

MANKATO AREA PUBLIC SCHOOLS

Independent School District No. 77



SUBSTITUTE TEACHER HANDBOOK

Mankato, Minnesota

TABLE OF CONTENTS

	<u>PAGE</u>
Introduction.....	3
District Mission Statement	3
The Substitute Workforce	3
What is Expected of the Substitute Teacher	4
The Do's and Don'ts of Substituting	5
Classroom Climate and Management	6
Positive Behavior Interventions and Supports (PBIS).....	6
Suggestions for Classroom Management	7
What to Do if Lesson Plans Are Not Available.....	7
Working With Parents.....	8
If I Have Questions, Who Do I Call.....	8
Substitute Teacher Pay Rates.....	9
Teachers Retirement Association	10
SMARTeR Online Payroll System - Employee Self Service	10
If You are Injured on the Job.....	11
Emergency Closings.....	11
How Substitutes Are Assigned.....	11
Non-Availability for Work	12
District Policies.....	13
School Building Locations, Hours, and Phone Numbers	14

INTRODUCTION

Welcome to substitute teaching in Independent School District #77, Mankato! We are glad to have you on our team. Substitute teaching is very dynamic and can be exciting, interesting and challenging. You will have opportunities to see and be part of a wide variety of teaching styles and programs, gain a wealth of experience in a short time, and share ideas with colleagues.

A substitute in ISD#77 must hold a valid Minnesota teaching license and be able to perform the duties of an absent teacher or other teacher duties as assigned by the principal. These duties shall be consistent with a teachers' professional role.

This handbook is intended to help orient you to the role and responsibilities of a substitute teacher and familiarize you with relevant School District policies and procedures. Individual schools may have other expectations as well. The School Board and staff of Independent School District #77 wish you every success!

DISTRICT MISSION STATEMENT

District 77 teachers and staff are all working towards one mission:

Assuring learning excellence and readiness for a changing world.

THE SUBSTITUTE TEACHER WORKFORCE

Keeping our substitute teacher workforce current is a year-round task. Additions are made to our substitute teacher list when there is a need. Substitute usage may vary depending on the degree to which illness and professional activities require teachers to be absent from regular duties. When necessary, a substitute will be engaged to replace an absent teacher.

The selection and assignment of substitute teachers is a high priority for district staff. ISD #77 views its substitute workforce as an important part of a commitment to the best education possible for pupils in all the schools.

It is important that learning continues as much as possible and that students will continue progressing through the curriculum when the regular teacher is absent. Your responsibility is to execute the lesson plan so that the students' experience is as close to a regular day as possible. **Keep in mind that successful substitute teachers will be requested more often.**

To begin, all substitute teachers must be approved through the Human Resource office. You must hold a current Minnesota Teacher's License, complete the appropriate substitute teacher application at www.isd77.org, and complete and successfully pass a criminal history background check before being allowed to substitute teach in the district.

WHAT IS EXPECTED OF THE SUBSTITUTE TEACHER

District Expectations:

A substitute teacher should be able to assume all of the duties and responsibilities of the regular teacher in a given day. Short and long-term substitutes may also be required to participate in staff meetings, teacher committees, and parent conferences. Substitutes should be familiar with logging onto a computer and accessing files. (Instructions will be provided by the teacher). A substitute teacher will be held to the same professional conduct codes as any licensed teacher.

School Expectations:

The substitute teacher has numerous responsibilities upon arrival at the school.

- 1. Duty hours for substitute teachers are the same as those hours for the regular staff of the school in which you are substituting. This includes preparation periods, supervision and bus duty, even if they are at the beginning or end of the day.** Please report to the assigned building as requested in the Absence Management System. The building secretary will direct you to where the assignment for that day is, the lesson plans and provisions left by the teacher. You will also be given an ID badge and any keys that you may need.

School schedules are on page 14. School hours vary by building. Please use these hours as guidelines. Exact hours will be listed on the Absence Management System.

