



**SUBSTITUTE TEACHER/
SUBSTITUTE PARAPROFESSIONAL
HANDBOOK**

2021 - 2022

SCHOOL DISTRICT OF JANESVILLE, WISCONSIN
SUBSTITUTE TEACHER/PARAPROFESSIONAL HANDBOOK

2021-2022 School Year

Substitute Teachers/Paraprofessionals are essential to effective instruction to students in our school district. We greatly appreciate your services!

This handbook will provide you with a source of basic information about our substitute teaching/paraprofessional program.

Contact people at the School District of Janesville:

Brianna Moran	743-5026	WECAN Application procedures Personnel file completion Frontline Absence Management Short- and Long-term assignments Office Hours 7:30 a.m. to 4:30 p.m.
Nichole Conaway	743-5051	Payroll questions
Scott Garner	743-5026	Substitute hiring Non-certified substitute training

FRONTLINE ABSENCE MANAGEMENT CONTACTS

Phone: 1-800-942-3767

Internet:

<https://login.frontlineeducation.com/login?signin=0f50d94f0d06d1808f4a7c169c84ff78&productId=ABSMGMT&clientId=ABSMGMT#/login>

APPLICATION PROCEDURES

All substitute teacher applicants must apply on the Wisconsin Education Career Access Network (WECAN) website located at:

<https://wecan.education.wisc.edu/#/>.

Certified Substitute Teachers, those holding a Wisconsin Teaching Certificate, must apply under the Certified Staff area on WECAN.

Non-Certified Substitute Teachers, those with an Associate or Bachelor's Degree in something other than education, must apply under the Support Staff area on WECAN.

Applicants that are selected for hire, will be contacted by the District.

Non-Certified Substitute Teachers

Individuals holding an Associate or Bachelor's Degree in an area other than education may apply through WECAN for the Non-Certified Substitute Teacher vacancy. Candidates chosen for hire will receive an offer of conditional employment and must complete the Department of Public Instruction requirements to apply for a Three-Year Short-Term Substitute license.

To apply for a Three-Year Short-Term Substitute license:

- Applicant must hold an associate degree or higher from an accredited college or university. Submit original transcripts with the application.
- Applicant must submit evidence that they have successfully completed the district-selected substitute training. The following are acceptable forms of documentation:
 - Confirmation letter of successful completion, on district letterhead, including date of completion, signed by an authorized Administrator.
 - CESA, WEAC or STEDI Certificate of Completion, including date of completion.
 - PI-1633 Substitute Teacher Training Verification Form

The applicant will pay the CESA, WEAC or STEDI Certification fee as well as the Three-Year Short-Term license fee.

CRITERIA USED IN SELECTION

Substitute Teacher selection is based on the following criteria:

- a. hold a current Wisconsin regular or substitute teacher certification, or have completed the necessary training for non-certified substitute teachers and have applied for a Wisconsin substitute teaching license or short-term substitute teaching license;
- b. have a record of success in teaching and in human relations;
- c. are available with few or no restrictions; and
- d. subscribe to a telephone in order to be reached readily

Substitute Paraprofessional selection is based on the following criteria:

- a. have a high school diploma or equivalent
- b. have experience working with children and/or persons with disabilities;
- c. have a successful work history;
- d. are available with few or no restrictions; and
- e. subscribe to a telephone in order to be reached readily

Selection is made without regard to age, sex, race, color, creed, national origin, sexual orientation, or physical handicap.

YOUR PERSONNEL FILE

A complete file for a substitute teacher or substitute paraprofessional consists of a formal application for substituting, a copy of a current Wisconsin teaching license or Special Education Program Aide License, and credentials. Current credentials should be forwarded from a placement office if available.

PROCEDURES FOR CALLING SUBSTITUTES

1. The School District of Janesville uses the Frontline Absence Management System. You will receive phone calls from an automated system explaining the jobs available for you. The system begins calling for same-day assignments at 6:00 a.m. The system calls for future assignments beginning at 4:30 p.m. until 9:00 p.m.
2. When you have provided the necessary paperwork to complete your personnel file, you will be given instructions and login information for the Frontline Absence Management System.
3. The assignment given to the substitute will not be changed under normal circumstances. Under unusual circumstances the building principal may ask the substitute to work in an assignment other than the one to which the substitute was called.
4. A substitute teacher called to substitute as a paraprofessional or a special education paraprofessional will be paid at the substitute paraprofessional rate of \$13.03 for that position.
5. **The teacher workday is from 7:45 a.m. to 3:45 p.m., including a ½ hour lunch. Substitutes are expected to adhere to this schedule.** If you leave early or arrive late (when

you received the call in a timely manner), you will not be paid for the work time you have missed. These arrive or leave times must be communicated with the building principal or secretary.

