

# **SUBSTITUTE HANDBOOK**

**2024-2025**

**Montgomery County  
Public Schools**



**ENGAGE**

**ENCOURAGE**

**EMPOWER**

# **WELCOME**

Welcome to Montgomery County Public Schools!

We are pleased that you have expressed an interest in serving students by becoming a part of our school system through employment as a substitute.

## **GENERAL INFORMATION ABOUT MONTGOMERY COUNTY PUBLIC SCHOOLS**

### **20 SCHOOLS SERVING 9800 STUDENTS**

#### **Elementary Schools**

##### **Grades K-5**

Auburn Elementary, Belview Elementary, Eastern Montgomery Elementary, Falling Branch Elementary, Gilbert Linkous Elementary, Harding Avenue Elementary, Kipps Elementary, Margaret Beeks Elementary, Price's Fork Elementary

##### **Grades K-2**

Christiansburg Primary

##### **Grades 3-5**

Christiansburg Elementary

#### **Middle Schools**

##### **Grades 6-8**

Auburn Middle School  
Blacksburg Middle School  
Christiansburg Middle School  
Shawsville Middle School

#### **High Schools**

##### **Grades 9-12**

Auburn High School  
Blacksburg High School  
Christiansburg High School  
Eastern Montgomery High School

Montgomery Central- located at 208 College St.; Christiansburg, VA 24073 Montgomery Central's mission is to help at-risk students become successful at home, at school, and in the community. The student community consists of 50 students in grades 8-12. Students enjoy a more flexible environment because they pledge to accept additional responsibilities and meet high expectations.

**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
**Christiansburg, Virginia**  
**Official Job Description**

JOB TITLE: Substitute Teacher	SALARY SCALE: Substitute Teacher Salary Scale
LOCATION: Various	FLSA STATUS: Exempt
REPORTS TO: Director or Principal	TERMS OF EMPLOYMENT: Daily as needed

**GENERAL DEFINITION OF POSITION:**

The Substitute Teacher works with administrators, teachers, and other school staff to enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular classroom teacher.

**LICENSURE, EDUCATION, AND EXPERIENCE:**

Licensure/Certifications:

- Virginia teaching license required for long-term substitute or homebound substitute teacher positions

Education:

- Persons who hold a high school diploma shall be eligible to substitute teach on a daily basis. A substitute teacher who teaches continuously in excess of ninety (90) days must hold a valid Virginia teaching license.
- Substitute teachers must have a high school diploma and be at least eighteen (18) years of age to teach in Montgomery County elementary schools. Substitute teachers must have a high school diploma and be at least twenty-one (21) years of age to teach in Montgomery County middle and high schools.

Experience:

- Functional knowledge of commonly used office equipment and work-flow technologies
- Effective verbal and written communication skills
- Ability to maintain an unquestionable degree of confidentiality
- Ability to multitask, work with interruptions, and work under pressure
- Ability to be dependable and punctual

**ESSENTIAL FUNCTIONS:**

- Report to the building principal (or school administrative assistant) upon arrival at the school building.
- Review with the principal, department head or team leader all plans and schedules to be followed during the teaching day
- Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he is assigned

- Teach the lesson outlined and described in the substitute teacher's guide as prepared by the absent teacher
- Consult with the building principal, department head or team leader before initiating any teaching or other procedures not specified in the substitute teacher's guide
- Assume responsibility for overseeing pupil behavior in class and during lunch and recess periods
- Report in writing, on the form provided by the school's administrative assistant, the day's activities at the conclusion of each teaching day
- Follow all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates
- Must possess physical and mental capability for the sole supervisory responsibility of public school students

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Ability to sit, stand, walk, bend, squat, kneel, twist, and reach for extended periods of time
- Ability to communicate effectively- use of expressive and receptive skills
- Lift or carry materials up to 30 pounds
- Ability to maintain composure during stressful situations
- Must possess physical and mental capability for the sole supervisory responsibility of public school students
- Computer-handheld devices, word processing, internet, and software programs inherent to the curriculum
- Smartboard

**EVALUATION**

The Substitute Teacher is not evaluated on the standard performance appraisal evaluation implemented by Montgomery County Public Schools.

**OSHA STATEMENT**

The Substitute Teacher does not typically handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

**ADA STATEMENT**

The employer will make reasonable accommodations to enable individuals with disabilities to perform essential job functions in compliance with the Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III.

*This job description is not to be considered all-inclusive and is subject to modification as duties and responsibilities change with business necessity.*

DATE APPROVE : 07/2013	DATE(S) AMENDED:
APPROVED BY: Director of Human Resources	

## **SUBSTITUTE HIRING PROCESS**

Once you have applied to the substitute posting, your application will be screened for the next substitute orientation. Applicants are selected based on the needs of the school division. If you are selected you will be invited to self-schedule a background check with the Human Resources Department. At the time of the background check appointment, you will complete the new hire paperwork. Once approved by the MCPS School Board, you will be invited to attend an orientation session. You will be notified by email throughout the process.