2. Be sure to check whether or not your day includes any special supervision tasks such as lunchroom, hall supervision, etc. The office and/or the lesson plans will give you that information.
3. Check lesson plans for any special behavior plans for individual students.
4. You will be expected to conduct the class in a manner which maintains proper classroom work habits and discipline. Maintaining good classroom control enhances learning. A substitute should take charge just like the regular teacher. Do not hesitate to contact the building office in case of difficulty.
5. Substitute teachers share an ethical and legal responsibility with the regular staff in regard to confidentiality. We must respect the confidentiality of all information regarding students, parents, and the other school personnel.
6. You may need to supervise paraprofessionals working with individuals or groups of students.
7. You must maintain safety of all students. Review policies on the district website regarding Mandatory Reporting of Child Abuse and Neglect, Harassment and Violence, and Bullying. See page 13 for instructions on locating school district policies.
8. Substitute teachers should conduct themselves in a professional manner at all times in interactions with staff and students. Staff language and behavior provides a model for student conduct.
9. It is not appropriate to use language that is demeaning or disrespectful as a means of correcting behavior, or in response to student behavior, or as humor. Further, it is never appropriate to use profanity at school. Substitute teachers are expected to refrain from any physical contact with staff or students.

10. Substitute teachers should dress in a professional manner that allows interaction with students and provides for ease of physical activity. Clothes should be neat and clean.
11. At the conclusion of your day, you should leave a message for the teacher regarding what you covered, significant incidences, and directions left with students. Leave the room, in as good a condition as you found it. Be sure to follow building procedures regarding the locking of doors. Make sure you turn in your ID badge and any keys you were using at the end of your substituting session. Remember that substitutes are to remain at the school until the end of the teacher duty day.
12. Specific directions and procedures unique to each school will be shared with you at that school.

THE DO'S and DON'TS OF SUBSTITUTE TEACHING

1. **Do** speak in a whisper for attention. Students have to be quiet to hear what you're saying. **Don't** raise your voice.
2. **Do** correct papers for the assignments you issued. The teacher doesn't want to return to a stack of unmarked papers. **Don't** send papers home without letting the classroom teacher see them first.
3. **Do** arrange an audible signal (such as a whistle) before you take students out on the playground. You may have to call them in a hurry. **Don't** release students outside without reinforcing rules (time-out spot, boundaries, etc.)
4. **Do** familiarize yourself with school and classroom rules before class convenes. **Don't** expect the students to interpret the classroom and school rules accurately for you. ("We're allowed to sit on the floor for math;" "Tuesday is extra recess day;" "Ms. Smith said we have until tomorrow to study for the quiz").
5. **Do** be sure to obtain accurate directions to the school before starting out in the morning. Duty hours for substitute teachers are the same as those hours for the regular staff of the school in which you are substituting. This includes preparation periods, supervision and bus duty, even if they are at the beginning or end of the day.
6. **Do** notify the teacher next door if an emergency occurs. **Don't** leave students unattended, even if personal needs arise.
7. **Do** attempt to sit with staff in the faculty room during breaks and lunch. **Don't** isolate yourself in the classroom. You may make some good contacts by getting to know other staff members.
8. **Do** walk your students to specialists' classes (music, PE, etc.) **Don't** allow students to move through the school unattended.
9. **Do** encourage students with positive comments.
10. **Do** develop motivating rewards (a quick game, etc.) to elicit desired behavior. **Don't** dwell on negative behaviors.
11. **Do** actively supervise and interact with students when they are engaging in a particular task. **Don't** sit in one place reading a book, surfing the internet or texting while students are present in the classroom.

CLASSROOM CLIMATE AND MANAGEMENT

Classroom management includes all the things that teachers do to secure and maintain student cooperation and involvement in classroom activities. Recent research indicates that successful management involves not merely responding effectively when problems occur but preventing problems from occurring. In general, effective classroom managers are better at giving clear directions and information, frequently stating desired attitudes and behavior, providing activities and assignments with higher levels of student success, presenting clear expectations for work standards, using classroom rules and procedures to deal with behavior problems. An effective substitute teacher quickly establishes positive rapport with students. Safety and order must be paramount considerations, and advice or assistance from the principal of the school should be sought if concerns arise.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Mankato Area Public Schools (MAPS) has embraced the notion that schools have the responsibility to provide an education to students in safe and predictable environments. As a result, MAPS has incorporated the use of Positive Behavior Interventions and Supports (PBIS) throughout its schools. PBIS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. In other words, PBIS is a district or school's process for teaching expected social and behavioral skills so the focus can be on teaching and learning.