6. Please call Scott Garner, Assistant Superintendent at 743-5026 to discuss any issues with the district's substitute teacher program.

SUBSTITUTE TEACHER PAY

1. The basic daily rate of pay for substitute teachers is \$150.00 per day.
2. For partial day assignments, Absence Management System will inform you regarding start and end times for an assignment. The pay rate for partial day substitute assignments is prorated accordingly to the hourly rate of \$18.75 per hour.
3. Substitutes are expected to cover or assist in other classes during the regular teacher's scheduled preparation periods when directed by the school principal. This is considered to be part of the regular work day. No additional wages are paid for this coverage/assistance.
4. If you leave early or arrive late (when you received the call in a timely manner), you will not be paid for the work time you have missed. These arrive or leave times must be communicated with the building principal or secretary.
5. If a substitute has been called and reports to an assignment that, due to some error, does not exist, the substitute will be reassigned to another substitute assignment within the district. If no other substitute assignments are available, the substitute will be paid one-half day's pay.
6. Direct deposit of paychecks for substitute teachers is mandatory. Information about this benefit can be obtained through the Payroll Department, Nichole Conaway at 743-5051.
7. The School District of Janesville will pay the employer share of the required contributions to the State Retirement System. As required under statute, you will make an employee contribution to the WRS in an amount equal to one-half of the total actuary required contribution rate as approved by the Employee Trust Fund Board.
8. If you are asked to travel as a part of your substitute assignment, you can be reimbursed for your mileage. The District will reimburse you at the current IRS rate. The mileage form you should complete can be obtained in any district building office or the Educational Services Center. It is preferred that you wait until you have accumulated a significant number of miles before submitting your mileage sheet, but no later than June 30th of the current year (even though the form states you should turn it in every month).
9. Any questions about substitute teacher paychecks should be directed to the Payroll Department, Nichole Conaway at 743-5051.

SUBSTITUTE PARAPROFESSIONAL PAY

1. The rate of pay for substitute paraprofessionals is \$13.03 per hour.
2. Substitute paraprofessionals are not paid through their lunch break if the assignment has a lunch break. Generally, assignments longer than four hours including a lunch break. Be sure to ask the Administrative Assistant to the Principal about your lunch break if you are uncertain whether your assignment includes one.
3. If a substitute paraprofessional has been called and reports to an assignment that, due to some error, does not exist, the substitute paraprofessional will be paid two hour's pay.
4. Direct deposit of paychecks for substitute paraprofessionals is mandatory. Information about this benefit can be obtained through the Payroll Department, Nichole Conaway at 743-5051.
5. The School District of Janesville will pay the employer share of the required contributions to the State Retirement System. As required under statute, you will make an employee contribution to the WRS in an amount equal to one-half of the total actuary required contribution rate as approved by the Employee Trust Fund Board.
6. Any questions about substitute paraprofessional paychecks should be directed to the Payroll Department, Nichole Conaway at 743-5051.

SHORT- OR LONG-TERM ASSIGNMENTS SUBSTITUTE TEACHERS

1. A short- or long-term assignment is one in which you substitute in one assignment for the same teacher for five (5) or more consecutive days.
2. A **short-term assignment** is five (5) or more consecutive days in one assignment for the same teacher, and ends at no more than forty-four (44) consecutive days.
3. A **long-term assignment** is more than five (5) consecutive days in one assignment for the same teacher, and ends at no less than forty-five (45) or more consecutive days. A long-term assignment requires that the substitute teacher be licensed in the area or grade level for which they are working or that a One-Year License with Stipulations is applied for.
4. The rate of pay for a short-/long-term substitute teacher is \$225.00 per day.
PLEASE NOTE: The short-/long-term rate does not apply to transition days (before or after the assignment) during which the regular teacher and substitute teacher work together. The substitute will receive the regular daily rate for transition days.
5. The building principal will make the final decision as to who will be assigned to a short- or long-term substitute teaching position.
6. If a substitute teacher teaches five (5) or more consecutive days in the same assignment, the teacher shall be paid the short-/long-term rate of \$225.00 per day, retroactively to the first day of the assignment.

