



SUBSTITUTE TEACHER HANDBOOK

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Welcome

Whether you are a new employee or have been with Bertie County Schools for many years, you are valued for the service that you provide. No matter what your position, you are important in providing quality education to the students of Bertie County.

We are a service industry- we serve students, parents, community members, news media, business leaders, fellow employees and many others. As we interact with people, we should realize that we may be the only contact that the community may have with our school system. Their beliefs about our school system will be based on the quality of interaction they have with us. In a sense, we are all ambassadors for the school system.

The purpose of this handbook is to provide information that will assist you with questions you may have and to guide you through a successful experience as a substitute of Bertie County Schools. As an active substitute, you are expected to stay abreast of all changes and updates to this handbook and the policies and procedures as they relate to substituting.

All employees of Bertie County Schools are expected to abide by the Code of Ethics and the Code of Professional Practice and Conduct for North Carolina Educators including this handbook. In addition to abiding by the Code of Ethics, all employees are expected to understand and comply with applicable laws, policies and procedures. Revised policies and/or procedures are posted in the Policy Manual when adopted and can be found by visiting www.bertie.k12.nc.us.

Thank you for your interest and best wishes for a great year!

Kimberly Lassiter
Human Resources Assistant
klassiter@bertie.k12.nc.us
(252)794-6018

BERTIE COUNTY SCHOOLS

Aulander Elementary #348

Chandra Eley - Principal

Sharen Gilliam – Office Support

345-3211 (P) 345-0066 (F)

2515 NC Hwy 305

Aulander, NC 27805

Bertie Early College High School #311

Antonio Hoggard – Principal

Wanda Dempsey-Jacobs – Office Support

794-2150 (P) 794-2151 (F)

717 US Hwy 13 N.

Windsor, NC 27983

Colerain Elementary #360

Latonya Square – Principal

Zelda Chamblee – Office Support

356-4714 (P) 356-4522 (F)

202 N. Academy Street

Colerain, NC 27924

Bertie Middle #314

Ashley Bradley – Principal

Tequilla Taylor – AP

Jonathan Matthews - AP

Jerri Peede – Office Support

794-2143 (P) 794-4024 (F)

652 US Hwy 13 N

Windsor, NC 27983

Bertie High School #312 **STEM Academy**

William Peele III - Principal

Cruz Hernandez – AP

Tina Nelson – AP

Ava Moore-Daniels – Office Support

Patricia Cooper – Front Desk

716 US Hwy 13 N. Windsor, NC 27983

794-3034 (P) 794-8102 (F)

West Bertie Elementary #356

Natasha Stephenson – Principal

Shonna Lassiter – Office Support

344-7621 (P) 344-2828 (F)

3734 Governors Road

Kelford, NC 27847

Windsor Elementary #362

Fannie Williams - Principal

Lahoma Mayo – Office Support

794-5221 (P) 794-5218 (F)

104 Cooper Hill Road

Windsor, NC 27910

Compensation

Rates of Pay

- Substitute teachers who hold a current North Carolina teaching license are paid \$137.50 per day.
- Substitute teachers who do not hold a valid teaching license are paid \$112.50 per day

Teaching Hours

- Substitute teachers are expected to observe the same workday hours that the regular teachers observe unless stated otherwise by the job posting or Principal.
- The workday runs from 7:30AM until 3:30PM
- During the workday the substitute is required to assume all the duties of the regular teacher to include but not limited to bus duties. Please note that these duties could modify the workday hours.

Direct Deposit

- Bertie County Schools requires Direct Deposit for all of its employees.
- The first paycheck will be a paper check that you will have to pick up from Central Office on the scheduled pay date. Any future payments will be automatically deposited into the account that you establish as your Direct Deposit account.
- If you wish to change your Direct Deposit information, please contact the Finance Department.
- Payday is the 20th of each month unless it falls on a weekend/holiday in which case you will be paid on the Friday preceding the 20th.

