



**Spaulding High School  
Central Vermont Career Center  
Barre City Elementary and Middle School  
Barre Town Middle and Elementary School**

# **Substitute Handbook**

Updated 7/2021

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# Barre Unified Union School District

120 Ayers Street, Barre, VT 05641 • [www.buUSD.org](http://www.buUSD.org) • Phone: 802-476-5011 • Fax: 802-476-4944 or 802-477-1132



**Barre City Elementary & Middle School • Barre Town Middle & Elementary School • Spaulding High School • Central Vermont Career Center**

*Doing whatever it takes to ensure success for every child.*

David Wells, M.Ed. - Superintendent of Schools

*Mary Ellen Simmons, Ed.D. – Asst. Superintendent of Instruction  
Stacy Anderson, M.Ed. - Director of Special Services  
Lauren May, M.Ed. – Director of Early Education  
Josh Allen – Communications Specialist*

*Lisa Perreault, SFO - Business Manager  
Carol Marold – Director of Human Resources  
Emmanuel Ajanma, MAT – Director of Technology  
Jamie Evans – Director of Facilities*

*Annette Rhoades, M.Ed., CAGS – Asst. Director of Special Services  
Jon Strazza, MS.Ed. – Asst. Director of Special Services  
Rebecca Webb, M.Ed. – Act 166 Regional Coordinator*

## Welcome to the Barre Unified Union School District!

Our supervisory union consists of the Barre City Elementary and Middle School, Barre Town Middle and Elementary School, Spaulding High School, and Central Vermont Career Center. We serve over 2,700 students ranging from PK to high school, and the District employs over 550 faculty and staff district wide.

The District's mission is to focus on teaching our students to be literate, critical-thinking problem-solvers who can collaborate and communicate, not simply to be standardized test takers. We strive to provide them with education that allows them to leave our schools career and college ready. We appreciate your willingness and dedication to our students. In assisting us to provide a quality educational experience for our students in the absence of their regular paraeducators and teachers and support staff.

We have created this handbook to provide you with helpful information to make your substitute experience both enjoyable and rewarding. The substitute handbook contains general information about substituting in our district schools, as well as general expectations. Please familiarize yourself with its contents before substituting at our schools.

You are also invited to visit any of our schools to become better acquainted with the faculty and staff, building layout and operations of the schools. If you have questions about a particular school that are not addressed in this handbook, please feel free to speak to the school substitute Coordinator. They would be more than happy to assist you.

As a substitute teacher, you will benefit from the advanced preparation that is done by the teachers in the BUUSD. You should find classrooms that have been organized for maximum student benefit, and you should find lesson plans that will help you make the day an effective educational experience for the students in your care.

We consider you a valuable member of our team. Our schools cannot function smoothly without the assistance and expertise of substitutes. We hope your experience at our school(s) is both rewarding and enjoyable. We look forward to another great year at the BUUSD.

Sincerely,  
Carol Marold, Director of Human Resources

## **Introduction**

This Substitute Handbook is a compilation of personnel policies, practices and procedures currently in effect for substitutes within the Barre Unified Union School District (hereinafter referred to as “BUUSD”) and its member schools of Barre City Elementary and Middle School, Barre Town Middle and Elementary School, Spaulding High School, and Central Vermont Career Center. Unless otherwise specified, all references to the “BUUSD” will assume inclusion of these member schools and the BUUSD. The handbook is designed to introduce you to our family of schools, familiarize you with our common policies, procedures and practices and help answer many of the questions that may arise in connection with your employment.

Your employment with the District is considered “At-Will” This means that as a Substitute, you have the right to limit your assignment to a specific school(s) or specific category of jobs. You have the right to decline jobs, for any reason, or no reason at all. You may have your name removed from the district substitute list for any reason, at any time. Likewise, the superintendent (or his designee) reserves the right to limit your assignment(s) or remove your name completely from our substitute list at his discretion at any time for any reason, or for no reason at all, without notice.

This handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is to provide substitutes with convenient explanations of present policies and practices in the BUUSD, and is intended to be an overview or a guideline rather than cover every matter that might arise.

Copies of complete policies that have been approved by the BUUSD board can be found online at [BUUSDvt.org](http://BUUSDvt.org). The BUUSD reserves the right to modify any of our policies and procedures covered in this handbook at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

## **Communications and Open Door Policy**

One of BUUSD’s objectives is to maintain productive and positive relationships between staff members. Our substitutes are one of our most important resources. In order to maintain quality relationships, and positive substitute relations, we have an “open door policy” at all levels of management. Substitutes are encouraged to express their opinions, concerns, and suggestions directly to an administrator, the substitute coordinator or to the Human Resources Department. The buusd is eager to assist in the resolution of substitute concerns, and to consider ideas for making our district even better.

No manager or other representative of the BUUSD, other than the Superintendent or designee, has authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the superintendent or other named designee.

## **Equal Employment Opportunity**

The BUUSD is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, genetic information, marital status, sexual orientation, ancestry, gender identity, place of birth, HIV status, or any other status protected under applicable federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. Our policy reflects and affirms our commitment to the principles of fair employment and the elimination of all discriminatory practices.

If you believe that an employment decision has been made that does not conform with management’s commitment to equal opportunity, you should promptly bring the matter to the attention of the Human Resources Coordinator. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

## **Discrimination Against Individuals with Disabilities**

The Federal Americans with Disabilities Act (ADA) and State law prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the BUUSD's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of policy, the BUUSD prohibits discrimination of any kind against people with disabilities.

## **Disabled Defined**

An applicant or employee may have a qualifying disability if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

## **Reasonable Accommodation**

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the BUUSD Human Resources Department in order to allow them to apply for a particular job, perform an essential function of the position, or enjoy the benefits and privileges of employment. If you have a disability and you wish such reasonable accommodation, contact Human Resources. We will ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine whether you have a qualifying disability and, if so, the viable options for reasonable accommodation. Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, we do not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. There may be some instances where there is no reasonable accommodation that would enable you to perform the essential functions of your job.

# Our Schools

If you are unfamiliar with the area, you may want to take a tour to each of our schools. We are happy to invite you to any of our schools for a tour before you start.

## Where do I park?

There are no individually designated parking spots at our elementary and intermediate schools and parking is limited at some schools. When subbing at these locations, you should park in designated faculty and staff parking areas (if such exist). We ask that substitutes do not park within the designated Visitor's spaces. Please ask your Sub Coordinator where to park at the school where you are planning to sub.

