



# Substitute Handbook

2022-2023

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## School Building Information

<b>Building</b>	<b>Building Contact</b>	<b>Building Administration</b>
Adams Elementary 1201 N D Street Arkansas City, KS 67005 620.441.2040	Melissa Cochran Building Secretary <a href="mailto:Melissa.cochran@usd470.com">Melissa.cochran@usd470.com</a>	Rosann Meier, Principal
C-4 Elementary 11945 292 <sup>nd</sup> Road Arkansas City, KS 67005 620.441.2045	Cindy Young Building Secretary <a href="mailto:cindy.young@usd470.com">cindy.young@usd470.com</a>	Amy Hutto, Principal
Frances Willard Elementary 201 North 4 <sup>th</sup> Street Arkansas City, KS 67005 620.441.2050	Lori Schuetz Building Secretary <a href="mailto:lori.schuetz@usd470.com">lori.schuetz@usd470.com</a>	Amy Pinion, Principal
IXL Elementary 6758 322 <sup>nd</sup> Road Arkansas City, KS 67005	Lynae Moulton Building Secretary <a href="mailto:lynae.moulton@usd470.com">lynae.moulton@usd470.com</a>	Kali Vickery, Principal
Jefferson Elementary 131 Osage Arkansas City, KS 67005	Melissa Truelove Building Secretary <a href="mailto:Melissa.truelove@usd470.com">Melissa.truelove@usd470.com</a>	Lauren Rosales, Principal
Roosevelt Elementary 300 North B Street Arkansas City, KS 67005	Michele Ozbun Building Secretary <a href="mailto:michele.ozbun@usd470.com">michele.ozbun@usd470.com</a>	Pam Barbour, Principal
Arkansas City Middle School 400 East Kansas Ave Arkansas City, KS 67005	Lori Roths Building Secretary <a href="mailto:lori.roths@usd470.com">lori.roths@usd470.com</a>	Robert Onelio, Principal Dan Pipes, Asst. Principal Zach Wiederstein, Asst. Principal
Arkansas City High School 1200 West Radio Lane Arkansas City, KS 67005	Jancye Sturd Building Secretary <a href="mailto:jancye.sturd@usd470.com">jancye.sturd@usd470.com</a>	Jeremy Truelove, Principal Evan Burke, Asst. Principal Tim Porter, Asst. Principal

### Important Contact Information

Personnel Clerk: Mindy Blatchford - [mindy.blatchford@usd470.com](mailto:mindy.blatchford@usd470.com) - 620.441.2000

Substitute teachers should contact the Personnel Clerk regarding the following:

- Absence Management (Aesop) issues
- Resignations
- Payroll Paperwork

## Substitute Application

All substitutes must first complete an application of employment before being considered for a substitute position with the district. Applications can be completed online at <https://www.applitrack.com/usd470/onlineapp/>.

## Substitute Employment

Substitute teachers working for USD 470 are required to be licensed through the Kansas Department of Education. A substitute teacher must have a professional teaching license, a standard substitute license, or an emergency substitute license. For more information on teaching licenses, please visit [KSDE.org](http://KSDE.org).

Please note that substitutes holding an emergency substitute license are limited to 60 days per semester in each district and no more than 15 days per assignment without a four-year degree or 30 days per assignment with a four-year degree.

Substitutes are responsible for familiarizing themselves with the contents of this handbook and for carrying out all the normal duties assigned to the teacher for whom they are substituting.

Substitute teachers must provide the district with new employee paperwork prior to accepting their first assignment. The paperwork includes the following:

- W-4
- K-4
- Copy of current Kansas Teaching License, Substitute License, or Emergency License
- Direct Deposit Form (with account verification – Voided check or verification from the banking institution)
- Form I-9, Employment Eligibility Verification, and appropriate documentation
- Loyalty Oath
- Bloodborne Pathogens Training
- Sexual harassment Training
- Certification of Health

## Substitute Types

**Daily Call Substitute** – A daily call substitute teacher is paid a daily rate for services rendered. This teacher has control over the number of hours he or she works as a substitute. Daily call substitute teachers are generally not eligible for KPERS membership.

**Temporary Substitute Teacher** – A substitute teacher who is temporarily assigned to cover a position for a short period of time. Temporary positions are generally not eligible for KPERS membership.

