

# Substitute Teaching at CSN

## Overview

The Community School of Naples maintains a comprehensive list of qualified substitute teachers. This list is compiled and provided by the Human Resources Department with input from the various divisions and individual teachers. Only registered substitute teachers are allowed to provide direct and unsupervised instruction to students, and are required to complete **all pre-employment paperwork, fingerprinting and SmartFind registration** to be eligible to work with our students.

The Community School of Naples is an independent, college-preparatory day school that has built a reputation as a premier academic institution, and offers substitute teachers the opportunity to interact with highly motivated students in an academic environment free from many of the distractions found in other educational settings. We are fortunate that our students are both assiduous and are supported at home and in the classroom. As such, it is typical for students to be working several grade levels beyond their public school counterparts. Because of this laudable phenomenon, interested substitutes should be confident and capable of teaching beyond their selected grade level.

Substitute teachers must have more than an interest in a particular subject(s), and be able to demonstrate subject matter expertise arising from college or university coursework, professional certifications, licensure, experience, or a combination of unique factors. Qualifications include: a college degree, professional experience within a field, and basic knowledge of pedagogical principles and educational tenants and most importantly, PK-12 classroom experience.

## Applying

CSN uses an online application portal and only electronic applications are accepted. Please do not submit your resume via mail, email or drop off. Use the Substitute Teacher Application at this link to apply: <https://communityschoolnaples.tedk12.com/hire/index.aspx>

## Onboarding

Once hired, HR forms and fingerprinting are completed. Then substitutes will be sent instructions via email for registration in SmartFind (sub finder), ADP (payroll & timecard) and SafeSchools (safety training.)

## Compensation and Benefits

The Community School of Naples has two, basic, classifications for substitute teachers that include: Short-Term Substitutes and Long-Term Substitutes. All subs are paid hourly in order to comply with our ACA reporting requirements.

Short-term rate is \$14.75/hour

Long-term rate is \$19.00/hour. Long-term assignments are twenty-one (21) or more consecutive Work/School days in the same assignment (same teacher/same students).

Timesheets may be completed daily (online in the ADP portal, phone app available) Late submission of timesheets may result in delayed payment.

Because substitute teachers are considered “casual” employees, there is no guarantee of work. We experience busy and slow time at various points in the school year. Subs are not eligible for standard benefits like medical or dental; however, they are eligible to participate in CSN’s retirement plan, Aflac offerings, Legal Shield/Identity Shield and Nationwide Pet Insurance at our group rates.

## Frequently Asked Questions

Q. Does CSN provide training for new substitute teachers?

A. Rather than onsite training, instructions are emailed regarding campus access, SmartFind registration and use and ADP payroll system. SafeSchools online safety trainings are also required annually and cover, Child Abuse: Mandatory Reporting, Cultural Competence & Racial Bias, First Aid, Epi-Pen Administration, Bloodborne Pathogens, Sexual Misconduct and Active Shooter. HR staff are available to assist with all onboarding & training. Teachers provide individual instructions for class lessons.

Q. How are substitute teachers treated for payroll purposes?

A. All substitute teachers are classified as “Employees” (as opposed to “Independent Contractors”) and are accordingly covered under CSN’s Workers’ Compensation policy, and will have taxes withheld from their paychecks. Pay is via direct deposit, and pay days are on the 15<sup>th</sup> and the last day of the month.

Q. How are substitute teachers contacted for an assignment?

A. CSN’s new SmartFind system will contact you via phone with any new assignments for which you are qualified. If you do not answer by the 4<sup>th</sup> call, the system will stop calling you for that job. You can also login to <https://csnsubs.eschoolsolutions.com/logOnAction.do> (SmartFind) to view coverage requests. Teachers also have the option to request specific subs through this system.

Q. What if I am unable/unwilling to substitute when I am called and offered an assignment?

A. We understand that substitutes will often have limited availability or conflicting schedules. The SmartFind system offers all substitute teachers the opportunity to specify when they are available and any restrictions they may have. If you are contacted and asked to substitute at a time that you are normally available and are not able to meet the request, you may decline without any adverse consequences.

Q. Besides reliability, what other qualities do teachers look for when selecting a substitute?

A. First and foremost is someone who has a specific interest in teaching their subject. All too frequently, substitutes want to be listed as generalists, which they believe will appeal to a wider group of teachers. Contrary to this, teachers want someone who understands, enjoys, and can instruct within their specialty. Additionally, grade-specific substitutes are preferred over individuals that state they can (or are willing to) teach across the entire school.

Q. How often should I expect to be offered assignments?

A. CSN employs approximately 110 faculty members across three divisions. This is a fraction of ~~te~~thousands of teachers that are employed by Collier County Public Schools. As a result, the opportunity to substitute is relatively small compared to the public schools. Depending on subject(s) and grade range(s), new substitutes can expect a few calls each semester. After a substitute becomes better known among a group of teachers or a division, they typically can expect more calls and pre-arranged sub assignments.

Q. How are substitutes assessed? How do I become better known amongst your faculty?

A. Substitutes are informally assessed each and every time they substitute. Upon their return, the faculty member receives feedback from the students, fellow faculty members and, occasionally, the parents. CSN is fortunate that the students, parents and faculty all share high expectations of the academic rigor associated with attending CSN, and the best substitutes are those that approximate the quality of instruction provided by the faculty they are replacing.

Q. What happens if I receive a negative review?

A. A solitary negative review will not, necessarily, forfeit the opportunity to substitute teach at CSN. You will be asked to meet with HR to inform you of any shortcomings and future expectations. However, if a substitute teacher is disrespectful towards the students, faculty, or parents, engages in unsanctioned activities, or demonstrates a teaching philosophy that is contrary or divergent from the school's, a substitute teacher may be removed from the list without notice or recourse.

Q. If I am a former faculty member, friend of a faculty member or CSN family, a current parent, or have a special relationship with the school, do I have to follow the outlined process?

A. Yes. We appreciate your contributions to CSN and value your expertise, but we have a minimum standard to ensure our students continue to receive a superlative education. All applicants must demonstrate proficiency within their designated subject area(s) and grade level(s). Beyond subject matter and age-appropriate expertise, the school must comply with employment requirements and security standards through our HR onboarding process.

Q. I have a question, comment or concern related to substitute teaching at CSN; who can I contact?

A. Please contact [Ms. Dale Painter](#) (ext. 411), Director of Human Resources, to answer questions or address any concerns.