## Who do I call with questions?

Always go to your Substitute Coordinator if possible. If he/she is not available, refer to the Directory of Assistance that lists several phone numbers that may be useful to you. If you are unsure who you need to speak with, please call the school's main office (Barre City - 476-6541, Barre Town - 476-6617, CVCC 476-76237 or SHS 476-4811) and someone will properly direct your call.

## Barre City Elementary and Middle School

(BCEMSVT.org) 476-6541, Fax: 476-1492 - 50 Parkside Terrace, Barre, VT 05641

Principal Elementary PK- 4: Hayden Coon x 4311

Administrative Assistant and Bookkeeper: Bambi Florucci x4316

Principal Middle School Grades 5-8: Chris Hennessey x 4325

Registrar: Andra Holbrook: x4310

Assistant Principal: Pierre LaFlamme x 4320

Transportation Coordinator: Nancy LeBlanc x 4317

Substitute Coordinator: Jennifer Chioldi x 4309

## Barre Town Elementary and Middle School

(BTMES.org) 476-6617...Fax 479-5723 - 70 Websterville Road, Barre, VT 05641

Principal Elementary PK-4: Jennifer Nye x 6308

Administrative Assistant: Tina Lunt x 6307

Principal Middle School: Erica Pearson x 6309

Administrative Assistant: Kim Benson x 6305

Assistant Principal: Theodore Mills x 6241

School Registrar/Sub Coordinator: Betsy Pearce x 6306

Transportation Coordinator: Terrie Murray x 6331

Bookkeeper: Bridgette Apfel x6186

## **Spaulding High School**

(SHSBTC.org) 476-4811, Fax 479-4535 -155 Ayers Street Barre, VT 05641

Principal: Brenda Waterhouse x 1190

Assistant Principal: Luke Aither x 1115

Assistant Principal: James Ferland x 1150

Office Manager: Elizabeth Bicknell x 1166

Front Desk: Heather Stalling x1122/Kerry Stabell x1125

Guidance Administrative Assistant: x 1121

Maintenance Facilities Coordinator: x1180

Athletic Director: Natalie Soffen x 1168

Registrar: Lora Gaudreault x 1123

Bookkeeper and Substitute Coordinator: Jake Trepanier x 1167

## **Central Vermont Career Center**

(<http://cvtcc.org/>) 476-6237, Fax: 476-4045 -155 Ayers Street Barre, VT 05641

**Director:** Jody Emerson x 1138

Assistant Director: Scott Griggs x 1045

Administrative Assistant/Sub Coordinator: Sarah Capron x 1139

Registrar: Laurie Morvan x 1132

Bookkeeper: Kara Maxey x 1133

Student Support: Carrie Cook x 1258

Guidance Coordinator: Stefanie Seng x 1156

**Barre Unified Union School District Staff Directory**  
**BUUSD Central Office - 120 Ayers Street, Barre VT 05641**  
802-476-5011 (phone)  
802-476-4944 (General Fax) 476-1132 (Business Office Fax)

**Superintendent:** TBA

Executive Assistant to the Superintendent: Tina Gilbert Ext. x 1015

**Assistant Superintendent to Instruction:** Mary Ellen Simmons

Admin. Asst. to Asst. Superintendent: Jessica Adams x 1013

**Business Manager:** Lisa Perreault x 1009

Senior Accountant Ashley Young x 1010

Staff Accountant- Accounts Payable: Michelle Leeman x 1007

Staff Accountant- Payroll : Ann Baker x1024

Medicaid Clerk: Kathy Couture x1025

**Director of Human Resources:** Carol Marold x 1001

Human Resources Specialist: Leslie Babic x1008

HR Assistant and Receptionist: TBA x 1000

**Director of Technology & Information Services:** Emmanuel Ajanma x 1012

Assistant to the Director of Technology & Information Services: Megan Gonyaw x 1023

**Early Education Coordinator:** Lauren May x1018

Assistant to the Coordinator of Early Education: Megan Gonyaw x1023

**Directors of Special Services:** Stacy Anderson x1019

**Assistant Directors of Special Services:** TBA

Assistant to the Directors of Special Services: Sue Cioffi x 1014

**Director of Facilities:** Jamie Evans x 1204

**Communications Specialist:** Josh Allen x1026

## **Substitute Positions Defined -**

(please see Appendix A for Substitute Job Description)

### **Daily Substitutes:**

Day Subs are called on an as- needed basis. These people would typically not have an assigned position. They are not required to accept assignments.

### **Clerical or Custodial Substitutes:**

Clerical and Custodial subs are assigned by building administrators or the Director Facilities for work shifts. This is not applicable for those substitutes who are daily substitutes, but do occasional administrative support. These people would typically be Daily Subs.

### **Certified Substitutes:**

We encourage all Substitutes to become a Certified Substitute. Training is available online at <https://sp.teachermatch.org/account/login/?next=/> for those substitutes who wish to avail themselves of the District's substitute certification course.

### **Pre K Preferred Substitute:**

Under Vermont Law 166 PK subs are required to meet specific  
(Please see Appendix B)

### **Licensed Daily Substitutes (must hold a valid VT Educator's Licence):**

LDS subs typically work as day subs.

### **Permanent Substitutes:**

Permanent Substitutes are those that employed for the entire school year and typically do not take on long term assignments. A permanent substitute works with the Substitute Coordinator to fill spots and determine the needs of the school on a daily basis.

### **Licensed Long Term Substitutes (not applicable to daily subs):**

LLT subs are assigned to a specific position and have an agreement approved by the Superintendent to work a specific amount of time or a specific assignment. State law does not permit you to substitute more than 30 consecutive days for the same teacher absence unless you have a valid VT teaching license and endorsement for the assignment.

## **Hours of Work**

The work week is generally from Monday through Friday, but can vary depending on the location, position, and the need to be present when school is in session. substitutes' schedules are aligned with the school day in order to best meet the needs of the students. Please discuss your expected work schedule with your Substitute Coordinator. Each location will provide adequate meal and break times in accordance with Vermont and Federal labor laws.

Please plan to arrive 15 to 20 minutes before the start of school. All substitutes need to check in, sign in, and obtain a visitor's badge. You will be given a room key, directions to your classroom, and a folder with a class list seating chart (if applicable), lesson plans, the day's schedule, school procedures, the school evacuation plan, a list of contacts and other useful information. These plans may also be left in your classroom. If you have questions, don't be afraid to ask. We encourage you to introduce yourself to your neighboring teachers. Just as you are there to meet the needs of the students, our staff is available to help you. The more you learn about the school and routine, the better!