## Essential Functions

The substitute teacher should:

- Provide safety and security of students through supervision

- Establish a positive learning environment and respond to the individual needs of students
- Understand and support the mission of USD 470

### General Responsibilities and Information

- Teach from the provided lesson plans.
- Check in and out of the office at each assigned school.
- Provide classroom control and correct negative student conduct.
- Perform the regular teacher’s extra duties.
- Prepare attendance reports and records.
- Seek guidance from the principal in any unusual situations.
- Follow Crisis Management procedures.
- Appropriately use technology provided in the classroom.
- Communicate and provide written feedback to the teacher regarding the activities of the day.
- Never leave the classroom unattended or the students unsupervised. If there is a question about the assignment or if faced with a potential crisis situation, use the phone to call the office.
- Report any major disciplinary problems (one that grossly interferes with the learning process) to the principal.
- In a crisis situation, do not leave the students. The office will make an announcement related to the At-a-Glance crisis plan (flip chart), follow the procedures as written.
- Leave the room in an orderly condition, with all supplies and equipment returned to storage areas.
- Please do not respond to personal phone calls, text messages, and/or emails during instruction and supervision of student activities. Computers should be used for school business only.
- Remember to check out of the office at the end of the day.

### Employment and Compensation

Hourly Substitute Rate	\$17.48 per hour
Regular Full-Day Assignment	\$125 per day
Known Temporary Assignment	\$183 per day

**Temporary Assignments** – After 10 consecutive days of teaching for the same regular classroom teacher, a licensed substitute teacher shall be paid \$183 per day for all consecutive days of the same assignment. If a substitute is fully certified in the subject area or grade level, the pay shall be \$212 per day.

### Full Day – Half Day Definitions

<b>Elementary Schools</b>	Less than 2 clock hours = Hourly Rate 2 to 4 clock hours = ½ Day Over 4 clock hours = 1 Day
<b>Middle School</b>	Less than 1 clock hour = Hourly Rate

	1 to 4 clock hours = ½ Day Over 4 clock hours = 1 Day
<b>High School</b>	Less than 1 clock hour = Hourly Rate 1 to 4 hours = ½ Day Over 4 clock hours = 1 Day

## Accepting Assignments

Every effort is made to have substitute teacher request in at least 24 hours in advance. However, there will occasionally be last-minute requests. Available assignments can be found and accepted by the following:

1. Review and accept open assignments on the free Frontline mobile app
2. Review and accept open assignments by logging into the Frontline website
3. Phone call from Frontline regarding open assignments

## Report Times

Substitute teachers should report to the assignment school by 7:45 a.m. It is important to be familiar with the building locations prior to accepting assignments. If a substitute anticipates being late, please call the building secretary so they can plan accordingly.

The substitute is expected to report for the assignment at the designated start time and should remain at the school until the end of the assignment unless instructed by the building principal or designee. The substitute should check with the building's secretary for instructions regarding classroom access, etc.

## Check-in Procedures

When arriving for the assigned job, please check-in at the main office. The building secretary will provide the name and location of the assigned classroom.

When arriving at the classroom, the substitute should find lesson plans from the teacher. The lesson plans will include details such as classroom procedures, roster(s) of students, a list of students with significant health issues, etc.

Please remember to review the crisis management procedures and the emergency kit provided in the classroom.

## School Day

Substitute teachers are to observe a professional working day. The substitute teacher is to do the following:

- Follow the teacher's lesson plans to the best of their ability.
- Use positive reinforcement for good behavior.
- Maintain discipline in the classroom. If discipline problems occur, the problem should be referred to the office. Please contact the office prior to sending a student.

- Be positive and find different ways to pull students into the lesson.
- Act at once if an accident occurs that is serious enough to require immediate attention. Report the accident to the main office staff immediately and refer first aid concerns to the school nurse.
- Allow students to see the nurse if they are not well.

## Classroom Etiquette

- Place personal belongings in a safe place when arriving.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- If there are missing materials or supplies, immediately contact the main office for assistance.

## Check-out Procedures

When leaving the building for the day:

1. Leave the teacher a note regarding the day's activities. Consider these questions when providing feedback:
  - What was completed in the lesson plans?
  - What was not completed and why?
  - If anything was added to the lesson plan, what and why?
  - Which students were helpful?
  - Were there any problems?
2. Leave student work organized on the teacher's desk.
3. Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner.
4. Sign out at the main office.
5. Check and see if services are needed for the next day.