7. If a substitute teacher is assigned to a short- or long-term assignment and works the two or three days before students arrive at the beginning of the school year, the substitute will be paid the short-/long-term rate, of \$225.00, for these first days.
8. A short- or long-term substitute teacher assignment can end at any time at the discretion of the building principal. All assignments are given a tentative end-date, but this can be changed by the administration.
9. If a short- or long-term substitute teacher attends after school activities, meetings, IEP's, conferences, etc. that other contracted teachers are expected to attend and do not receive extra pay for, there is also no additional pay for the short- or long-term substitute teacher.
10. For every twenty-one (21) days worked in the same short- or long-term assignment, a short- or long-term substitute teacher will earn one (1) day of paid sick leave. If a short- or long-term substitute teacher is absent due to personal illness, and has earned a sick day to cover this illness, the absence will not count as an interruption of the short- or long-term assignment. Sick days earned during a short- or long-term assignment do not accumulate from one assignment to another.

** Beginning with the 1998/99 school year, a substitute teacher can use his/her earned sick days to cover an illness in his/her immediate family or a funeral in his/her immediate family in addition to his/her own illness. Immediate family members include spouse, parents, grandparents, sons or daughters, step-children, brothers or sisters, grandchildren, father- or mother- in-law, sister- or brother-in-law, daughter- or son-in-law, foster parent, legal guardian of the employee or the employee's spouse, foster child, or a legal ward who is under 18 or who is over 18 but is unable to care for himself or herself because of a serious condition. The employee should notify the principal of the reason for his/her absence.

11. Short- or Long-term substitute teachers are required to have verification of a TB skin test on file in the Employee Benefits Department.
12. Short- or Long-term substitute teachers are normally not expected to attend, and are not paid for, professional development and workdays, unless requested by the building principal. These unpaid days are not considered interruptions of service. Therefore, the initial 5-day period does not have to be repeated.
13. A short- or long-term substitute teacher may be asked to work on a teacher workday; this will be approved by the principal on a case by case basis. Do not assume that you should work on this day; make sure to ask your principal for permission.

INFORMATION TO HELP YOU - - SOME ROUTINE MATTERS

- Observe the work hours, schedules, and responsibilities of the regular teacher. **The teacher workday is 7:45 a.m. - 3:45 p.m. The hours of paraprofessional positions vary and will be provided to you by Frontline Absence Management.**
- If you have accepted a job in the Frontline Absence Management System, it is your responsibility to cancel the job if you are unable to fulfill the assignment. The only exception to this is an emergency situation.
- Upon arrival, report directly to the school office to obtain the materials and instructions you need.
- **Lunch is provided at no cost to our substitutes**
- Every effort will be made to notify a substitute teacher/paraprofessional of planned field trips in advance. If you are not notified of a field trip in advance, please make sure to report this to Brianna Moran at 608-743-5026.
- Check the teacher's mailbox before going to the classroom for notices or communications that require immediate attention.
- **Report to the school office before leaving the building to determine if your services will be needed the following day.**
- The substitute teacher/paraprofessional is covered under the School District of Janesville comprehensive liability insurance, the same as regular employees.
- In the event the start of school is delayed due to inclement weather, a substitute teacher/paraprofessional should report to work as soon as they are able. They will not be paid for hours that they are not at work.
- There is no insurance plan available for the substitute teacher/paraprofessional.
- Smoking is not permitted on school district property or in school district vehicles.
- Substitute Teacher/Paraprofessional Parking Permits are required at the following schools: Craig and Parker High Schools. These can be picked up in the office of any school. Vehicles parked on school grounds are subject to search. Vehicles that are parked on school grounds at Craig and Parker High Schools without a parking permit are subject to ticketing by the City of Janesville Police Department.
- A substitute teacher or substitute paraprofessional should not be using cellular phones for personal calls during the work day except during scheduled break periods. Every effort should be made to refrain from using cellular phones in the presence of students.
- On the back of each classroom door is a packet containing information on actions to take during specific emergencies in the building. Please take a moment and review this packet.