The principles that guide PBIS are as follows:

- Focus of discipline is on academic and behavior success
- Is for all students, all staff, and all settings
- Emphasizes prevention
- Uses research-validated practices
- Is coordinated by a PBIS team
- Emphasizes an instructional approach
- Uses data to guide decisions

Using these principles to guide our practice, staff and students operate under three primary assumptions. The first assumption is that behavior is learned. The second assumption is that students do not learn through the sole use of "get tough" or "aversive" consequences. The third assumption is that we should teach social skills directly and give positive feedback about what the students are doing correctly and appropriately.

As a substitute teacher in Mankato Area Public Schools, you will see behavior expectations for various school settings (ex. hallways, restrooms, cafeteria, playground, auditorium, etc...) posted throughout the building. In addition, each teacher will have behavior expectations visible within their classroom to help reinforce the learning of the expected behaviors.

Although PBIS is being utilized district-wide to support the learning of expected behaviors, each building has developed their own set of expectations. As a substitute teacher, your knowledge of the building-specific expectations are important to continuing to provide an education to students in a safe and predictable environment.

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute experience:

1. Discipline is based on mutual understanding, through honest, open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self confidence, self knowledge, resilience, initiative, and resourcefulness are some necessary prerequisites.
4. Teach what the teacher asked you to cover, and keep the students busy with that subject matter for the entire period scheduled. If you do not understand from the notes left by the teacher how the lesson should proceed, feel free to ask another teacher of the same grade or course for some further information. The important thing to convey to the students is that you are a master for that subject matter and the work you are asking them to do is as important as the work their regular teacher would be asking them to do at that time.
5. As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.
6. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When the students arrive, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember the students' names, use a seating chart or name tags.
7. If discipline problems arise which you are unable to manage, the office should be contacted immediately for assistance.
8. In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medication, and other emergencies must be referred to the principal.
9. Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this by writing a summary.

WHAT TO DO IF LESSON PLANS ARE NOT AVAILABLE

District #77 has a well-developed curriculum for grade levels and subject areas. Teachers are expected to follow the curriculum set forth by the District and to establish plans for a substitute teacher. Occasionally, the absence of the teacher is such that no lesson plan is developed for a substitute. If lesson plans are not readily available:

Try to maintain a continuity of lessons by referring back to the last completed day in the day book, if available, and then do a reasonable follow-up to the previous lesson.

Younger pupils often are upset by a departure from regular routines; let them know that some things will be done differently that day. Ask for their cooperation.

WORKING WITH PARENTS

Substitute teachers will usually not have direct interaction with parents/guardians. The principal and support staff will have more information regarding a student. If a parent/guardian calls or visits the school, welcome their contact and **refer them to the principal.** Inform the principal as soon as possible that the parent called or visited the school. **The principal will provide guidance in interaction with parents/guardians.**

IF I HAVE QUESTIONS, WHO DO I CALL?

Call the building directly ...

- a) if you are ill or for some reason you are not able to work.
- b) if you need to clarify the assignment (teacher and location).

Contact the School Administrator...

- a) if you have encountered any problems during a specific assignment.
- b) If you become ill and need to leave for the day

Call the HR Department...507-387-1612

- a) if you have questions regarding your qualifications for sub teaching and licensure.
- b) if you have questions regarding the use of Absence Management.

Call the Payroll Department...507-387-3167

- a) if you have questions regarding pay rates.
- b) If you have questions regarding your pay check.

DAILY SUBSTITUTE TEACHER PAY RATES

Daily Rates:

The daily substitute rate is \$150 per day. When working less than a full day, the hourly rate of pay is \$25 per hour.

There is a two-hour minimum pay rate of \$50 for assignments less than two hours.

When substituting at the secondary level for a teacher who has a teaching overload (6 classes and a supervision period), or if coverage is needed and you are asked and accept to step in during a prep period for another teacher, substitute teachers will receive an additional \$25 for the day.

Long-Term Substitute Rates:

A. Occasional Substitute

An occasional substitute is a substitute who is called to replace a teacher on an intermittent basis, or for what is anticipated to be less than 20 continuous work days in the same assignment.

1. An occasional substitute will be paid on a daily basis in accordance with the daily substitute teacher rate established by the School Board. If the assignment unexpectedly extends to 20 days or more, the substitute will be paid in accordance with provisions for long-term or contract substitutes, whichever applies, beginning on the 20th day.
2. Occasional substitutes are not eligible for fringe benefits.

B. Long-Term Substitute

A long-term substitute is a substitute called to replace the same teacher for at least 20 continuous work days but less than 85 work days.