During the orientation session you will be given information on Frontline, the division's substitute system, and the options available to you. Every attempt is made to make you active in the various systems (payroll, Frontline and notification of technology staff), within five days following the orientation date and completion of new hire paperwork. You will be given an approximate start date. Your name will be placed on a county-wide list of available substitutes which is distributed to all principals. You must be 21 years of age to substitute in middle and high schools.

As a reminder, you are not limited to substituting only in the area of your degree or teacher licensure but may substitute at any level or grade except that substitutes working in middle or high schools must be at least 21 years of age.

The division's practice is to fill math and science positions with substitutes who are certified or credentialed in these areas.

Also, if you wish to make changes to your file by adding or deleting subject areas or schools, you may do so by contacting the Personnel Office at 382-5100 (Ext. 1070).

**REMINDER: TO REMAIN AN ACTIVE SUBSTITUTE WITHIN MONTGOMERY COUNTY SCHOOLS, YOU MUST WORK A MINIMUM OF TEN DAYS PER ACADEMIC YEAR.** Note: This number is prorated based on the hiring date.

## **ADDITIONAL EMPLOYMENT OPPORTUNITIES**

**NRV Detention Home** positions are also available as the detention center is also one of the division's schools. Should you be interested in serving that population, additional training is required.

**Paraprofessional** positions become available throughout the year, so we accept online applications for those positions anytime.

**Long-Term Substitutes** are generally selected from the substitute teacher pool. Schools may have a need for this position throughout the school year. A substitute teacher who teaches continuously in excess of ninety (90) days must hold a valid Virginia teaching license.

**Homebound Teachers** are often needed throughout the year for both short-term and long-term assignments. Homebound teachers must hold an active Virginia teaching license.

If you are interested, please contact Melodie Cox at 382-5100 (Ext. 1070).

## **SALARY & PAYROLL INFORMATION**

Substitute teachers without a Bachelor's or Master's degree earn \$112.50 per day

Substitute teachers with a degree (Bachelor's/Master's/Ph.D.) earn \$125.00 per day

Long-term teacher substitutes with a Bachelor's or Master's degree earn \$155.00 per day

Substitute Paraprofessionals earn \$15.00 per hour

Homebound teachers earn \$40.00 per hours (Active Virginia teacher license required)

Substitute Nurses earn \$26.39 per hour with a LPN license

Substitute Nurses earn \$27.71 per hour with a RN license

Substitute Administrative Assistants earn \$15.00 per hour

### **Taxes**

Completed W-4 and VA-4 tax forms are required. You will need to complete these forms in Employee Self Service (ESS).

### **Sign In At School**

When entering one of our locations, report to the office to sign in. Use your full legal name on the sign-in sheets. We suggest that you keep a log of days you have worked, including name of school, name of teacher, and if assignment was full or half day. (Substitutes are hired for a full day - 7.5 hours or a half day - 3.75 hours. There is no variation in either of these time blocks.)

### **Payday**

Pay day is the last working day of the month. Work performed in one calendar month will be paid at the end of the following month. (See payroll schedule) i.e. If you work in the month of August you will be paid on the last day of September.

### **Direct Deposit**

Direct deposit is required for all employees.

### **Employee Self Service**

See next page

Please call the Payroll Office at 382-5100 (Ext. 1073, 1074, or 1075) with any questions about direct deposit or payment for days worked.

