

ALEXANDER COUNTY SCHOOLS



“Children First”

SUBSTITUTE TEACHER HANDBOOK

TABLE OF CONTENTS

Alexander County Schools Personnel	3
Welcome	4
Mission/Vision/Values	5
Schools in Alexander County	6
Basic Expectations	7
Classroom Teachers' Responsibilities	8
Classroom Expectations of Substitutes	8
Payroll/Limitations of Days Worked	9
General Information/Termination	10
Additional Issues	11
Long Term Substitutes	12
Helpful Hints	13
Internet Resources	14
Feedback Forms	15- 17
Attachment – Payroll Schedule	18

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Welcome

Dear Substitute Teacher,

The success of any organization is dependent on the attitudes, skills, and efforts of the people who work there. The greatest resource in Alexander County is the people whose strong values, concern for others, and a willingness to work together for the common good are qualities for which we have come to be known. You have already shown your commitment to children by attending and meeting the requirements of Alexander County substitute teacher training program.

As the county's largest employer, and because we serve children, it is of utmost importance that we always employ good people in all positions. This substitute handbook is written as a reference tool to aid in providing valuable information to substitute teachers.

According to researchers, between kindergarten and high school graduation, students will spend the equivalent of one entire school year with a substitute teacher! Alexander County Schools are dependent on quality substitute teachers with high standards for their work and their students. It is vitally important for the success of our students that substitute teachers understand their roles and responsibilities.

This handbook is not all inclusive with regard to every issue or question that may arise for the substitute teacher. Much of what is included in this handbook is pulled from the Employee Handbook, the General Statutes of North Carolina, and the North Carolina Department of Public Instruction.

It is our desire for all substitute teachers to have a positive and rewarding experience in our school system. Thank you for making the decision to help children by becoming a substitute teacher. You are a vital part of our students' education. Together, we are creating a wonderful place for children to learn and grow.

Sincerely,

Dr. Jennifer Hefner, Superintendent
Dr. Betsy Curry, Associate Superintendent

Mission

Alexander County Schools are committed to providing an education that equips students with the skills needed to be productive citizens in the 21st Century.

Alexander County Schools, working collaboratively with parents and the community, will provide the experiences and knowledge for optimum learning opportunities to challenge all learners. We will ensure continual student growth by routinely asking ourselves these questions:

1. What do we want the students to learn?
2. How will we know the students have learned it?
3. What will we do if the students don't learn?
4. What will we do if the students under-learn?

Vision

As a professional learning community, we must adhere to our mission in order to meet the needs of the 21st Century learner. We envision a district in which:

- all participants demonstrate leadership to continually reflect upon our shared vision, mission, and goals;
- instructional standards and expectations are high and address the needs of each member of the learning community;
- highly qualified educators facilitate learning of the NCSCOS through continual support and resources from the Board of Education;
- all needs of the students and system are met effectively and efficiently;
- student learning is continually assessed and redirected by all participants;
- processes and nurturing relationships exist within the school and community that capitalize on the talents of all participants.

Values/Collective Commitments

Because we believe all students can and will learn:

- we will challenge each child to reach his or her highest potential;
- we will provide a safe and nurturing learning environment for each child;
- we will hold all stakeholders accountable for being present daily and ready for learning;
- we will foster collaborative partnerships with all stakeholders to ensure student success;
- we will identify and build upon the talents and diversity of individuals while preparing them for the evolving challenges of the 21st Century;
- we will expect all stakeholders to do their best and be their best;
- we will model and promote the development of strong character and personal responsibility of all individuals; and
- we will do whatever it takes to meet the needs of each child.

Schools in Alexander County

SCHOOL	PRINCIPAL	PHONE	EMAIL
Alexander Central High School	Jacob Lail	828-632-7063	jlail@alexander.k12.nc.us
Alexander Early College	Mary Brown	828-632-8221	mbrown@alexander.k12.nc.us
Bethlehem Elementary	Charles Draper	828-495-8198	cdraper@alexander.k12.nc.us
East Alexander Middle	Brett Huffman	828-632-7565	bhuffman@alexander.k12.nc.us
Ellendale Elementary	Katelyn Nash	828-632-4866	knash@alexander.k12.nc.us
Hiddenite Elementary	Amy Daigle	828-632-3191	adaigle@alexander.k12.nc.us
Stony Point Elementary	Jessica Mundy	704-585-6981	jmundy@alexander.k12.nc.us
Student Success Center	Amy Johnson	828-632-5101	amjohnson@alexander.k12.nc.us
Sugar Loaf Elementary	Joe Mabry	828-632-2192	jmabry@alexander.k12.nc.us
Taylorsville Elementary	Andy Palmer	828-632-3072	apalmer@alexander.k12.nc.us
West Alexander Middle	Ashley Mayo	828-495-4611	amayo@alexander.k12.nc.us
Wittenburg Elementary	Melinda Glenn	828-632-2395	mglenn@alexander.k12.nc.us
Head Start	Cathy Knepp	828-632-3809	cknepp@alexander.k12.nc.us