1. Except for persons who qualify under Item 2, a long-term substitute will be paid in accordance with his/her placement on the salary schedule, with a maximum placement of step 8 of the appropriate lane, except as indicated below.
2. At the discretion of the Superintendent or designee, a long-term substitute may be paid in accordance with his/her placement on the salary schedule, with a maximum placement of step 10 of the appropriate lane for the following teacher positions: mathematics, science, technology education, art, music, all areas of special education. Teaching done within ten (10) years of the date of employment may be accepted as creditable years of experience.
3. Long-term substitutes are not eligible for fringe benefits, except as indicated under Item 4.
4. At the discretion of the Superintendent or designee, a long-term substitute may be eligible for fringe benefits and prorated days of emergency leave, sick leave, and personal leave for the following teacher positions: mathematics, science, technology education, art, music, all areas of special education.
5. District 77 Retired Teachers who serve as long-term substitutes will be paid in accordance with their placement on the salary schedule at the time that they retired, excluding career increments.

C. Contract Substitute

A contract substitute is a substitute called to replace a teacher for a period of 85 or more contract days.

1. A contract substitute will be paid in accordance with his/her placement on the salary schedule, with a maximum placement of step 10 of the appropriate lane. Teaching done within ten (10) years of the date of employment may be accepted as creditable years of experience.
2. A contract substitute is eligible for fringe benefits and prorated days of emergency leave, sick leave, and personal leave.
3. District 77 Retired Teachers who serve as contract substitutes will be paid in accordance with their placement on the salary schedule at the time that they retired, excluding career increments.

TEACHERS RETIREMENT ASSOCIATION (TRA)

Each substitute teacher must be a member of the Teachers' Retirement Association. Those who are not a member will have their information submitted directly from our Payroll Department to TRA. You will receive a welcome letter from TRA once your information has been processed. (Please note the employee contribution is 7.5% and the District #77 contribution is 7.5%). If you are a TRA annuitant, please contact Bev Peters, Payroll Specialist at 507-207-4009 or bpeter1@isd77.org to be sure the payroll deductions are not made.

SMARTeR Online Payroll System – To View Your Pay Stub

Mankato Public Schools utilizes a paperless payroll system. The District Employee Self Service (ESS) site is called "SMARTeR". To access please go to isd77.org.

Click on "Apps", this will take you to the login page for the staff portal.

1. You will be asked for your User Name and Password. Your user name and password will be provided to you once you are set up in the SMARTeR system.
2. The password is (____MAPS) your district employee ID number followed by MAPS.
3. Now login to the portal. Next click on the SmarteR Payroll icon.
4. You will now be on the Smart Systems site.
5. You will be prompted for a User ID and password –
 - a. Your User ID is your District Employee ID number.
 - b. The initial password is 0077____ (followed by the last four digits of your Social Security Number).
 - c. Click on login. You will then be prompted with security questions and asked to create your own password.

If you have any problems accessing this program, please contact Bev Peters, Payroll Specialist, at 507-207-4009 or email at bpeter1@isd77.org.

IF YOU ARE INJURED ON THE JOB.....

Any employee who is injured must report the accident to the supervisor and complete the First Report of Injury form. The report should then be given to the building principal or supervisor within 24 hours of the accident.

It is important to us to insure all employees are safe; and the sooner you let us know about an injury, the sooner we can make sure you are taken care of and fix any problems that might be a hazard to other employees. You will never be penalized for reporting an injury.

Questions regarding reporting injuries can be sent to Scott Hogen Director of Facilities at 507-207-4015 or shogen1@isd.org.

EMERGENCY CLOSINGS

Every attempt will be made to place an Absence Management ALERT on the website anytime school is cancelled, will start late or dismiss early due to weather conditions. You may also call the school hotline at 507-386-4777 for cancellation information. Other notifications of school cancellations or late starts will be broadcast on WCCO (830 AM) radio and local radio stations, and KARE 11, KSTP 5, KEYC 12, FOX 9 and WCCO 4 TV.

If school is closed on a particular day due to weather conditions, substitute teachers who are assigned for that day will not receive compensation. If school starts late or dismisses early due to weather conditions, substitute teachers will be paid for time worked. *It is the responsibility of the substitute teacher to be aware of school delays or closing notices on days when you are assigned work. When school dismisses early, substitute teachers will follow the dismissal schedule of the school they are working in.*

HOW SUBSTITUTES ARE ASSIGNED

Once your Absence Management profile is created you receive an email (the email provided on your application) asking you to create a username and password. Absence Management is an automated system that allows teachers to enter their absence in the Absence Management system for you to accept assignments. You may search for available assignments any time you wish, either online or by calling 1-800-942-3767. You may receive calls from Absence Management if the absence is not filled the evening before the start date.