It is not expected that you will work any hours beyond the regular sub day. You must have prior approval or direction to beyond the regular hours scheduled. Although it is unlikely that a substitute would be asked to work overtime, the BUUSD will provide overtime compensation for hours worked in excess of 40 per week, in accordance with Federal and State labor law for municipalities.

You are expected to stay in the building and be available throughout the school day (or for the number of hours you were hired to work in the case of an hourly or part-time coverage). If you need to leave before that time, you must advise the office staff and sign-out before leaving.

Once the students are gone and you have finished up in the classroom and done any assigned duty, you should check out at the main office before leaving the building. Please plan to stay 10 to 15 minutes after students are dismissed to tie up any loose ends and complete the substitute report. Substitutes at the Middle and Elementary schools are expected to stay until the buses have left the bus circle.

## **When will I be called?**

You can accept jobs at any time using Aesop's Web services. Aesop will begin calling substitutes 48 hours prior to the start of the absence for those jobs that are still unfilled. The morning call period is from 5:00 AM to 11:59 AM. The evening call period is from 5:00 PM to 11:00 PM. However, you can adjust your personal call periods to times that are more convenient for you, as long as they fall within the windows of time specified above. This feature is available when you access your personal account with Aesop. Aesop will also not call substitutes on official federal holidays in which schools are closed.

## **What if I'm committed to sub and then can't?**

If you get sick, have an emergency, or have another conflict for a day that you have already accepted in Aesop, you can cancel your job assignment in Aesop up to 24 hours prior to the scheduled start time of the assignment. However, you will not be able to accept other jobs in Aesop for this same date once the job is cancelled. In an emergency situation in which you are unable to provide a 24 hour notification, you must contact the school directly to cancel your assignment. Please refer to the Directory of Assistance for phone numbers and contact information.

## **Can a Substitute cancel a job in Aesop once I've accepted it?**

Just as teachers are able to cancel jobs in Aesop up to 24 hours prior to the scheduled start time of the assignment (or less than 24 hours in emergency situations) substitutes may also cancel absences with a 24 hour notice (or less than 24 hours in emergency circumstances). You will receive a notification from Aesop if this were to occur. You will not be paid if your job is cancelled.

## **Can I select my own school preferences in Aesop?**

You will have the opportunity to meet with each school. Each school makes decisions independently of the BUUSD as to who will be on their sub list. The substitute coordinator will set up a tour and an interview with the appropriate school official (s).

Once a substitute is approved for an individual school, substitutes will be able to set their own school preferences in Aesop. However, you do have the ability to view which schools have been set as your preferred schools (done at the time of your initial hire at BUUSD). If you wish to make a change to your preferred schools, please contact your sub coordinator. Changes in school preferences are subject to administrative approval.

## **I only want to sub in a specific content area. Is there a way to only be notified of these absences?**

Aesop is not currently set up to allow this. However, you can limit your notifications to specific job categories, schools, and/or available times. At this point we have the following job categories available in Aesop: Administrator, Clerical/Library, Custodial, Guidance Counselor, I.T., Nurse, Paraeducator/Special Education, Safety/Security, Teacher, and Transportation. You can be assigned to one or more of these categories. To change your preferred category, you must contact your substitute coordinator. Changes in job categories are subject to administrative approval.

Substitutes also have the ability to not receive any calls from Aesop, and to only accept jobs online. This way you will not receive unwanted notifications. However, this will impact the number of jobs that will be available to you since someone else may accept the job before you have a chance to go online.

## **I'm only available on certain days, or for certain times of the day, can I only be notified of jobs that are available during these times?**

Yes, you have the ability to manage your own schedule in Aesop so you are only notified of jobs that fit within your available times. Once you accept a job, you are automatically marked as unavailable for this time so you won't receive further notices for that same day and time.

## **What if I'm not available for a period of time?**

If you know you won't be available for a period of time (e.g., working as a long-term substitute in another district) please be sure to update your schedule in Aesop so you won't be bothered by calls during this period, or contact your substitute coordinator so we can inactivate your status with us temporarily until you become available. If you are inactivated in our system, you will need to contact the BUUSD central office again once you are available to substitute.

## **Will I be able to access all absences immediately once they are entered in Aesop?**

You will only be able to see absences in Aesop for your approved school(s) and job category(ies) that are scheduled during your available times as specified in Aesop. Even within these schools and categories, there may be a delay in when you can see the absence depending on, (1) whether or not you have the preferred skill(s) for the position (e.g., bachelor's degree, background, etc.), (2) whether or not you appear on the substitute coordinator's preferred list of subs, and (3) whether or not you appear on the school's preferred list of subs. You may also be excluded from seeing jobs for certain positions or schools at the sole discretion of the substitute coordinator, school administrator or the BUUSD Office.

## **Will substitute plans be available through Aesop?**

Teachers have the option of attaching substitute plans and other documents or instructions to the job assignment in Aesop. However, use of this feature is currently at the discretion of the individual teacher. If this feature is used, you will be able to access this information in Aesop online once the job is accepted. If not, lesson plans and other materials will be available for you at the school.

## **How do I leave notes for the teacher?**

Upon completion of the job, you will receive an email notification from Aesop asking you to rate your experience and to provide feedback to the teacher. We encourage all substitutes to complete this online survey. This online survey will serve as a report back to the classroom teacher (in place of the Substitute Teacher Report). It will also allow you to rate your overall experience. Please be aware that the teacher as well as the school administrator, will be able to see your comments and scores provided.

## **What do I do during the absent teacher's preparation period?**

If you are substituting for a teacher who has an assigned preparation period during the day, please be sure to check in with the substitute coordinator to see if there are any other possible assignments for you during this time.

## **What if school is canceled the day I am scheduled to work?**

There will be occasions that our school(s) may close due to inclement weather or other emergency. If such were to occur, the school closing would be called into all major local radio and television news stations. Subs are expected to listen for school closings – you should not expect to be called if school is closed due to weather conditions or other emergency. If school is cancelled on a day you were scheduled to sub, you should not report to work and will not be paid for that day.