Basic Expectations

Professionalism and Dress Code

- All substitute teachers are expected to always act in a professional manner. Substitute teachers serve children and must set an example in conversation, dress, and behavior.
- Substitute teachers should maintain a proper tone and volume when conversing with students, staff, and parents. Please refrain from shouting or yelling unless a child is in imminent danger. Please do not use sarcasm with students. Sarcasm sends a message that students immediately interpret as disrespect. Additionally, substitute teachers should present their work experiences positively. Please discuss any problems with a school administrator.
- All speech will be free of profanity, slang, or any derogatory statements toward a student, co-worker, or the public. We will model the same language and behavior that we expect from our students. Speech patterns as well as proper language are acquired by our conversations with others, and therefore, proper grammar is an expectation of all staff, including substitute teachers. (See School Board Policy 7300).
- Regarding substitute teacher attire, clothing should be clean, appropriate, and reflective of community standards. Substitute teachers will gain the respect of students, teachers, and peers more readily whenever they dress in a professional manner. If you have a doubt about the appropriateness of an outfit, it is best not to wear it. The nature of the classes you will be subbing for will also help to determine what appropriate dress is. Teaching PE requires less formal dress than regular classroom instruction.

*Some schools have recently adopted staff dress codes. Check with each school to find out specifics before you arrive.



Teachers' Responsibilities for Substitutes

1. Well-planned lessons
2. Easy access to needed materials and resources
3. Class rosters and seating charts
4. Overview of classroom discipline policy
5. Location of emergency information
6. Class schedule including times and locations for class changes
7. Description of non-instructional duties with times and locations
8. Names of helpful students
9. Names and locations of other staff who can help with questions
10. Names of students who are pulled out, when these students are pulled, when they should be expected back
11. Description of daily procedures for attendance, bathroom breaks, taking money etc.
12. Additional emergency sub plans that include all this information



Expectations of Substitute Teachers

1. Follow lesson plans: Know where to find lesson plans and the necessary materials for effective instruction. Do not deviate from the lesson plans. It takes teachers a tremendous amount of time to prepare lesson plans. The rest of their week's planning depends on the substitute following the lesson plans completely and correctly.
2. Find out the daily schedule so you know when children will be leaving for enrichment classes, lunch, specials, etc. **All substitutes must work the entire time frame for which they are hired. No late arrivals or early dismissals for planning periods.**
3. Know and be able to complete daily classroom procedures for attendance, bathroom breaks, taking money, exchanging library books, etc.
4. Know what additional duties you are responsible for performing. Additional duties include but are not limited to: cafeteria duty, hall duty, car duty, bus duty. Substitute teachers who do not perform their additional duties can cause serious safety issues.
5. Confidentiality: As a substitute teacher you will come across **confidential** information on specific children. Confidential information includes but is not limited to: EC status, grades, test scores, discipline issues, and health conditions. **CONFIDENTIAL INFORMATION MUST NOT BE SHARED WITH ANYONE.** Please respect all students' rights to confidentiality.
**Additionally, please refrain from spreading information about students or staff that you may know from other sources. Every person at school has a right to respect, privacy and confidentiality.*
6. Substitute teachers are prohibited from using illegal drugs or alcohol while working for Alexander County Schools.
7. Alexander County Schools are now Tobacco-Free. No students, staff members, or school visitors may be permitted to use tobacco products on school property at any time.
8. If you have any questions about lesson plans, schedules, etc., do not hesitate to contact another teacher or an administrator. They understand that substitutes need help.
9. **NEVER LEAVE STUDENTS UNATTENDED!!!!**

Payroll Information

Substitute Pay Schedule (See Attachment)
Substitute Teacher pay for 2023-2024:

\$112.50 per day for non-certified substitutes

\$137.50 per day for certified substitute teachers (must have a copy of teaching certificate on file)

- Regular deductions are made from state and federal income tax, social security, and Worker's Compensation.
- Substitutes are paid only by the school district and never by the absent teacher.
- Checks are Direct Deposited unless otherwise designated.
- If there is an error on your paycheck, please call the School bookkeeper. When you accept a substitute job, the bookkeeper is notified and tracks your days/hours for payroll.
- Substitute teachers can sign into Timekeeper with their pin code and view their check stub.

Unemployment Benefits:

A substitute, by definition, is a temporary position, and employment is based on an as-needed basis. In accordance with North Carolina General Statute 96-15.01(d), substitute employees are ineligible for unemployment benefits.

Also, substitutes are not eligible to earn leave, participate in the retirement system or receive/purchase health benefits.

