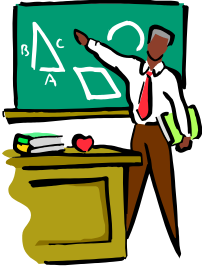


# Substitute Teacher Handbook

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## **YREKA UNION SCHOOL DISTRICT**

309 Jackson Street

Yreka, CA 96097

[www.yrekausd.net](http://www.yrekausd.net)

530-842-1168

## FOREWORD

One of the most difficult roles in the public school system today is that of substitute teacher. Because of this, the service rendered by a competent substitute is indeed appreciated.

Substitute teachers are the professional reserve strength we draw upon during the absence of members of our full-time teaching staff. Because of this, we expect persons serving as substitutes to be as devoted to the interests of the individual child as is the teacher whom he/she replaces.

This handbook has been developed in order to make it possible for a substitute to make a prompt and knowledgeable adjustment to the established routines of the district. We sincerely hope that this information will prove valuable and that it will enable substitute teachers to approach their assignments with confidence. We not only invite, but welcome any suggestions you may have concerning any procedures or information which should be added to this handbook.

### District Office

Chris Harris                      District Superintendent

Donna Tudor                      Aesop Administrator/Substitute Contact - 530-340-0105

Donna Tudor                      Responsible for Pay Vouchers

## PAYROLL PROCEDURE

Compensation is \$130.00 per day for day-to-day substitute teachers.

The substitute teacher clocks in at the school VeriTime kiosk at the same time he/she checks into the office in the morning. You must clock in for each teaching assignment. The payroll accountant submits a payroll requisition to the County Office of Education for processing. Pay is then received around the 10th day of the month for days substituted prior to the end of the previous month. Sometimes a payroll is processed mid-month allowing for a pay-day the last working day of the month for days substituted the previous month and not received by the payroll account for payment in the first payroll.

Substitutes will work under the following pay schedule:

1 - 20 Days -----\$130.00 Per Day  
(Intermittent substitutes for up to 20 days are paid the \$130 per day rate.)

21 Consecutive Days to 90 Days ----- \$145.00 Per Day  
(If it is anticipated that a teacher will be absent for an excess of 90 days, the substitute shall then be placed on step 1/Column I effective the first day of work.)

91 or More Consecutive Days -- Step 1/Column I Teachers' Salary Schedule.

## SCHOOL LISTING

1. Jackson Street School  
405 Jackson Street  
842-3561  
Veronica Hanna, Principal  
Jenny Jones, Assistant Principal  
Lesley Morgan & Brittany Collier, Secretaries    Office Opens - 7:30 A.M.
  
2. Evergreen School  
416 Evergreen Lane  
842-4912  
Amy Dunlap, Principal  
Vera Pom & Tammy Dean, Secretaries    Office Opens – 7:30 A.M.

## **REQUIREMENTS**

### **Application**

Substitute teachers are generally expected to have the same educational and personal qualifications as regular staff members. Persons wishing to apply for substitute work should obtain an application form from the Siskiyou County Office of Education.

### **Teaching Credential**

Before any teaching assignment is given, a valid California teaching credential must be registered in the office of the Siskiyou County Superintendent of Schools. This office is located at 609 South Gold Street, Yreka, California. Payroll warrants will not be issued unless a valid teaching credential is on file. Persons who do not hold a valid California teaching credential may obtain information regarding the requirements for the various credentials from the County Superintendent's office.

### **Tuberculosis Test Report**

Educational Code Section 49406 requires all new employees to have had an examination for active tuberculosis within a 60-day period prior to the date of the initial employment and within four years of the previous examination thereafter.

The examination shall consist of an x-ray of the lungs, or approved intradermal tuberculin test, which, if positive, shall be followed by an x-ray of the lungs. (Education Code Section 49406)

The report of tuberculosis examination shall be filed in the Siskiyou County Superintendent of Schools Office within 30 days of start of employment or within 30 days from the date of termination of certificate on file. In addition, a copy of the results shall be provided to the Yreka Union School District Office by the Substitute.

You may secure the x-ray at your private physician.

