule with SmartFind in order to reduce unnecessary calls. If you have not subbed in 90 days you will be terminated and will need to reapply.

We hope every substitute assignment will be filled by a person who effectively conducts learning experiences with the classes to which you are assigned. Substitute services should not be construed as only "baby sitting". When a substitute accepts an assignment in any grade level or in any subject, the substitute should have the necessary qualifications to teach students even though specific lesson plans from the absent teacher may not always be available. **When lesson plans are available, please follow them carefully.** At times, you may be asked to cover an assignment in which you are not qualified because of a shortage of qualified substitutes.

HOW TO REPORT

Report to your school **at least 15 minutes** prior to the start of the assignment and remain until the job is completed. When leaving make sure the classroom and materials are in order.

Upon arrival at the school, check with the principal or the school secretary to be sure of your assignment. Learn what lesson plans you should follow during the assignment and any log in information is subbing in a remote environment. At the end of the assignment be sure to leave classroom keys with the office.

When you report for work at a school, teach according to the following instructions:

- ◆ **Be certain to use lesson plans left by the teacher.** This practice provides continuity of instruction for the students as well as good public relations with the regular teacher and the school.
- ◆ Under some circumstances the assignments will last for a period of time and the lesson plans will have been utilized. Contact the teacher, if possible, and ask for the next steps that should be taken. If this is not feasible, ask for assistance from the principal or other teachers.
- ◆ Keep a file of emergency activities that may be used when assignments are made in an area outside of your competency and for when lesson plans are not available. This file will also be useful to fill the odd five minutes before dismissal for lunch, to the next class period or at the end of the day.
- ◆ Spend the entire time working with and for the students. The substitute teacher is expected to carry out the work of the regular teacher. Maintaining order alone is not sufficient. **No personal work** of any kind should be done during the substitute assignment.
- ◆ Leave a report of the work covered and add any special problems or comments for the regular teacher.

DISTRICT POLICIES

Please read and be familiar with all district policies at <http://www.slcschools.org/policies>.

RELEASING A STUDENT

Under no circumstances should a student be released without the permission of the school administrator. The school administrator will determine whether or not the student should be excused and will notify you of that decision. Do not release students early for lunch periods or at the end of the school day.

EMERGENCY PROCEDURES

Emergencies can arise at any time and you should be prepared to handle them with a minimum of confusion. Procedures differ throughout the district, depending on whether you are at an elementary, middle school or high school.

Upon arrival at the school you should check with the administration regarding emergency procedures and guidelines for handling these situations.

PAYROLL INFORMATION

Substitute teachers are paid on a semi-monthly pay schedule. Assignments are either for a full day or half day. Elementary schools who have an early release schedule on Fridays will be paid a two-thirds day. It is necessary for you to report to the school secretary upon your arrival and carefully state your name and your assignment.

Substitutes should keep a log of each assignment, including job ID, school, date, the name of the teacher.

Assignments accepted from individual schools or teachers need to be reported in the SmartFind system in order to ensure the payment for the assignment. It is the teacher's responsibility to enter his/her absence in the SmartFind system. A substitute teacher who accepts an assignment from a teacher or school that has not been reported in the SmartFind system will not get properly paid.

When a given absence is projected as 20 working days or more, the substitute assigned to fill that absence will be paid the maximum substitute rate of \$110.00 per day beginning on day 21. A pay adjustment will be made retroactive to day one. The substitute will be expected to, as far as feasible or necessary, accept responsibility for the regular teacher responsibilities. If the assignment extends beyond 40 working days, the substitute will receive the rate of \$192/day pay beginning the 41st day. This rate is **not** retroactive.

PAY PERIODS

Substitute teachers are paid on a semi-month pay schedule. Pay dates are the 15th and last day of the month. Days worked from the 1st to the 15th of the month are paid on the last day of the month. Days worked from the 16th to the last day of the month are paid on the 15th of the following month. Direct deposit is required.

SUBSTITUTE TEACHER SALARY

\$90.00 per day – No Degree

\$100.00 per day –Bachelor's or Master's Degree

\$110.00 per day –Certified Teachers

\$125.00 per day –Retired from SLCS D

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS

1. The substitute teacher should not make comments about any student, teacher or administrator that will reflect discredit upon that person or upon the teaching profession. Observations made during the school day and conversations should be confidential and discussed only with the school principal.
2. All school records and reports should be handled with care. Records are **confidential** and should be treated as such.
3. Plan to spend the entire assignment working with and for students. No **personal work** of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher. This includes leaving a summary of work covered.