Limitations on Days Worked

Substitute teacher may not work more than 16 days per calendar month. This applies to all substitutes, whether retired state employees or not.

General Information

Change of Address

As a substitute, you must notify the HR Department immediately of any change in your name, address, or telephone number. Please contact Becky Rosenberg in HR: 828-632-7001 ext. 223.

Yearly Renewal

You must register/renew each year in which you are willing to serve as a substitute. You will receive notification in an email mid-July each year regarding renewing your substitute status with the school system. New substitute rosters are developed yearly. Failure to complete the Sub-Renewal form will result in your name being removed from the substitute list. This information will be sent to you via your email. Returning Substitutes will pay \$19.00.

Termination

- Substitutes who wish to be removed as a substitute teacher for Alexander County Schools will need to contact the HR department.
- If presented a viable reason, a principal can remove a substitute teacher from their school for any future jobs as a substitute teacher at any time. The principal will send a letter to the substitute teacher and Human Resources Department notifying the substitute teacher and district of the removal.
- Any severe concern/complaint or violation of Board Policy/Law could constitute immediate termination of employment with Alexander County Schools.

Additional Important Issues

Discipline

Every teacher has a unique discipline policy. The classroom teacher should leave a brief description of the policy for the substitute teacher. Most students will let you know the policy. Every school also has its own school-wide policy. Make sure you know the classroom and school discipline policies before the first student enters the classroom.

Students will test substitute teachers just like they tested their regular teachers at the beginning of the year. The successful substitute teacher will consistently follow the teacher's policy. It may be tempting to refer a student to the office. Avoid this unless absolutely necessary. Your students will think you are incapable of classroom control. Unwanted behavior will only escalate from the students not sent to the office. The obvious exceptions are students who are fighting, using profane language, or showing blatant disrespect to you or another student. Remember, do not use sarcasm with students. They see it as a sign of disrespect. They will be disrespectful in return.

Safety

Each school has safety procedures that are to be followed in the case of emergencies. Near the door in each classroom is an Emergency Response Flip Chart. Familiarize yourself with that chart before students arrive. Also, fire escape routes should be posted by the classroom door. Make sure you know where to go during a fire, tornado, or lock-down drill. We treat every situation as if it were real, even if it is a drill. Always keep a list of students with you when you take them places. Make sure that all students are accounted for when leaving the classroom and arriving at a new location. Occasionally, students need to be pulled out for various activities. Make notations of these students in case there is an emergency. Some science and PE classes also have specific safety instructions. Familiarize yourself with these instructions before students arrive.

Tobacco-Free Schools

The Alexander County Board of Education is proud to declare that all Alexander County Schools are "100% Tobacco-Free". This policy simply states that no student, staff member, or school visitor may be permitted to possess or use tobacco products on school property at any time. This does include vehicles, athletic fields and parking lots owned, leased, rented, or chartered by the Alexander County Board of

Education. Signs are posted at locations that adequately notify students, staff, and visitors about the 100% Tobacco-Free School Policy. Consequences for violators will be in accordance with School Board Policy No. 4320/5026/7250 and will be consistent throughout the Alexander County School System.

Blood borne Pathogens and Bodily Fluid Precautions

From time to time, a substitute teacher may encounter blood or other body fluids. It is extremely important to follow proper procedures in the handling of these materials and the care of other persons. No employee should ever handle blood, vomit, or other bodily fluids without gloves. The substitute teacher should always call the office when these situations occur.

Long Term Substitutes – Responsibilities

Long –term substitutes are usually needed when a teacher takes a maternity leave or has some type of health problem which necessitates them not working. When possible, the long –term substitute will know ahead of time that he/she will be in a specific classroom for an extended period. It is important for the substitute teacher to meet with the classroom teacher in advance to discuss the teacher’s goals for that period of time as well as plans, methods, materials, and resources. While the teacher is absent, the long-term substitute may call the teacher with questions at the appropriate time. The teacher on leave, however, is under no obligation to work on lesson planning, handle discipline or conference with parents. Long term subbing provides an excellent opportunity for potential teachers to get real classroom experience.

Appreciation

Thank you for taking the time to review this handbook. If you have any questions, please contact the school where you will be subbing. We wish you a wonderful learning experience with our students.

Feedback Forms

Please make copies of the feedback forms located at the end of this handbook as necessary. Share with the teacher and school administrator. These forms help us to know what areas we need to work on for substitute teachers. Student feedback forms should be shared with the teacher.