Unemployment

- A substitute, by definition, is a temporary position and employment is based on an as-needed basis.
- Substitute employees are ineligible for unemployment benefits.

Hours Worked

- Substitutes will only be permitted to work a maximum of 3-days (24 hours) per week.
- Long-term substitutes are exempt from this provision. (NOTE: long-term substitutes should hold a current teaching license whenever possible and/or be qualified to be a TA by current guidelines)

FRONTLINE

Bertie County Schools is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Aesop, utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Aesop system is available 24 hours a day, 7 days a week. Aesop uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet at <http://app.frontlineeducation.com>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You may interact with the Aesop system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
3. Aesop will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Aesop service may call for substitutes: 5:30:00 AM - 10:00:00 AM in the morning and 5:00:00 PM - 9:30:00 PM in the evening.

Downloading and Accessing the Frontline Mobile App

The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools. You can download and access this app in a few quick steps!

Getting Started

Access the app store on your mobile device and enter "Frontline Education" in the search bar. Click the **Get** or **Install** button and install the app.

What features are available in the Frontline Mobile App?

- Job Notifications
- Accepting Assignments
- Other features will be coming soon!

Performance

All BCS employees are expected to conduct themselves in accordance with applicable laws, policies, and standards of behavior that support the mission and vision of the school system. Schools have the option of using “Preferred” lists and “Excluded” lists in the Absence Management system to indicate a substitute teachers’ status with that school. Preferred lists are created by school administrators to identify those substitutes teachers that best meet the needs of their school. Administrators may also request that certain substitutes not be assigned to their school based on unsatisfactory performance.

The Human Resources Department has implemented the following procedure when receiving requests to remove a substitute from a school’s list.

- When the school administrator feels the substitute teacher has been unsatisfactory or demonstrated inappropriate behavior, they notify HR.
- If the complaint is not an immediate cause for termination the substitute teacher may receive a written warning or phone call from HR.
- Complaints received which are considered to be detrimental to the safety and well-being of students will result in immediate termination of employment.
- Administrators who receive complaints regarding child abuse or neglect will follow the reporting guidelines in Policy 7270. They will also notify the Director of HR who will suspend the substitute teacher’s employment and cancel all future assignments pending the results of an investigation.

Personal Injuries/Accidents

Any accidents or personal injuries must be reported directly to the building administrator. The administrator will have you complete a Report of Accident/Injury/Illness Form. You will be sent to a district approved Worker's Comp physician if you need medical attention for your injury.

**Do Not go to your primary care physician; failure to comply may result in your claim not being paid.*

Inclement Weather

From time to time throughout the school year inclement weather may affect the start or end of a school day. When making a decision on opening or closing the school due to weather, the primary concern is the safety and welfare of the students and staff. In order to make a decision on whether to open or delay a school day decisions must be made in time for the bus drivers to receive notification not to start their routes, thus decisions are made by approximately 5:00AM.

A decision to delay or cancel school will be made no later than 6:00AM on the day in question. Depending on weather conditions decisions and announcements may be made the night before.

In the event of inclement weather, delay or closing information will be transmitted in several ways:

- Bertie County Schools website www.bertie.k12.nc.us
- Local television
- Radio Stations
- Connect-Ed

It is important that you keep your personal data up to date so that you can get timely notifications.

GENERAL RESPONSIBILITIES

As an employee, you represent the school system. The impression you make and what you say influences how people view our schools.

Your basic responsibilities are outlined in your job description (included in this handbook). Your principal or supervisor may give you specific instructions and has the right to assign tasks as necessary. Do not hesitate to ask questions about what is expected of you.

Responsibilities of a Substitute Teacher

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks
- Maintain a safe environment
- Keep students under direct supervision at all times
- Refrain from touching any student for any reason
- Use appropriate language at all times
- Use materials provided by the teacher or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics
- Become familiar with emergency procedures
- Notify school administration of any unusual incidents which may have occurred during the school day
- Check with the administrator before leaving an assignment early at the end of the day
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency)
- Refrain from the use of laptops and ear pieces for personal reasons. Substitute teachers are not to share personal social networking information such as email addresses, or Facebook, Twitter, Instagram, or Snapchat account information, etc. with students.