## **Punctuality and Absence Notification**

It is important for you to report to work on time and to avoid unnecessary absences. We recognize that illness or other circumstances beyond your control may cause you to be absent from time to time. However, frequent absenteeism or tardiness can put unnecessary strain on your coworkers and can have a negative impact on school operations. Therefore, poor attendance may result in your removal from the sub list making you ineligible to substitute for the BUUSD

## **What if I'm only needed to sub for a partial day?**

If you are called to substitute teach for less than half-day (less than 3.5 hours), you may be released upon completion of your assignment and will be paid for a half-day (3.5 hours) of substitute teaching. If your substitute teaching assignment does not begin until after the school day has begun you would be expected to arrive 15-20 minutes prior to your scheduled assignment unless otherwise requested. This will provide you time to check in, receive an ID badge, and collect and review the lesson plans.

If you are called to substitute teach for a half a day or longer (3.5 hours or longer) you shall be expected to work the full school day and will be paid for a full-day of substitute teaching, except as otherwise noted herein. If your substitute teaching assignment is completed prior to the end of school, you should report to substitute coordinator for other possible assignments. If there is no other assignment available, you may be released, and you shall be compensated for those hours actually worked.

If your substitute teaching assignment does not begin until after the start of the school day, you shall be expected to arrive at the start of the school day for other possible assignments unless otherwise released. Other possible assignments may include, but are not limited to, (1) assisting in the classroom, library/learning center, media/computer lab, or other instructional setting, (2) supervising students in the lunchroom or during recess (if applicable), (3) covering a study hall, (4) providing basic clerical duties, (5) monitoring students in the

hallways/lobby in popular “hang-out” areas, (6) providing academic support to students, (7) substituting in another classroom, (8) covering lunch/work breaks for paraeducators in the building, (9) photocopying in the teacher’s room, etc.

If you refuse an additional assignment or if you fail to check in with the Substitute Coordinator or school secretary for other possible assignments for periods when you are not substituting, you will only be paid for the portion of day you actually work, rather than the full day.

### **What should I wear?**

Wear something appropriate but comfortable. Different situations may require different clothing (i.e. for physical education, you need to wear sneakers and athletic clothing). In a primary school you want to be able to sit on low chairs or the floor.

The dress code reflects our commitment to promote a positive, comfortable learning environment for all, as well as our continued effort to serve as good role models to help prepare students for the workforce beyond school. Appropriate attire does not distract from the learning process and covers stomachs, backs, and undergarments. Tank-style tops have straps wider than two finger widths. Shirts have necklines no lower than four finger widths below the collarbone. Skirts and shorts are long enough so the hem falls at fingertip length or below when arms are placed at the sides when standing.

Inappropriate attire includes items with obscene or vulgar terms; messages of hatred, violence, discrimination, sexual innuendo, or that promote the use of alcohol, drugs, and tobacco; halter tops, spaghetti straps, short skirts, and see-through items (unless that item covers other clothing that meets the dress code). Any item of clothing deemed by school personnel to be distracting, disruptive, or provocative is also inappropriate as school attire.

Consequences: Substitutes coming to work dressed inappropriately will be asked to change and/or to go home. Those substitute who are sent home due to inappropriate attire will not be paid for the day.

### **Cell Phone Use:**

The BUUSD recognizes that occasionally it is necessary for employees to make or receive personal phone calls or texts during working hours. However, personal calls or texts during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are expected to restrict personal calls, texting and surfing the web for non-work related purposes to non-work times (e.g., work breaks, lunch), except in emergency situations, and to ensure friends and family members are aware of this expectation. **Cell phones and other personal devices should be set to silent mode and put away while teaching or working with students in order to avoid the potential distraction.**

### **Fundraising and Solicitation:**

Substitutes may not solicit, canvas or distribute materials or literature for any purpose within the BUUSD buildings, or on BUUSD property. Substitutes may not solicit or distribute literature or materials for any purpose within the working areas of the BUUSD at any time during the Substitute’s working time, or during the working time of any substitute being solicited or approached.

### **Gifts:**

In order to avoid the appearance of a conflict of interest, substitutes will not accept gifts from students except as such gifts represent tokens. Even token gift-giving is to be discouraged. Please refer to BUUSD Policy G3 (Conflicts of interest) for more information.

### **Payroll Practices**

Substitutes are paid bi-weekly on Thursday. When a payroll date falls on a holiday, Substitutes will, when possible,

be paid on the last business day before the holiday. Otherwise, Substitutes will be paid on the first business day following the scheduled payroll date.

**Timesheet Procedure:**

Long Term Licensed Substitutes do not need to fill out timesheets  
(Please see Appendix C for Sub Timesheet)

Timesheet must be submitted to the Sub Coordinator by 4 p.m. on Thursday before the pay period ends.

**Substitute Pay Rates (2019-2020 School Year)**

Classroom/Para Substitute	\$14.00 per hour
Licensed Substitute with a VT Teacher’s Lic	\$15.00 per hour
Classroom/Para Certified Substitute	\$14.00 per hour
Certified PK Preferred/Cert. Substitute	\$14.00 per hour
Custodial or Clerical Substitute	\$14.00 per hour
Licensed Specialized Substitutes (Nurses, Trade Certified and Testing)	\$21.00 per hour
Permanent Substitute	\$15.00 - \$18.00 per hour
Long Term (+30 days) - VT Educator’s License	\$202.00 per day
Bus Riders (Rate is not applicable for BUUSD hourly employees (Para Support or Custodial Staff)	\$20.00

**Salary Deductions and Withholding:**

The BUUSD will withhold the following from your paycheck: Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments.

**Direct Deposit:**

Direct deposit of your paycheck directly into your bank account is strongly encouraged. The direct deposit form to authorize this is available on the BUUSD website (BUUSDvt.org).

**What do I do if I have a change in status?**

If you have a change in your phone number, email address, and/or a change in your available days and times, you are expected to make these changes directly using Aesop online. If you need to change your address; wish to change the job categories you are willing to substitute in and/or change your preferred schools; or if you wish to no longer substitute in our supervisory union, please contact your substitute coordinator and/or the BUUSD Central Office.

If you need to change the number of exemptions you are claiming on your W-4 Form, please print, complete and

submit a new W-4 Form. W-4 forms can be submitted to our Staff Accountants at the BUUSD Central Office located at 120 Ayers Street, Barre, VT 05641

## **Benefits**

### **Do I qualify for health insurance?**

Under the health care reform rules that took effect in 2015 (Affordable Care Act), rules relating to employment-based health coverage have changed. In general, employers that wish to avoid potential penalty under healthcare reform must offer full-time substitutes (those who work 30 or more hours per week on average) group health plan coverage that meets a minimum value standard and is considered “affordable” to the substitute for substitute-only coverage.