Absence Management will keep an up-to-date list of available substitute teachers. Teachers, authorized building secretaries, and administrators may request any appropriately qualified substitute from the authorized list. If the teacher or school does not make a specific request for a substitute, Absence Management will release information to qualified substitutes from the authorized list. If the assignment is last minute, Absence Management will begin to call substitutes in random order to give everyone in the list equal opportunities.

TIP: *Absence Management does track which substitutes accept assignments and which frequently turn down assignments.*

The Absence Management system calls substitute teachers when there is an unfilled assignment for the following day between 5:00pm and 10:00pm the evening before, or between 6:00am and 2:00pm the day of the assignment.

NON-AVAILABILITY FOR WORK

If substitutes are unavailable for work for a particular day or a period of time, they are asked to log into Absence Management and enter **Non-Work Days**. This will prevent a secretary, administrator or Absence Management from trying to contact you when you are not available.

A substitute who becomes ill before an assignment may cancel the assignment in Absence Management up to 2 hours prior to the start time. If less than 2 hours prior to the start time, immediately call the secretary at the assigned site. Phone numbers are on Absence Management next to the assignment and on page 14 of this manual. Please be sure to provide the following information: *your name, school where you were to substitute, teacher you were to substitute for, and the time you were to have started*. A substitute falling ill while at the school on an assignment must contact the principal for permission to leave so that the safety of the students can be ensured.

DISTRICT POLICIES

All policies can be accessed on the district website by following these steps:

- www.isd77.org
- District
- School Board
- Policies

Please specifically review:

- Policy 413- Harassment & Violence (Religious/Racial/Sexual)
- Policy 542- Bullying Prohibition
- Policy 414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415- Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 411- Employee/Student Relationships
- Policy 418- Drug-Free Workplace/Drug-Free Schools
- Policy 419-Tobacco-Free Environment
- Policy 507- Corporal Punishment

SCHOOL BUILDING LOCATIONS, HOURS AND PHONE NUMBERS

Bridges Community School K-5	320 Garfield Avenue North Mankato, MN	Teacher Day: 7:50-3:40 Student Day: 8:20-2:50	507-387-2800
Central Freedom/High 9-12	110 Fulton Street Mankato, MN	Teacher Day: 7:50-3:40 Student Day: 8:20-2:55	507-387-3047
Dakota Meadows (6-8) 6-8	1900 Howard Drive North Mankato, MN	Teacher Day: 7:45-3:35 Student Day: 8:35-3:20	507-387-5077
Eagle Lake Elementary K-5	500 Le Sueur Avenue Eagle Lake, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-257-3530
Early Childhood Center Pre-School	2077 Lookout Drive North Mankato, MN	Teacher Day: 7:45-3:35	507-387-4817
East Sr. High 9-12	2600 Hoffman Road Mankato, MN	Teacher Day: 7:55-3:45 Student Day: 8:45-3:35	507-387-5671
Franklin Elementary K-5	1000 N. Broad Street Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-345-4287
Futures K-12	1610 Commerce Drive North Mankato, MN	Teacher Day: 7:45-3:35 Student Day: 8:15-2:45	507-387-1455
Hoover Elementary K-5	1524 Hoover Drive North Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-388-5202
Jefferson Elementary K-5	100 James Avenue Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-388-5480
Kennedy Elementary K-5	2600 E. Main Street Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-387-2122
Monroe Elementary K-5	441 Monroe Avenue North Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-387-7889
Prairie Winds 6-8	112 Prairie Winds Dr. Mankato MN	Teacher Day: 7:45-3:35 Student Day: 8:35-3:20	507-345-6625
Roosevelt Elementary K-5	300 W. Sixth St. Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-345-4285
Rosa Parks Elementary K-5	1001 Heron Drive Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-387-7672
Washington Elementary K-5	1100 Anderson Drive Mankato, MN	Teacher Day: 7:30-3:20 Student Day: 8:00-2:30	507-345-3059
West Senior High 9-12	1351 Riverfront Drive Mankato, MN	Teacher Day: 7:55-3:45 Student Day: 8:45-3:35	507-387-3461