Attendance (Board Policy 7501)

The school system expects all employees to assume responsibility for their attendance and promptness as an integral part of their employment. Any time you are absent or late impacts our ability to provide services to our students and also places an extra burden on your coworkers. Substitute teachers should notify the school secretary/bookkeeper as soon as possible once they know they will not be able to work in an assignment they have accepted.

Employee Dress & Appearance [Board Policy 7340]

All staff of the Bertie County Schools serve as role models for the students with whom they work. The board expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities. Supervisors and school level administrators are authorized to interpret and enforce this policy. Any employee in violation of this policy may be asked by his or her supervisor to go home and change clothes and/or refrain from wearing such clothing in the future. Repeated problems with an employee's inappropriate dress or appearance may result in disciplinary action, up to and including dismissal. An employee's dress or appearance may not be unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities. Examples of attire that are considered inappropriate for school employees include:

- Jewelry affixed to an employee's nose, tongue, cheek, lip, or eyebrow.
- Clothing which is provocative, revealing, indecent, vulgar, or obscene.
- Shorts must be no higher than mid-thigh.
- Skirts and dresses may be no higher than 3 inches above the top of the knee.
- Low necklines, bare midriffs, and overly tight clothing are not appropriate dress for employees.
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols.
- Clothing which contains profanity or nudity, depicts violence, or sexual in nature by words or symbols.
- Flip flops.

Criminal Charges (Board Policy 7300)

Employees shall promptly notify the Executive Director of Operations & HR whenever they are charged with a criminal offense (including entering a plea of guilty or nolo contendere) except for minor traffic violations. Human Resources should also be notified of the final disposition of the matter.

Reporting Information to the Principal and External Agencies [Board Policy 7270]

All school personnel, including student teachers, substitute teachers and volunteers, must immediately report to the principal or designee any act of violence in school, on school property, or at school sponsored events. Acts that should be reported are all those that are known or believed to be violent.

Lesson Plans

Teachers are expected to provide adequate, appropriate lesson plans to be used during their absence from work. In cases where the teacher's absence was planned in advance, these plans may be a part of the current unit or topic of study for students. In cases where the teacher's absence was not anticipated, emergency lesson plans should be available in the school's main office. If you arrive at your assigned classroom and do not find lesson plans, inform the school administrator. Substitute teachers, in turn, are expected to implement and follow the lesson plans left by the regular classroom teacher as they were designed so that the regular teacher's absence causes as little disruption to the course of instruction as possible.

Emergencies

The safety and well-being of students are the chief concerns in an emergency situation. In the event that a student suffers a serious illness or accident, send for help immediately and stay with the student. Each school has faculty and staff members who are trained in the delivery of first aid. Please note that an accident report must be completed before you leave work at the end of the day if a student is injured while you are substituting.

Some emergency situations call for the evacuation of the building. In the event of an evacuation, leave the building immediately and stay with your students. Once you have safely moved the class or group outside, take attendance and report any missing students to a school official immediately. Remain with your students at a safe distance from the building and wait for further instructions.

Discipline

Managing student behavior is the most frequent challenge experienced by substitute teachers. Observe these general principles as you manage and discipline students:

1. Familiarize yourself with the established discipline policies and procedures of the district, the school, and the classroom. Know what standards of behavior are commonly expected of students, and maintain those expectations while you substitute for the regular teacher.
2. A firm, fair, kind, and consistent attitude will prevent almost all behavior problems. If a student does misbehave, then try reminding him or her of the behavior you expect.
3. Do not threaten actions that you cannot (or should not) carry out. It undermines your credibility with students. Routinely threatening to send

misbehaving students to someone else also undermines your credibility as the adult in charge.