### **Additional Items Needed When First Working for the School District**

On the first day you substitute for the school district, please come in to the District Office. We need a copy of your Social Security Card, Driver's License. You will also be required to fill out a W-4 and an I-9 form.

## **Aesop Sub Finder System**

Our district uses an automated sub finder system called Aesop. Upon receiving your substitute teaching clearance from the Siskiyou County Office of Education your name will be added to Aesop. We will send you the login instructions as well as specific directions on how to use the system. Once activated, you will be able to search for jobs via the website or by phone. You will also receive automated phone calls and in some cases be called by Donna Tudor to fill an absence. A teacher may also secure their own substitute for an absence, however, it is their responsibility to enter the absence into Aesop. If the absence and substitute information is missing from Aesop it could result in a pay delay.

## **THE SUBSTITUTE AT WORK**

The Principal of the school is always ready to assist you with your assignment. It is important that you become acquainted with the staff, the school plan and the program in order to be effective in your substitute assignment. You will receive particular assistance with all of the items below from each individual school office:

1. Location of the teacher's classroom, office, mailbox, plans, books, supplies, restroom facilities, and lunchrooms.
2. Any unusual guidance problems.
3. Special programs for the day.
4. Special duties to be performed.
5. Introduction to a neighboring teacher who can assist with additional information.
6. Rules of student conduct and the manner of handling special discipline cases.
7. Fire drill, disaster drill, signals, and instructions.

## **The regular teacher should leave the following information for you:**

1. Daily lesson plans.
2. Daily program.
3. Up-to-date seating chart.
4. Groups or committees in class.
5. Title of books used and pages to be covered.

6. Location of roll books and school policies handbook.
7. Method of taking attendance.
8. Manner of dismissing and meeting classes including exit to be used by class.
9. List of classroom rules of conduct.
10. Location of room supplies.
11. Names of reliable pupils, monitors and lists of special monitor assignments.
12. List of pupils and time that they are to be gone from class for such things as instrumental music, special classes, etc.

### **Responsibilities of the Substitute**

Arrive at school by 8:00 a.m. Be in the classroom no later than 8:15 a.m. Evergreen students enter the rooms at 8:15 a.m. and Jackson Street students enter the rooms at 8:23 a.m.

Your **duty hours** are as follows:

- Kindergarten: **8:00 to 3:10.**
- First through Third Grade: **8:00 to 3:10**
- Fourth through Eighth Grade: **8:00 to 3:10**
- At each grade level you have the same lunch break as your students.

You are expected to be at school during the hours of 8:00 a.m. and 3:10 p.m. even on minimum days.

Report to the Principal or his/her secretary. **Scan in at the VeriTime station at the beginning of the shift and scan out at the end of the shift.** This station is located in the school office.

Obtain the necessary keys for the classroom.

Learn correct attendance procedures, take roll accurately, and submit required attendance forms.

See that students are seated in accordance with the seating chart.

Maintain an orderly classroom and follow the rules of classroom conduct.

Follow lesson assignment as closely as possible. **Make a note of any changes.**

If substituting for several days or more, follow the regular course of study and obtain assistance from the Principal or his/her representative.

Leave a summary of work done and any problems that have arisen.

Refer all accidents and illness cases to the school office.

Keep copies of all notices and bulletins received and leave them in the lesson plan book for the regular teacher.

Do not remove mail from the teacher's box except under the direction of the Principal.

Leave scheduled conferences with parents for the regular teacher.

Ask the Principal or his/her representative for help **on any particular problem that cannot be** solved satisfactorily from the information available. Each Principal will have school regulations available.

Leave the room in good order.

Check with the office and return keys before leaving the campus.

### **ADDITIONAL INFORMATION**

#### 1. Location of Women's and Men's Restrooms

Jackson Street School – Both staff restrooms are located near the front double doors on the Jackson Street School side of the building.

Evergreen School – Both staff restrooms are located in the Evergreen School office.

#### 2. No Smoking is Allowed on Any Campus at Any Time

#### 3. Procedure To Follow When Purchasing Lunch When Staying On Campus

All Schools – When filling out lunch count slip in morning, include one (1) adult lunch. The price of an adult lunch is \$3.75 and payable to the cafeteria clerk. You may also bring a cold lunch from home. You may eat in the staff room or in your classroom.