In many cases it is difficult to determine if a Substitute will average 30 hours of service per week in advance. When an employer cannot reasonably make the determination in advance, there is a special rule that applies to offering health coverage to substitutes in those positions. Substitutes in these positions are considered variable hour substitutes under the health plan eligibility rules. Note that seasonal substitutes are always considered variable hour substitutes under this rule.

Based on the nature of your position, we cannot reasonably determine whether you will work 30 or more hours per week on average over the course of the year. As such, we will treat you as a variable hour substitute under the health plan eligibility rules in order to determine future eligibility for insurance. Below is an outline of the process used to determine your eligibility for health care coverage as a variable hour substitute.

#### A. During your first year of employment:

As a variable hour Substitute your eligibility for insurance shall be determined after you have worked for twelve months (beginning the first of the month on or after your date of hire). If you average at least 30 hours of service during this period, you will be offered health plan coverage under the District’s plan for twelve months (or until you are no longer actively employed if earlier) beginning within 31-days of when you were deemed eligible (provided you complete the required enrollments prior to the enrollment deadline). Your continued eligibility for health care coverage after this 12- month period will be determined as outlined in part B.

If you average less than 30 hours per week on average during this 12-month period, you will not be eligible for health care coverage. Future eligibility for health care coverage under our group plan will be determined as outlined in part B.

#### B. During subsequent employment years (after your first year of employment):

For subsequent years, we will review your average hours worked from May 1st through the following April 30th to determine your future or continued eligibility for insurance. If you average at least 30 hours of service during this period, you will be offered health plan coverage under the district’s plan for twelve months (or until you are no longer actively employed if earlier) with coverage beginning July 1 (provided you complete the required enrollments prior to the enrollment deadline). If you average less than 30 hours of service during this period, you will not be eligible for coverage under our group health plan for the next 12-month period. This process will be repeated each year of your employment with the district.

C. Premium Payments Substitutes who are deemed eligible for coverage who choose to participate in our group health insurance plans are responsible for paying for their portion of the premium for said plan consistent with their Non Contracted Group “D” Benefits. Payments must be made monthly by the 25th of the prior month (e.g., payment for September is due August 25th). Once payment is received, it will be processed as a pre-tax deduction in the substitute’s subsequent paycheck. Failing to make this payment on a timely basis may result in coverage termination.

## **Do I qualify for sick leave?**

Daily substitutes are generally not covered under the Vermont Paid Sick Leave Law and do not receive sick time. Non variable hour substitutes (permanent, long term, etc.) who average more than 17 hours a week are entitled to accrue 1 hour per every 52 hours worked up to four days per year. Permanent substitute will receive 10 sick days per year. Long term subs will be monitor your average hours worked and if you are averaging over 17 hours we will credit you with the appropriate number of sick leave hours and notify you of the adjustment. Typically HR will estimate sick time to be earned and award. The sick hours/days have no cash value and must be used in the current school year.

In rare cases (some long term assignments) we will be crediting you with sick time at the beginning of the school year or the beginning of the long term assignment. Should you terminate your employment for any reason before the end of the school year, you will be expected to reimburse the district for any sick time taken that has not actually been earned/accrued. These days are for sick use only. They cannot be used for school closings, personal days, etc.

## **Separation from the BUUSD**

Employment with the BUUSD is at-will. This means that either the Substitute or the BUUSD can terminate the employment relationship at will, at any time, either with or without cause or advance notice. Generally, separation is for one of the following reasons:

### **Voluntary Resignation:**

If a substitute wishes to terminate his or her employment, a letter of resignation is requested with a minimum of two weeks notice.

### **Involuntary Termination:**

If the BUUSD terminates employment it will generally be a discharge or layoff and may be done with or without cause and with or without advance notice. Involuntary terminations are unfortunately necessary at times in order to serve the best interests of the BUUSD. In these instances, advance notice may or may not be given depending on the circumstances surrounding the termination.

In order to ensure that we are providing students with quality substitutes, we also encourage feedback (both formal and informal) from the classroom teacher, other teachers, parents, students, administrators, classroom aides and volunteers about their encounters, experience and/or correspondences, with the substitute teacher. Such information helps us determine the best possible placement/assignment for each substitute. In order to provide the quality educational experience for our district's children, the superintendent and/or his/her designee reserves the right to remove individuals from our substitute list at his/her discretion based on the feedback we receive.

The superintendent and/or school principal also reserve(s) the right to limit the assignment/placement of a substitute as s/he deems appropriate. Such decisions shall be made without regard to disability, age, place of birth, ancestry, marital status, national origin, race, color, religion, sex, gender identity, sexual orientation or other protected class. All decisions made by the superintendent on these matters shall be final.

## **What happens if I do not substitute for a full year?**

If you are on our substitute list but have not actively substituted within at least one of our corresponding school districts for a year or more, you will automatically be inactivated from Aesop and removed from the district sub list. If you wish to become an active substitute again, you may need to complete/repeat the criminal records check process in order to be eligible.

## **Final Paycheck:**

The BUUSD will issue a final paycheck on the last regular payday, or within 72 hours in the event of an immediate discharge.

## **Reference Inquiries:**

Responses to employment and salary verification inquiries by other employers are usually limited to confirmation of substitute name, job title, and dates of employment. Information will only be released if the BUUSD receives a signed consent and waiver form. Supervisors and managers who receive reference requests for former substitutes should refer those requests to the Human Resources Department at the BUUSD Office.

## **Relationships with Students:**

Substitutes are expected to maintain a professional relationship with all students, both inside and outside the classroom, and to make reasonable efforts to protect students from conditions which are harmful to their health and safety. It is equally important that our substitutes recognize behaviors, actions, gestures, or comments towards students that could have potentially harmful consequences to both the student and the substitute. Sexual, intimate, or physical relationships between a substitute of the district and a student are strictly prohibited, regardless of the age of the student. Some other examples of inappropriate conduct include, but are not limited to, the following:

- Communication with the student that goes beyond the Substitute's/volunteer's employment responsibilities with the student and/or does not occur within the context of their duties and responsibilities such as:
- Writing personal letters or text messages to a student at times and activities (except where such activity results from a parent-initiated request and the activity has been disclosed to and approved by the school district in advance). This includes hosting/inviting a student(s) to your house.
- Favoring a student or offering any student "special" treatment that falls outside of the school's mandate, or that may (or may appear to) place a student at risk of exploitation.
- Making any sort of remark, comment, or joke to/regarding a student that is in any way suggestive, explicit, or sexual; showing sexual explicit images to a student; sharing inappropriate stories of sexual activity with students; discussing sexually explicit information with students; and/or teasing a student about his/her sexual development.
- Engaging in any sort of physical contact with a student that may make the student feel uncomfortable, or that violates reasonable boundaries. Whereas some physical contact may be an appropriate sign of support or instruction, other times it is not appropriate. Teachers/staff members should always be cautious of how their physical contact with students may be interpreted by others, and they should always avoid excessive or inappropriate contact with students (e.g. hugs not initiated by the student, long affectionate hugs, kissing, slap on the buttocks, tickling, wrestling, roughhousing, backrubs, grooming, etc.).
- Engaging a student in unnecessary or unwarranted restraint or seclusion.
- Taking photographs of a student for personal use or gain.
- Allowing or encouraging students to break rules.