4. Local Board of Education policy (4320) expressly prohibits the use of corporal punishment by employees, student teachers, and volunteers of Bertie County Schools.
5. Leave a note for the teacher regarding any problems you encounter with student behavior so that he or she has the information necessary to make good decisions about any additional actions that may be necessary.

Closing the School Day

As you end the school day, please follow any special procedures that the teacher describes in the day's plans. In addition:

- Do not leave until all students have been dismissed from the classroom.
- Leave a summary of the work completed and a record of any unusual problems encountered for the regular teacher. In noting specific issues, please be thorough and accurate in your descriptions.
- Place all communications (notices, notes, forms, etc.) that were received during the day with the daily report that you leave for the teacher.
- Close the window, adjust the shades, turn off the lights, and leave the classroom and teacher's desk in good order.
- Place collected and/or graded papers in the teacher's desk.
- Return materials, books, and keys to the proper place.
- Check out in the main office before leaving the building.

Confidentiality and Professionalism

During the course of your work as a substitute teacher, you will have professional access to information about students and families that is both legally and ethically protected and confidential. Just as doctors protect the privacy and confidentiality of their patients' information, so must educators protect the privacy and confidentiality of their students' information. Under no circumstances should that information ever be disclosed to anyone except school officials who have a legitimate professional need to access it.

As a substitute teacher, you will also be working closely with other teachers and administrators. There may be times when you do not necessarily understand the methods or procedures that are used. If you have questions about these methods and procedures, then ask the teacher or principal. However, public criticism of fellow workers is unprofessional and harmful to the interests of the school system, and should never occur.

JOB DESCRIPTION

Qualifications: — Associate's Degree or 24 hours of transferable college coursework.
— Successful completion of "Effective Teacher Training" course.

Supervises: None

Essential Job Functions:

Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

1. Reports to the principal or school secretary upon arrival at the school
2. Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
3. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
4. Assumes the responsibilities for instructing classes when a teacher is absent.
5. Assumes other responsibilities for that teacher during the time the teacher is absent.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities.
7. Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
8. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects, and the necessary clerical work required to maintain student records for a teacher who is absent.
9. Provides for individualized and small group assistance for students as indicated by lesson plans.
10. Follows all district and individual school policies, rules, and procedures to which regular teacher are subject and which good teaching dictates.
11. Any other duties as assigned.

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to the Substitute Teacher job classification within Bertie County Schools. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

1. Prepare, read, and comprehend a variety of job-related forms, reports, spreadsheets, maps, plans, records, documentation, and correspondence in all languages required by the job.
2. Understand and conform to all rules of punctuation, grammar, diction, and style.
3. Speak to individuals or groups of people with poise, voice control, and confidence.
4. Respond adequately to inquiries or complaints.
5. Write using standard convention in all languages required by the job.

6. Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
7. Communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (i.e. telephone, Braille).
8. Use/interpret job-related terminology, mathematical formulas and functions effectively and efficiently.
9. Deal with people beyond giving and receiving instructions.
10. Perform under stress, deal with persons acting under stress, and adapt when confronted with emergency situations.
11. Be sensitive to cultural differences among individuals and groups of persons.
12. Operate/use a variety of automated office machines and other office equipment.
13. Operate/use a variety of printing/graphic arts machines.
14. Operate/use a variety of audiovisual/electronic machines and devices.
15. Operate/use a variety of communication machines/equipment/devices.
16. Operate/use a variety of job-specific machines/equipment.

ADDITIONAL DISTRICT POLICIES

All substitutes are subject to and must comply with all Bertie County Schools' policies, available from the "Board of Education" page at www.bertie.k12.nc.us. Of particular interest are the following policies:

- Prohibition Against Discrimination,
- Harassment, and Bullying (7225)
- Drug-Free and Alcohol-Free Workplace (7240)
- Employee Use of Social Media (7335)
- Employee Acceptable Use of Electronic Resources (7320)