HELPFUL HINTS FOR SUBS

1. Arrive EARLY to review plans and procedures so you can make sure to be prepared when students arrive. This will ensure safety and learning while students are under your supervision.
2. Go over rules and behavior expectations at the beginning of the day. BE CONSISTENT!
3. Catch students being good and praise them.
4. Monitor behavior and work by walking around the classroom.
5. Know where to go for help.
6. Know how to operate the classroom phone and how to contact the school office.
7. Know where the class sits for lunch.
8. Find out where the student and staff bathrooms are located.
9. Know how to get to the different areas in the building.
10. Find out where to park.
11. Bring a set of casual clothes in case you have to sub for a PE class, or something happens to your clothes.
12. Be careful how much you drink; you never know how often you will be able to use the restroom.
13. **NEVER LEAVE STUDENTS UNATTENDED!**
14. Find a nearby “buddy” teacher who can help with questions.
15. Dress well!
16. Leave the classroom neat and clean. Help students to be responsible for keeping the classroom and their desk areas tidy.

Internet Resources for Substitute Teachers

1. [Teachers.Net - SUBSTITUTE TEACHER CHATBOARD - Substitute Teacher ...](#)
... Administrators Library/Media Spec Montessori Prof Readings Beginning **Teachers** Student **Teachers Substitute Teachers** Gifted/Talented Special Education Private School Discipline Classroom Mgt Brain-Compatible ...
teachers.net/mentors/substitute_teaching
2. [National Substitute Teachers Alliance - NSTA](#)
National **Substitute Teachers** Alliance - NSTA - Partners in Education **substitute teachers**, subs, **substitute** teaching, education, training programs, due process, health benefits, substitutes, wages ...
www.nstasubs.org
3. [Substitute Teachers Caucus](#)
... Check it out: new NBI from the RA in DC The **Substitute Teachers** Caucus advocates within the NEA for Organizing substitutes Improving working conditions Increasing ...
www.substituteteachers.org

Substitute Teacher Feedback Form

Substitute's Name _____ Teacher Subbing For _____

School _____ Date(s) _____

Directions: Please circle the appropriate response.

1. Lesson plans were easy to find and follow.

Agree Don't Know Disagree

2. At least one staff member checked on me during the day.

Agree Don't Know Disagree

3. Resources and materials were organized and easy to find.

Agree Don't Know Disagree

4. Discipline policy was easy to find and follow.

Agree Don't Know Disagree

1. Roster and seating charts were easy to find and understand.

Agree Don't Know Disagree

2. The schedule was easy to find and follow.

Agree Don't Know Disagree

3. Emergency materials were easy to find and follow.

Agree Don't Know Disagree

4. I would substitute for this teacher again.

Agree Don't Know Disagree

5. Help was easy to find when I had a question.

Agree Don't Know Disagree

Comments:

Regular Teacher Feedback Form for Substitutes

Substitute's Name _____ Teacher's Name _____

School _____ Date(s) _____

Directions: Please circle the appropriate response

1. Lesson plans were followed.

Agree Don't Know Disagree

2. Teacher followed schedule.

Agree Don't Know Disagree

3. The classroom was left neat and clean.

Agree Don't Know Disagree

4. Student discipline was handled effectively.

Agree Don't Know Disagree

5. I would have this teacher for a substitute again.

Agree Don't Know Disagree

6. Students completed all assignments.

Agree Don't Know Disagree

7. As far as I am aware, the substitute teacher handled their responsibilities professionally.

Agree Don't Know Disagree

Comments:

Substitute Teacher Feedback Form for Students

Substitute's Name _____ Teacher's Name _____

School _____ Date(s) _____

1. The class followed instructions and behavior rules.

Agree Don't Know Disagree

2. The class was respectful of the teacher and each other.

Agree Don't Know Disagree

3. Students worked hard on assignments.

Agree Don't Know Disagree

4. The following students were very helpful:

5. The following students did not feel well:

6. The following students had difficulty with behavior and/or assignments:

7. The following students did something special:

Attachment
Payroll Dates For Substitutes

Substitutes are paid anywhere from 2 weeks to 1 1/2 months after they work as a substitute. Substitute payroll is run monthly with the regular payroll. Below is a list of the check dates and the days that will be included on each check.

SUBSTITUTE PAYROLL DATES

Check Date	Days paid	
	From	To
<i>Fri, 9-29-23</i>	8/13/23	9/16/23
<i>Mon, 10-30-23</i>	9/17/23	10/14/23
<i>Thu, 11-30-23</i>	10/15/23	11/11/23
<i>Fri, 12-22-23</i>	11/12/23	12/9/23
<i>Tue, 1-30-24</i>	12/10/23	1/13/24
<i>Thu, 2-29-24</i>	1/14/24	2/10/24
<i>Fri, 3-29-24</i>	2/11/24	3/9/24
<i>Tue, 4-30-24</i>	3/10/24	4/13/24
<i>Thu, 5-30-24</i>	4/14/24	5/18/24
<i>Thu, 6-27-24</i>	5/19/24	6/15/24