## Cancelling Assignments

Substitute teachers are able to cancel previously accepted jobs in Absence Management up to 12 hours prior to the start of the assignment. If cancellation is not done prior to 12 hours, the substitute will need to contact the building secretary ASAP. If a job is cancelled last minute, the substitute will not be eligible to accept another assignment in Absence Management for the cancelled time.

**Substitute teachers are employed on an as-needed basis and are not guaranteed employment on any given day.** It is the substitute's responsibility to monitor their substitute jobs in Absence Management to ensure all jobs worked are recorded during the pay period. The substitute must notify the Personnel Clerk if an error in days was recorded.

## Dress Code

Substitute teachers are expected to dress professionally.

## **ID Badges**

The district shall provide each substitute teacher with an ID badge. The ID badge should be worn while on assignment in the building.

## **Emergency Procedures**

An At-A-Glance Emergency Procedure flip chart is located in each classroom. Please review this information for use during fire, tornado, or other emergency drills and for actual emergencies. An emergency crisis bag is also placed in each classroom.

## **Inclement Weather**

In the event USD 470 needs to close the school system or specific school for any emergency reason, including bad weather, information is available:

- District email
- By following the district on Facebook or Twitter
- By watching local television channels and listening to local radio stations that are part of the Emergency Information System

Substitutes that have accepted assignments on inclement weather days will not be paid for work not performed.

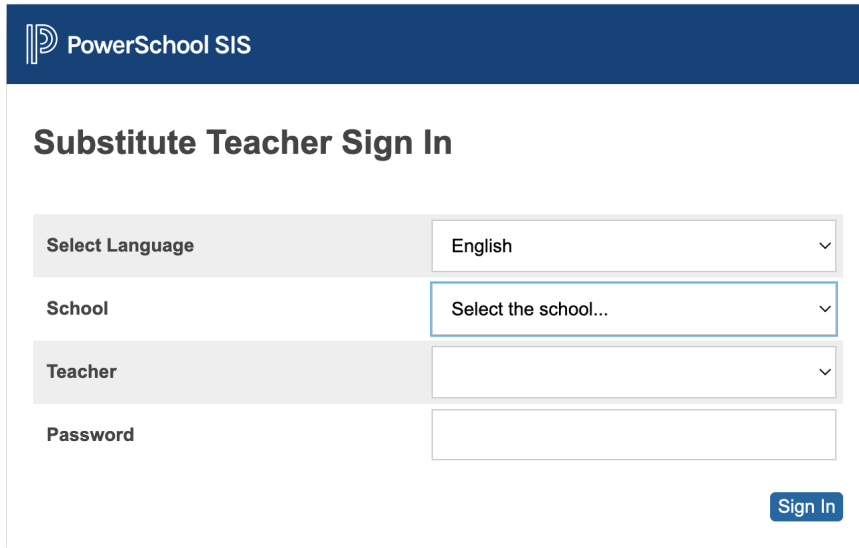
## **Resignations**

Substitute teachers who wish to be inactivated from the Absence Management system should submit a written notice to the Personnel Clerk. If more than 120 calendar days pass without accepting an assignment or contacting the Personnel Clerk, a substitute teacher may be inactivated from USD 470's Absence Management system.



## Instructions for Taking Attendance for Substitutes

1. To log into the wireless, choose **USD470 Guest** and use **bulldogs** for the password.
2. Open any web browser and go to: [USD470.powerschool.com/subs](https://USD470.powerschool.com/subs)



The screenshot shows the PowerSchool SIS interface for Substitute Teacher Sign In. At the top, there is a dark blue header with the PowerSchool SIS logo and text. Below the header, the title "Substitute Teacher Sign In" is displayed. The form contains four fields: "Select Language" with a dropdown menu showing "English"; "School" with a dropdown menu showing "Select the school..."; "Teacher" with a dropdown menu; and "Password" with a text input field. A blue "Sign In" button is located at the bottom right of the form.

3. Select the school where you are subbing and the teacher you are filling in for.
4. School passwords for substitutes:  
See the school secretary or administrator for building-specific passwords.
5. The new screen will be the teacher's classes that you have on that day. Attendance is taken for each period. Under the Take Attendance column, click on the icon for the corresponding class to complete. If the teacher has set up a seating chart, that would be viewed by clicking the icon under the Seating Chart column.