Substitutes are also expected to adhere to the following rules, which are designed to protect both our students and teachers/staff members:

## **Locker room/Restroom safeguards:**

A male teacher/staff member should not enter the girls' locker room/restroom when female students are present. Likewise a female teacher/staff member should not enter the boys' locker room/restroom when male students are present. In the event of an emergency, try to find an adult of the opposite sex to accompany you, and always make sure the students are properly dressed/covered before entering.

### **Open Door Expectations:**

Unless strict confidentiality is required, whenever speaking to a student, be sure to do so in a public setting and not behind closed doors. If a student asks to speak with you in private, move away from earshot of the group, but try to be within vision of others whenever possible. When confidentiality is necessary (e.g., counseling, discipline, etc.) use an office that has a windowed door (or inner wall window) that allows others to see in when available and practical to do so.

### **One-on-one tutoring:**

If a student requests additional tutoring before or after school, inform the administration and always do so in an open public setting and never behind closed doors. If possible, try to avoid tutoring one-on-one (e.g. establish set times where students can come in small groups for additional help, tutor with another teacher in the same room, pair the student up with another student who may be able to tutor him/her, etc.

### **Confidante:**

If one of your students is troubled and approaches you for a “shoulder to lean on”, be aware of the referral process and try to refer the student to other professionals in the school who may be able to help them. If the student is not comfortable speaking with others, collaborate with a school administrator regarding any personal matters the student confides in you. Don’t make the decision alone.

### **Mandated Reporting:**

Reporting Suspected Child Abuse/Neglect Under Vermont and BUUSD policy. Any school Substitute having reasonable cause to believe that a child has been abused or neglected shall report the same to the appropriate law enforcement authorities within 24 hours. If possible, you should speak directly to the guidance counselor, classroom teacher, school administrator or other designee in advance of reporting the abuse/neglect. You should not speak with anyone else. The child and the family have a right to confidentiality and privacy as well as protection.

As a mandated reporter, if you suspect abuse or neglect after speaking with the classroom teacher, school administrator or other designee, you are obligated to report suspected abuse or neglect regardless of whether or not the other party agrees to such. Below is the contact information necessary for proper reporting.

1. Call the Department of Children and Families (DCF) at (800) 649-5285 (make a written notation of whom the report was made to and when the report was made; and
2. Follow up with the written report sent by fax transmission to (802) 241-3301.

Please refer to the BUUSD Policy on Reporting Suspected Child Abuse and Neglect, for more information.

Note: Substitutes with children who attend BUUSD schools are permitted to host other students in their home in their role as parent (e.g., students who come over as friends of the substitute’s son/daughter). However, if your son/daughter participates in a team activity and you would like to host a team dinner in your role as parent, please be sure to get prior approval from your school principal before doing such.

## **Workplace Safety**

Safety is a joint venture between employer and substitute. We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act.

As a substitute, you have a duty to comply with the BUUSD's safety rules and you are expected to take an active part in maintaining this hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions and use safety equipment where required. Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a member of the health services team (school nurse).

If you become ill or get hurt while at work, you must notify your supervisor, the school nurse or Human Resources immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.

The BUUSD is concerned about the physical well-being of its staff and encourages all Substitutes to have periodic physical examinations (check your health plan documents to determine coverage). We may also request that a physician examine you whenever conditions make this desirable for your protection or that of the BUUSD, your co-workers, or the students. We will pay for physical examinations administered at our request.

### **Emergency and Fire Drills:**

Each school has an emergency plan and established fire/emergency preparedness drills. Please familiarize yourself with the emergency plan and fire/emergency preparedness drill instructions at your assigned school. Fire/emergency preparedness drill instructions are posted near each classroom door and the gymnasium. The emergency signal is a continuous loud tone. The recall signal, which allows individuals to reenter the building, shall be established by each school and shall be clearly distinct from any other signal. Please be sure to familiarize yourself with the signal at your assigned school.

During fire drills, teachers stay with their groups. Take your class roll book or attendance sheet. Supervise and maintain order.

- Remind students where to meet outside
- Close all classroom windows
- Assist any student who needs help
- Close, but do not lock, classroom door
- Take attendance outside

### **Handling Bodily Fluids:**

Universal precautions should always be utilized when handling bodily fluids. Whenever possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in each medical kit and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trash can. Wash hands thoroughly after any contact with bodily fluids and before contact with others.

If blood or other potentially infectious materials have contact with broken skin, mucous membranes or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to assist in filling out an Employee First Report of Injury and will be advised to seek immediate medical attention at no cost to you. Please see Bloodborne Pathogens Safe Practices below or BUUSD Procedure G4-R1 (Bloodborne Pathogens Exposure Control Plan) for additional information.

## **Bloodborne Pathogens Safe Practices**

### **DO...**

- Stress hand washing for yourself and students;
- Direct students in self-care as much as possible (i.e. holding a bloody nose, pressure to cuts, etc);
- Send students to the nurse's office for anything more than minor clean-up or treatment (if in doubt, send);
- Remove clothing soiled with blood, vomit, urine or feces – soiled clothing goes into a plastic bag & is sent home;
- Call the custodian to clean messes involving blood, vomit, urine or feces – spray or cover messes using a disinfectant solution and paper towels;
- Have contaminated items or equipment properly cleaned before using;
- Wear approved disposable gloves whenever you must be in contact with bodily fluids or other potentially infectious substances (i.e. to pick up tissues, assist an injured bleeding person, handle a lost tooth, help change soiled clothing, help blow a nose or wipe a face, etc...);
- Treat all blood and body fluid as though it were infected with a bloodborne pathogen (e.g. HIV, HBV, HCV) regardless of the perceived status of the source individual.