THE CLASSROOM (SUBSTITUTE TEACHERS)

It is the responsibility of each regularly employed teacher to develop a special folder for substitute teachers. This folder should be kept in a desk drawer or in a place known to the building principal and administrative assistant to the principal. Included in this folder should be:

1. An up-to-date teaching schedule that includes each instructional class, preparation time, and special duties, such as supervision, fire drill responsibilities, and special area assignments.
2. Current lesson plans, with details needed by a substitute. **It is the expectation of the School District of Janesville that you adhere to the classroom teacher's lesson plans as closely as possible.**
3. A **current** seating chart for each class if students are assigned to specific seats in your room. Use names that students want to be called at school.
4. A special substitute "Vita Sheet" will be part of each substitute folder for quick information to help the substitutes.
5. Information regarding access to texts, supplies, curriculum guides and the use and location of AV equipment.
6. Forms and procedures for taking attendance and performing other student accountability tasks.
7. A list of dependable students to call on to help with routine classroom responsibilities.
8. A short narrative on students with special needs and how to deal with each of them, i.e., religion, medication, etc.
9. Peer assistants, office helpers and members of organizations such as sports, chorus, and band, and the time and procedure for excuses from classes as appropriate.
10. Information about classroom rules, policies, safety procedures, and privileges.
11. Information about special events and responsibilities.
12. **If you find that the regular teacher has not left the information you need, it is your responsibility to discuss this matter with the building principal.**
13. Fill out the Substitute Feedback Form and leave it in the teacher's plan book.
14. Leave the room in an orderly fashion for the regular teacher, especially chalk/whiteboards, records, and assignments.

HEALTH NEEDS OF STUDENTS (SUBSTITUTE TEACHERS)

If you have a student in your class with health needs that require special accommodations or may require special emergency care, a copy of that student's health needs will be located in the substitute teacher folder. Please review the copy of this health information before class starts. If you have any questions or concerns regarding the information or care for this student, call the school office so further assistance can be provided.

The office also has information on other students with health conditions that may be in your class. If you have a question or concern about a student, call the school office to see if there is additional health information on the student.

ACCESS TO TAX SHELTERED ANNUITY BENEFIT (SUBSTITUTE TEACHERS)

Substitute teachers who regularly work at least 20 hours per week can participate in the District's tax sheltered annuity program. The program is voluntary and deductions will be made from your paycheck on a pre-tax basis. If you are interested in receiving more information about starting a tax sheltered annuity, you may contact the Payroll Department, Sue Winter at 608-743-5052.

SUMMER SCHOOL (SUBSTITUTE TEACHERS)

Substitute teachers are needed for our 6-week summer session. Most classes are held in the morning. If you would be interested in working as a substitute for summer school, please contact the Summer School Office, Michelle Johnson at 608-743-5042, prior to the end of the school year to have your name placed on the list.

REVIEWING FEEDBACK REPORTS (SUBSTITUTE TEACHERS)

Feedback reports are retained on file for two years. All substitutes are encouraged to schedule an appointment with the Human Resource Department sometime during the school year to review feedback reports. Please contact the Human Resource Department, Brianna Moran at 608-743-5026, to schedule an appointment between the hours of 7:30 a.m. to 4:30 p.m.

DESCRIPTION OF SUBSTITUTE PARAPROFESSIONAL ASSIGNMENTS

- Autism Paraprofessional
- Early Childhood (EC) Paraprofessional
- Emotional Behavioral Disorder (EBD) Paraprofessional
- Hearing Impaired (HI) Paraprofessional
- Intellectual Disabilities (ID) Paraprofessional
- Learning Disabilities (LD) Paraprofessional
- Library Media Center (LMC) Paraprofessional
- Preschool 4 Janesville (P4J) Paraprofessional
- Other Handicap Impaired (OHI) Paraprofessional
- Speech and Language (S/L) Paraprofessional
- Talk and Learn (T/L) Paraprofessional
- Vision Paraprofessional
- Paraprofessional (unspecified as above) – job duties may include Instructional, Office Clerical, On-Site Suspension, Health Aide, At-Risk, Bus Duty, and/or Student Supervision Paraprofessional duties.

