



**School District
of Janesville**
#JanesvillePromise

**SUBSTITUTE TEACHER
AND
SUBSTITUTE PARAPROFESSIONAL
EMPLOYEE HANDBOOK**

2023 - 2024

WELCOME TO THE SCHOOL DISTRICT OF JANESVILLE!

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

This handbook will provide you with information about our substitute teaching/paraprofessional program.

School District of Janesville Contacts:

Nichole Conaway
Human Resources Generalist
608-743-5024

Application procedures
Substitute Hiring
Non-Certified Substitute Training
Personnel file completion
Frontline Absence Management
Short- and Long-term assignments
Office Hours 7:30 am to 4:00 pm

Jessica Haefner
Payroll Specialist
608-743-5051

Payroll questions

Frontline Absence Management Contacts:

Phone: 1-800-942-3767

Website:

<https://login.frontlineeducation.com/login?signin=8a33fa6d01a1bec8b6fac4874d9c5815&productId=ABSMGMT&clientId=ABSMGMT#/login>

APPLICATION PROCEDURES

Substitute Teacher and Substitute Paraprofessional applicants can apply by visiting the following webpage:

<https://www.janesville.k12.wi.us/departments/human-resources/substitute-positions>

and selecting one of the following 

TO APPLY FOR A SUBSTITUTE POSITION, CHOOSE ONE OF THE FOLLOWING:

GOOGLE FORM

OR

PDF FORM

OR

WECAN

CERTIFIED SUBSTITUTE TEACHERS

Individuals that hold a current or renewable Wisconsin Teaching Certificate.

Applicants that are selected for hire, will be contacted directly by the Human Resources Department.

NON-CERTIFIED SUBSTITUTE TEACHERS

Individuals holding an associate or bachelor's degree in an area other than education. Applicants that are selected for hire, will be contacted directly by the Human Resources Department.

Applicant must meet the Department of Public Instruction requirements to apply for a Three-Year Short-Term Substitute license as per below.

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 from a school district that has provided training.

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. Candidate holds a current Wisconsin, regular or substitute teacher certification, or has completed the necessary training for non-certified substitute teachers and has applied for a Wisconsin substitute teaching license or short-term substitute teaching license;
- b. Candidate has a record of success in teaching or working with students preferred, but not required.

Substitute Paraprofessional selection is based on the following criteria:

- a. Candidate has a high school diploma or equivalent;
- b. Candidate has experience working with children and/or persons with disabilities;
- c. Candidate has a successful work history.

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

YOUR PERSONNEL FILE

A personnel file for a substitute teacher or substitute paraprofessional consists of an application for working as a substitute, 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 Frontline Absence Management. Substitute teachers and substitute paraprofessionals may elect to receive phone calls from the automated system and/or log into their Absence Management account to select jobs that are available for the current day and/or future dates. 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. and ending at 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 special education paraprofessional will be paid at the substitute paraprofessional rate of \$15.00 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 Administrative Assistant to Principal.

6. Please contact Scott Garner, Assistant Superintendent at 608-743-5024 to discuss any issues with the district's substitute teacher/substitute paraprofessional program.

SUBSTITUTE TEACHER PAY

1. The daily rate of pay for substitute teachers is \$150.00 per day.
2. For partial day assignments, Frontline Absence Management 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.
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 part of the regular workday. 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 Administrative Assistant to Principal.
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 if one is available. If no other substitute assignments are available, the substitute will be paid one-half day's pay.
6. Direct deposit of paychecks for all School District of Janesville employees is mandatory. Information about this benefit can be obtained through the Payroll Department, Jessica Haefner, Payroll Specialist, at 608-743-5051.
7. For staff that qualify and/or are enrolled, 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, the District will reimburse you at the current IRS rate. The district mileage form can be obtained in any school office or the Business Services Department. 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, Jessica Haefner, Payroll Specialist, at 608-743-5051.

SUBSTITUTE PARAPROFESSIONAL PAY

1. The rate of pay for substitute paraprofessionals is \$15.00 per hour.
2. Substitute paraprofessionals assignments do not include a paid lunch break. If you are uncertain if your assignment includes a lunch break, be sure to ask the Administrative Assistant to Principal.
3. If a substitute paraprofessional has been called and reports to an assignment that, due to some error, does not exist, the substitute may be reassigned to another substitute assignment if there is one available. If no other substitute assignments are available, the substitute will be paid two hour's pay.
4. Direct deposit of paychecks for all School District of Janesville employees is mandatory. Information about this benefit can be obtained through the Payroll Department, Jessica Haefner, Payroll Specialist, at 608-743-5051.
5. For staff that qualify and/or are enrolled, 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, Jessica Haefner, Payroll Specialist, at 608-743-5051.