Handling of ‘Sharps’: Students handling a potentially injurious material or “sharps” require direct supervision. All disposable “sharps” (i.e. razor blades, needles, broken glass, etc.) after use should be placed in biohazard containers provided. Contaminated reusable “sharps” (i.e. scissors, knives, tools, etc) should also be immediately placed into appropriate biohazard containers. These containers are found in the Health Office, and in the Science and Practical Arts classrooms and offices at each school.

If you cannot find an appropriate receptacle, please contact an administrator or custodian immediately. When handling any potentially contaminated or injurious materials protect yourself with disposable gloves. Gloves are located in each classroom and nurses’ office at each school.

### **Medications:**

All student medications are kept in the Health Office and administered by a nurse or under the direction or authorization of the school nurse. Any student who brings medication to the classroom should be sent to the nurse. The daily plans left for you by the teacher should include names of students who receive medication and when they should go to the health office.

Students should be directed to restrain from taking or carrying medications on school premises except as authorized by a doctor, parent or the school nurse (i.e. epi-pen, insulin, inhaler, etc.). Substitutes are not permitted to administer prescription medications, pain medications or other over-the-counter medications to students except in emergency situations as directed and authorized by the school nurse (i.e. EpiPen injections, insulin, inhaler, etc.).Please refer to BUUSD Policy (Administering Medicine to Students) for more information.

# **BUUSD Policy Summary**

**(This is a policy summary. All policies in their entirety can be found at [BUUSDvt.org](http://BUUSDvt.org))**

## **Substitute Teacher Policy:**

It is the policy of the BUUSD to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VBPE) Rule as well as the additional requirement established by this policy. Please refer to BUUSD Policy, Code D6

## **Tobacco Prohibition:**

In accordance with State law, the BUUSD's school's tobacco policy, prohibits the use of tobacco or tobacco substitute on supervisory union grounds, school grounds or at school sponsored functions of a member district is prohibited. This ban extends to any student, employee or visitor, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possession tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school sponsored activities. Please see Barre Unified Union School District Tobacco Prohibition Policy, Code E8.

## **Drug-Free Workplace:**

The BUUSD recognizes alcohol and drug abuse as a potential health, safety and security problems. The BUUSD expects all substitutes to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

It is the policy of the BUUSD to maintain a workplace free of alcohol and drugs. No employee, volunteer or student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work student student is under the influence of illegal drugs or alcohol while or in the workplace, the person will be immediately removed from the performance of his or duties. Please see Barre Unified Union School District Alcohol and Drug-Free Workplace Policy, Code D8.

## **Notice Of Non-Discrimination:**

The BUUSD will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by Federal or State law, and will provide equal access to the Boy Scouts and other designated youth groups.

The BUUSD shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the BUUSD can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity. The superintendent, or his/her designee, shall prepare, and the board shall approve, guidance to applicants and employees regarding requests for reasonable accommodations, including provision for undue hardship.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the SU are hereby notified that this does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, disability, age, political affiliation or marital status in admission or access to, or treatment of employment in, its programs and activities and provide equal access to the Boy Scouts and other designated youth groups. Please see Barre Unified Union School District Notice of Non-Discrimination Code: C6

**Prevention of Employee Harassment:**

Harassment is a form of unlawful discrimination that will not be tolerated in the Barre Unified Union School District. Unwelcome sexual advances, request for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by the State and Federal law violate this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation by the BUUSD pursuant to this policy is prohibited. Please refer to BUUSD Policy Code: D12

# Barre Unified Union School District - District #97

## Position Description

**POSITION:** Substitute Teacher

**FLSA:** Non Exempt/Hourly

**REPORTS TO:** Sub Coordinator, Assistant Principal(s) and Principal(s)

**POSITION GOAL:** To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

**CORE/PRIMARY RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reports to the building principal or school secretary upon arrival at the school building.
- Reviews with the principal or designee all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teaches the lesson outlined and described in the Substitute Folder as prepared by the absent teacher.
- Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- Reports in writing, on the form provided in the Substitute Folder or in Aesop, on the day's activities at the conclusion of each teaching day/period/block.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Perform other duties as assigned when not assigned to a classroom. These duties may include, but are not limited to, the following:
  - o Assisting in the classroom, library/learning center, media/computer lab, or other instructional setting
  - o Supervising students in the lunchroom or during recess (if applicable)
  - o Covering a study hall
  - o Providing basic clerical duties
  - o Monitoring students in the hallways/lobby in popular student "hang-out" areas
  - o Providing academic support to students
  - o Substituting in another classroom or Covering lunch/work breaks for paraeducators in the building
  - o Photocopying in the teacher's room
  - o Providing coverage in another classroom or for a paraeducator in the building in event other absences were unable to be filled

**SUPERVISION RECEIVED:** Reports to the Principal or Assistant Principal. Receives daily work assignment from the Sub Coordinator and/or Principal.

**SUPERVISORY RESPONSIBILITIES:** The Substitute Teacher has no supervisory responsibilities.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

**Education/Experience/Licenses.** An individual must meet at least one of the following:

- A. Hold or be eligible to hold a valid teaching license in the state of Vermont or any other state.
- B. Hold or be eligible to hold a valid RN or LPN license, Cosmetology license, Dental Assisting certification or other professional/technical license/certification issued by the state of Vermont that is applicable to the programs or services provided in the school.
- C. Hold or be eligible to hold an undergraduate degree from an accredited college.
- D. Relevant experience and/or training that demonstrates fitness for substitute teaching through alternative methods to:

A, B, and C (above) as approved by the Superintendent or his/her designee. E. Is a former or present participant in one of the pre-service teacher programs within the Barre

Supervisory Union or any of its affiliated school districts who has demonstrated fitness for substitute teaching. Pre- service teacher programs shall include the student teaching or post-baccalaureate programs, internships, apprenticeships, and other teacher training programs.

- 1. Unless the individual meets the qualifications listed under A, B or C above, former pre-service teachers shall be limited to substitute teaching within the same school or department in which training was received. ii. Present pre-service teachers shall be limited to substitute teaching within the same school or department in which they are receiving their training upon written certification by the Principal or Technical Center Director attesting to the individual's fitness for substitute teaching using the established Pre-Service Teacher Qualification form.
- 2. Training. Completes BUUSD Mandatory Trainings upon hire and annually thereafter.

**Language Skills.** Ability to read and interpret documents such as lesson plans, safety rules, operating instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to effectively present information and respond to questions from groups of students.

Ability to speak effectively before the school principal and other substitutes of organization.