4. The substitute should familiarize himself/herself with the content of courses to be taught, the school and classroom procedures, and the emergency plan of the school.
5. He/she should assume responsibility for supervision duties of the regular teacher promptly and in accordance with school rules, this may include bus, lunchroom, or playground duty or other duties as assigned by the principal.
6. Report the following matters to the school office or an administrator:
 - a. Personal injury to student or employees.
 - b. Serious illness of any student.
 - c. Damage to school property.
 - d. Serious discipline problems or infractions of school rules.
7. Check with the office of school administrator before:
 - a. Granting permission for a student to leave school before the regular time of dismissal.
 - b. Granting permission to detain students after dismissal time.
 - c. Sending notes or any communication to parents.
8. Do not call the regular teacher unless specifically requested to do so.
9. The substitute is responsible for maintaining classroom discipline. Disruptive student conduct in class is not acceptable. When and if serious problems arise, he/she should feel free to turn to the responsible administrator for help.
10. The Substitute shall:
 - a. Check in with the office each time you substitutes.
 - b. Meet with the principal or secretary for orientation to the school policies and procedures such as attendance, discipline, class schedules and lessons plans.
 - c. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans.
 - d. Maintain normal classroom routines. The administrator should be contacted in case a serious discipline problem arises.
 - e. If a student requires medical attention, he or she should be sent to the office with another student or teacher. Do not leave the classroom unattended.
 - f. Leave the regular teacher a report of work done especially if lesson plans have been altered.
 - g. Leave room as neat as possible at the end of the day.
 - h. Be sure all windows and doors are locked. If the school has issued a key, it is the substitute's responsibility to return the key prior to leaving the building.
11. UNDER NO CIRCUMSTANCES –will the substitute:

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- a. Release a student from the regular school hours without written permission from the administrator.
 - b. Leave money or valuables in the desk.
 - c. Criticize the regular teacher about his/her materials or methods.
 - d. Leave the classroom and students unsupervised during the school day.

HELPFUL HINTS FOR SUCCESSFUL SUBBING

1. Be an informed substitute. Know the school rules and district policies.
2. Get the class started quickly.
3. Follow the teacher's lesson plan; this will be a great help in the orderly beginning of the day's work.
4. Take control of the class from the beginning.
5. Use positive rather than negative statements and suggestions.
6. Expect respect and cooperation; be respectful of student.
7. Have a positive attitude toward the assignment.
8. Fairness and careful follow-through are invaluable in maintaining good classroom order.
9. Physical conditions in a room may affect the behavior of student. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise students as they enter and leave the classroom.
10. Be organized in carrying out the teachers' direction.
11. Be innovative and flexible.
12. Immediately establish your behavior expectations.
13. Avoid an open clash with the student(s).
14. If having a problem with disruptive students, ask students to step outside the door so you can talk to him/her. This has a quieting effect on the other students.
15. Be calm. If you are upset, calm down as soon as possible.
16. Keep the students busy; review materials and complete assignments.
17. Class morale can be kept high with praise from the teacher.
18. Walk around the room. Stand next to the noisy person or group.

19. Model the behavior you want from the students.
20. Try to talk to each of the students. This is very important if you are going to be at the school on several occasions.
21. Be sure to have a current seating chart for the classes. Call the students by name.
22. Ask questions of other teachers and the school administrators if needed.
23. Carry copies of a back-up lesson.
24. When classroom procedures have been established and which the students are familiar, work with it. Do not try to impose an entirely new system for one or two days.
25. When you sense that students are willing to be helpful in terms of clarifying procedures, refer to them.



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The Salt Lake City School District prohibits discrimination based on age, color, disability, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities. The following person has been designated to handle inquires regarding non-discrimination policy: Kathleen Christy, Assistant to the Superintendent, 440 East 100 South, Salt Lake City, Utah 84111, 801.578.8251. You may also contact the Office for Civil Rights, Denver, CO, (303)844-5695.