SHORT- OR LONG-TERM ASSIGNMENTS SUBSTITUTE TEACHERS

1. A short- or long-term assignment is one in which you substitute teach in one assignment for the same teacher for five (5) or more consecutive days.
2. A **short-term assignment** is substitute teaching for five (5) or more consecutive days in one assignment for the same teacher but ends at no more than forty-four (44) consecutive days.
3. A **long-term assignment** is substitute teaching for 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 and/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 (\$150.00) 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 as they are working at the capacity of the contracted teacher, at the long-term sub rate (\$225.00 per day).
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 or family illness or funeral leave, 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.
11. Short- or Long-term substitute teachers are required to have verification of a tuberculosis test be 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 substitute teachers.
- Every effort will be made to notify a substitute teacher or substitute 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 Nichole Conaway at 608-743-5024.
- 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 or substitute paraprofessional is covered under the School District of Janesville comprehensive liability insurance, the same as regular employees. If a substitute teacher or substitute paraprofessional is injured at work, please notify the building principal or designee as soon as possible, but not later than 24 hours.
- In the event the start of school is delayed due to inclement weather, a substitute teacher/substitute paraprofessional should report to work as soon as they are able. They will not be paid for hours that they are not at work.
- Substitute Parking Permits are required at the following schools : Craig and Parker High Schools. These can be picked up in the office of either high school or in the Human Resources Department. 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 workday 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, Jessica Haefner, Payroll Specialist, at 608-743-5051.

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, Nichole Conaway at 608-743-5024, to schedule an appointment between the hours of 7:30 am to 4:00 pm.

DESCRIPTION OF SUBSTITUTE PARAPROFESSIONAL ASSIGNMENTS

- Paraprofessional – Special Education
- Paraprofessional – Special Education Early Childhood
- Paraprofessional – P4J (Preschool 4 Janesville)
- Paraprofessional – LMC

SUBSTITUTE TEACHER CERTIFICATION

Substitute Teachers

Long-term (45-days or longer) substitute teachers 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/licensing/apply-educator-license/substitute>

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.

SCHOOL LOCATIONS AND INFORMATION

HIGH SCHOOLS

Craig High School (Grades 9–12)

401 S. Randall Avenue

Phone: 608-743-5210

Dr. Alison Bjoin – Principal
Mr. Zachary Gavin – Assistant Principal
Mr. Shawn Kane – Assistant Principal

Parker High School (Grades 9–12)

3125 Mineral Pt. Avenue

Phone: 608-743-5610

Mr. Chris Laue – Principal
Ms. Brian Martin – Assistant Principal
Ms. Jolene Terrones – Assistant Principal

MIDDLE SCHOOLS

Edison Middle School (Grades 6–8)

1649 S. Chatham Street

Phone: 608-743-5906

Ms. Amanda Spranger – Principal
Mr. Guy Stricker – Assistant Principal

Franklin Middle School (Grades 6–8)

450 N. Crosby Avenue

Phone: 608-743-6006

Mr. Kurt Krueger – Principal
Mr. David Adler – Assistant Principal

Marshall Middle School (Grades 6–8)

25 S. Pontiac Drive

Phone: 608-743-6206

Mr. Hank Schmelz – Principal
Mr. Daniel Jackson – Assistant Principal

ELEMENTARY SCHOOLS

Adams Elementary School (Grades K – 5)

1138 E. Memorial Drive

Phone: 608-743-6306

Ms. Dana Simmons – Principal

Harrison Elementary School (Grades K – 5)

760 Princeton Road

Phone: 608-743-6406

Ms. Jessica Grandt-Turke – Principal

Jackson Elementary School (Grades K – 5)

441 Burbank Avenue

Phone: 608-743-6506

Ms. Sarah Brehm – Principal

ELEMENTARY SCHOOLS (Cont.)

Jefferson Elementary School (Grades K – 5)
1831 Mt. Zion Avenue
Mr. David Newman – Principal
Phone: 608-743-6606

Kennedy Elementary School (Grades K – 5)
3901 Randolph Road
Ms. Jennifer Fanning – Principal
Phone: 608-743-7506

Lincoln Elementary School (Grades K – 5)
1821 Conde Street
Mr. Shawn Galvin – Principal
Phone: 608-743-6706

Madison Elementary School (Grades K – 5)
331 N. Grant Avenue
Ms. Stephanie Filter – Principal
Phone: 608-743-6806

Monroe Elementary School (Grades K – 5)
55 S. Pontiac Drive
Ms. Sally Pope – Principal
Phone: 608-743-6906

Roosevelt Elementary School (Grades K – 5)
316 S. Ringold Street
Ms. Stacy Petersen – Principal
Phone: 608-743-7006

Van Buren Elementary School (Grades K – 5)
1515 Lapham Street
Ms. Stephanie Edwards – Principal
Phone: 608-743-7106

Washington Elementary School (Grades K – 5)
811 North Pine Street
Mr. Matt Peerenboom – Principal
Phone: 608-743-7206

Wilson Elementary School (Grades K – 5)
465 Rockport Road
Ms. Ashley Wright – Principal
Phone: 608-743-7306

Preschool 4 Janesville (P4J)
City-Wide
Ms. Angela Lynch - Coordinator
Phone: 608-751-8178

CHARTER SCHOOLS

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

CHARTER SCHOOLS (Cont.)

Rock River Charter School (Grades 7–12)

31 W. Milwaukee Street

Phone: 608-752-8273

Dr. Lisa Peterson – Principal
Ms. Angela Burdette – Dean of Students

ARISE Virtual Academy (Grades K–12)

450 N. Crosby Avenue (Franklin Middle School)

Phone: 608-743-6110

Dr. Patricia Hernandez – Principal