**Computer Skills and Experience.** Knowledge and experience with Word Processing programs and databases desirable.

**Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Communication & Interpersonal Skills.** Great written and oral communication skills.

Ability to communicate courteously, effectively, and respectfully with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with students, peers, supervisors, parents, and outside agencies.

Satisfactory Criminal Background and reference checks

**Other Skills and Requirements.** Effectively able to manage student behaviors. Ability to effectively follow the lesson plans of the teacher. Willingness and ability to be flexibly assigned/reassigned based on school needs. Able to handle stress and resolve conflicts. Reliable attendance at work. Able to maintain confidentiality of student incidences and records.

#### **PHYSICAL EFFORT AND STRESS:**

Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the substitute is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The substitute is occasionally required to reach with hands and arms; stoop, kneel, or crouch. The Substitute must occasionally lift and/or move up to 50 pounds.

**WORKING CONDITIONS:** While performing the duties of this job, the Substitute is occasionally exposed to outside weather conditions and extreme cold. The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** Non Contracted, Variable School Year

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is subject to revision at any time by the employer.

## Appendix B

### **Certified PK Substitute Guidelines and Certification**

*If you are a Certified/Preferred PK Sub, please read and certify below.*

**Substitute Teachers in a PreK classroom take the role of the Classroom Paraeducator.**

**When a teacher is out, the classroom paraeducator will take the role of the teacher.**

**Early Childhood Licensing Regulations**– below are the key safety & health regulations that would constitute a serious violation by the Child Development Division.

- Hand washing: Regulations state: Adults and children must wash hands with soap for at least 10 seconds under warm running water when entering the room, before serving food, after using the toilet, after playing outside and after handling items soiled with bodily fluids (eg: nose wipe).
- Child:staff ratios: 10:1 – there can be no more than 10 children with one adult at any time; groups of 7 children will have a 2nd adult w/in hearing range.
- All children must have visual supervision at all times. Always position yourself so that you can see the group of children.
- Parents may NOT be left alone with any child except their own.
- Any adult spending time in the classroom must have completed the CDD background check
- Bathroom: adults encourage children to be as independent as possible and assist with tasks such as final wipe after BM & dressing. If the child wears a diaper/pull up, follow the licensing regulations, which are posted in the bathrooms. Per regulations, adults should use the bathrooms outside of the preschool rooms.
- Children must be signed in and signed out by the adult responsible. No child may be released to anyone who is not approved by the office.
- Medication must be administered by the nurse and CANNOT be in a child's backpack (there are very rare exceptions; speak with teachers if you have questions).
- Outlets must be covered and curtain/blind cords must be wrapped up.
- Tables must be sanitized before children eat. Speak to the preschool staff about where cleaning materials are safely stored.
- Children may not get drinking water from the sink where hands are washed, unless there is a separate spout.
- All hot foods and liquids shall be out of children's reach. A staff person who is cooking or drinking a hot beverage shall not hold children.

#### **A couple of friendly reminders:**

- Our 3 and 4-year olds are adorable and bring out our tendencies to nurture and show affection. It is important to remember that the usual expectations around boundaries with our students still apply. For example: a child might ask to kiss you. An example of a response is, "kissing is for families and at school, we can give high-5's, a pat on the back or a hug (try to do a side hug vs. frontal hug). If a child says, "I love you," you might say, "I really care about you and I'm so happy you're with us."

#### **PK SUB GUIDELINES**

- You will see a variety of abilities and learning styles in our classroom. Be respectful of each child's needs by following staff's lead as they interact with the child.
- Cell phones should be put away and on silent when children are present.
- Being in preschool means lots of floor time and bending over. You can expect to spend time on the floor and to need to move quickly. Please wear comfortable, full-coverage clothing. You might even consider having an extra set of clothes with you.
- All information is confidential and not to be discussed outside of the classroom.
- All staff are mandated reporters and must report any suspected abuse or neglect. If you see something concerning, please let us know immediately.



**3/5/2021**  
**FINAL**

 = Student Day  
 = Staff Day

**August**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
SD	SD	SD	SD	SD
30	31			

Student Days 2  
Staff Dev. Days 5

**September**

M	T	W	Th	F
		1	2	3
V	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Student Days 21  
Staff Dev. Days 0

**October**

M	T	W	Th	F
				1
4	5	6	7	SD
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student Days 20  
Staff Dev. Days 1.5

**November**

M	T	W	Th	F
1	2	3	4	5
8	9	10	SD	12
15	16	17	18	19
22	23	V	V	V
29	30			

Student Days 18  
Staff Dev. Days 1

Conferences will occur after school during October or November and will count for 0.5 Staff Dev.

**December**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	V	V
V	V	V	V	

Student Days 16  
Staff Dev. Days 0

**January**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
V	SD	19	20	21
24	25	26	27	28
31				

Student Days 19  
Staff Dev. Days 1

**February**

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
V	V	V	V	V
V				

Student Days 14  
Staff Dev. Days 0

**March**

M	T	W	Th	F
	V	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	SD
28	29	30	31	

Student Days 21  
Staff Dev. Days 1.5

Conferences will occur after school during February, March, or April and will count for 0.5 Staff Dev.

**April**

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
V	V	V	V	V
25	26	27	28	29

Student Days 16  
Staff Dev. Days 0

**May**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
V	31			

Student Days 21  
Staff Dev. Days 0

**June**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	SD
20	21	22	23	24
27	28	29	30	

Student Days 12  
Staff Dev. Days 1

Make up student days\*\* June 16 - 22

Staff Development Day follows last student day

**V** Student Vacation  
**SD** Staff Development - No school for students

**Students:** 180 days  
87 days before Jan 18, 93 days after Jan 18  
**Teachers:** 180 student days plus 10 SD  
**Paras:** 180 student days plus 5 SD listed below;  
8/26, 8/27, 11/10, 1/18, 3/25

# Acknowledgement of Receipt of

## Barre Unified Union School District Substitute Handbook

I acknowledge that I have received a copy of the Barre Unified Union School District Substitute Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Barre Unified Union School District.

I also understand that the purpose of this Handbook is to inform me of the policies and procedures common to the Barre Unified Union School District and its member Schools, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any BUUSD Substitute. I also understand that the Barre Unified Union School District and its member schools have the right to change any provision of this Handbook at any time and that I will be bound by any such changes. A copy of this Handbook may be found on the District website at [buusdvt.org](http://buusdvt.org).

Please sign and date one copy of this notice and return it to Human Resources. Retain a copy for your records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your full name