INDIVIDUAL SCHOOL INFORMATION

HIGH SCHOOLS

Craig High School (9–12), 401 S. Randall Phone: 743-5210
Dr. Alison Bjoin – Principal
Mr. Monte Phillips – Assistant Principal
Mr. Shawn Kane – Assistant Principal

Parker High School (9–12), 3125 Mineral Pt. Ave. Phone: 743-5610
Mr. Chris Laue – Principal
Ms. Brian Martin – Assistant Principal
Ms. Jolene Terrones – Assistant Principal

MIDDLE SCHOOLS

Edison Middle School (6–8), 1649 S. Chatham St Phone: 743-5906
Mr. James LeMire – Principal
Mr. Nicholas Jones – Assistant Principal

Franklin Middle School (6–8), 450 N. Crosby Phone: 743-6006
Mr. Kurt Krueger – Principal
Mr. David Adler – Assistant Principal

Marshall Middle School (6–8), 25 S. Pontiac Dr. Phone: 743-6206
Mr. Hank Schmelz – Principal
Mr. Daniel Jackson – Assistant Principal

ELEMENTARY SCHOOLS

Adams School, 1138 E. Memorial Drive Phone: 743-6306
Ms. Dana Simmons – Principal

Harrison School, 760 Princeton Road Phone: 743-6406
Ms. Jessica Grandt-Turke – Principal

Jackson School, 441 Burbank Avenue Phone: 743-6506
Ms. Kristen Moisson – Principal

Jefferson School, 1831 Mt. Zion Avenue Phone: 743-6606
Mr. David Newman – Principal

Kennedy School, 3901 Randolph Road Phone: 743-7506
Ms. Jennifer Fanning – Principal

Lincoln School, 1821 Conde Street Phone: 743-6706
Mr. Shawn Galvin – Principal

Madison School, 331 N. Grant Avenue Phone: 743-6806
Ms. Stephanie Filter – Principal

Monroe School, 55 S. Pontiac Drive
Ms. Sally Pope – Principal Phone: 743-6906

Roosevelt School, 316 S. Ringold Street
Ms. Stacy Petersen – Principal Phone: 743-7006

Van Buren School, 1515 Lapham Street
Ms. Stephanie Edwards – Principal Phone: 743-7106

Washington School, 811 North Pine Street
Mr. Matt Peerenboom – Principal Phone: 743-7206

Wilson School, 465 Rockport Road
Ms. Ashley Wright – Principal Phone: 743-7306

Preschool 4 Janesville (P4J) City-Wide
Angela Lynch - Coordinator Phone: 751-8178

CHARTER SCHOOLS

Rock University High School (9–12), 6004 S. County Rd. G
Dr. Kolleen Onsrud – Principal Phone: 608-743-7426
Ms. Angie Kerr – Dean of Students

TAGOS Leadership Academy (7–12), 1350 N. Parker Dr.
Ms. Patricia Hernandez – Principal Phone: 608-290-0468
Ms. Marianne Dries McGuire – Co-Dean of Students
Ms. Kimberly Helgestad - Co-Dean of Students

Rock River Charter School (7–12), 31 W. Milwaukee St.
Dr. Lisa Peterson – Principal Phone: 608-752-8273
Ms. Angela Burdette – Dean of Students

ARISE Virtual Academy (K–12), 450 N. Crosby Ave.
Dr. David Parr – Principal Phone: 608-743-6110

SUBSTITUTE TEACHER CERTIFICATION

Substitute Teachers

Long-term substitutes may be employed only in the subject and/or grade level for their license. A One-Year License with Stipulations (previously known as an Emergency License) may be granted to long-term substitutes based upon the required provisions.

A 5-year license allowing a person to serve as a substitute teacher may be issued to an applicant who has held or is eligible to hold a regular Wisconsin license for the teaching assignment or the equivalent license issued in another state.

Substitutes desiring certification should apply online at:

<https://dpi.wi.gov/tepd/elo/substitute-emergency>

SUBSTITUTE PARAPROFESSIONAL CERTIFICATION

In accordance with the Wisconsin Department of Public Instruction, substitute paraprofessionals working with the special education program must obtain a Special Education Program Aide License.

To apply for a Special Education Program Aide License:

- Applicant must be at least 18 years of age
- Applicant must hold a high school diploma or an equivalent degree
- Applicant must be requested by employing school district administrator

Upon being hired for the School District of Janesville, you will be provided the required licensure request documentation for obtaining a Special Education Program Aide License. The license fee is \$100.00 and is refundable by the School District of Janesville upon completion of 40 working days. In order to be refunded, a copy of the Special Education Program Aide License certificate must be submitted to the Human Resources Department.

AFFORDABLE CARE ACT

In response to the new federal health care regulations, the Patient Protection Affordable Care Act (PPACA or ACA) or “Obamacare” as more commonly known as, the School District of Janesville has limited all variable hour substitute employees to no more than 120 hours of work per calendar month during each school year. Those working in long-term, coaching, homebound, or other positions with the district will be prorated to ensure maintaining the hourly limitations for the school year.