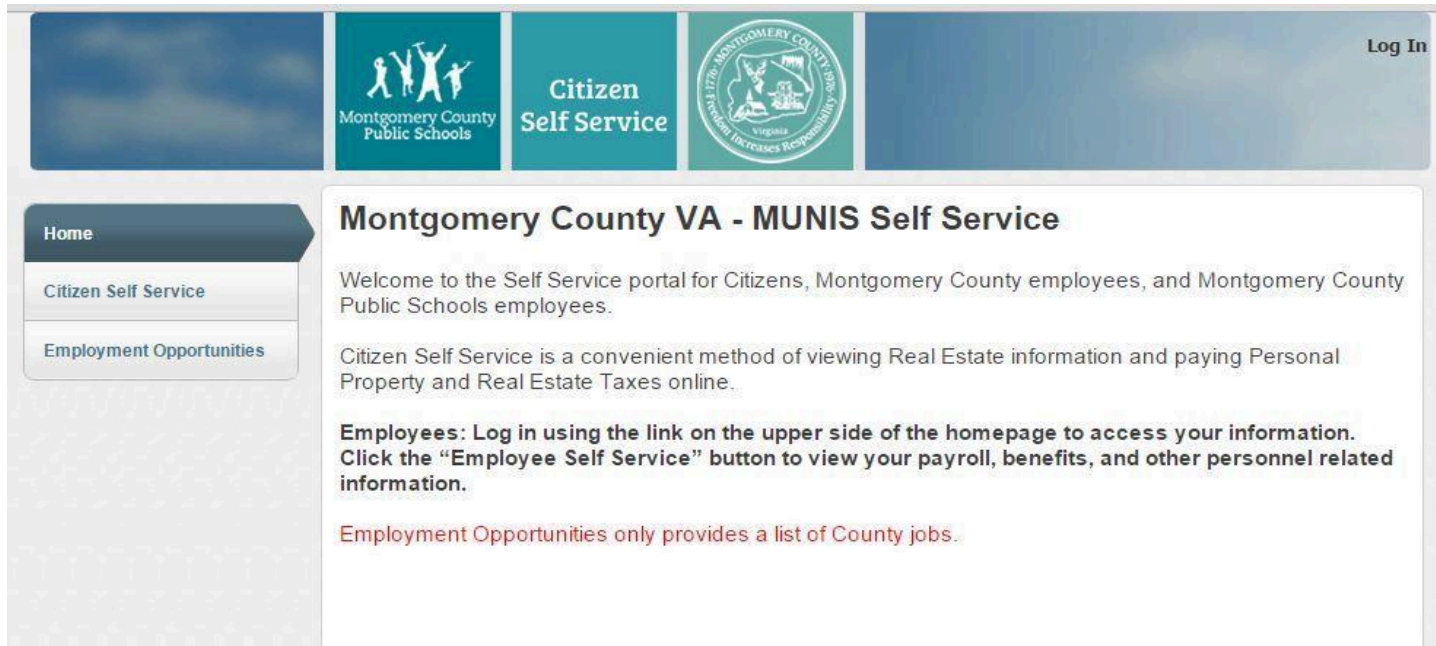
NOTE: Substitutes are covered by Worker's Compensation. Any accident should be reported immediately to the principal or his/her designee.

# EMPLOYEE SELF SERVICE (ESS) LOGIN INSTRUCTIONS

You can now access your pay stub – including deduction information – online. You will no longer receive a paper pay stub from the Payroll Department. Paper pay stubs may be printed through the Employee Self Service system. Follow the directions below to log in to ESS.

To log on to Employee Self Service, visit <https://selfservice.montva.com/mss/>

Click on “Log In” in the top right corner of the page.



## First time login – reset password

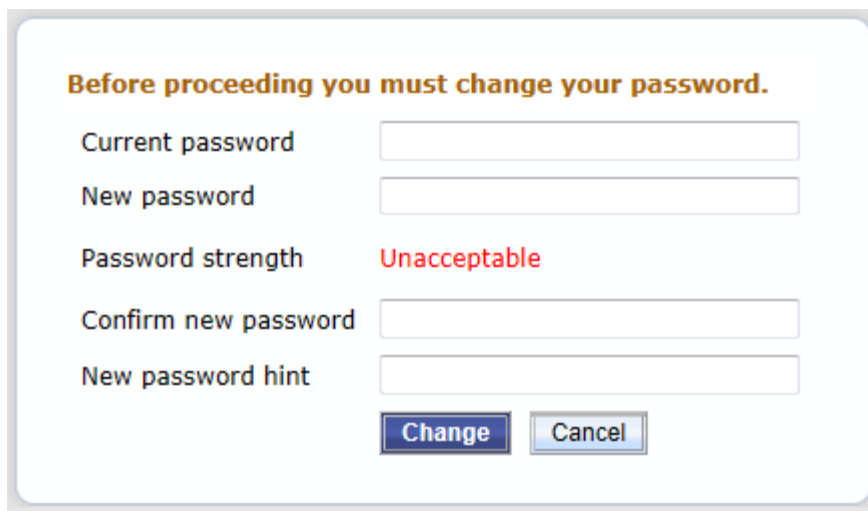
To log in as an Employee to access ESS, you will first click on the Login link in the top right corner of the above screen. After clicking the login button, the following login screen will appear.

**User name:** Employee’s last name and then first initial - Example (smithj) for John Smith

**Password:** Last four digits of your social security number

The image shows a login form with two input fields: "User name" and "Password". Below the "Password" field is a link for "Forgot your password?". A blue "Log in" button is located at the bottom right of the form.

After entering the assigned username, a Password will need to be entered. The first time you log in, by default, your initial password will be the last four digits of your social security number. After entering the initial password and selecting the Login button, you will be taken to a screen to change your password to one of your choice.



**Before proceeding you must change your password.**

Current password

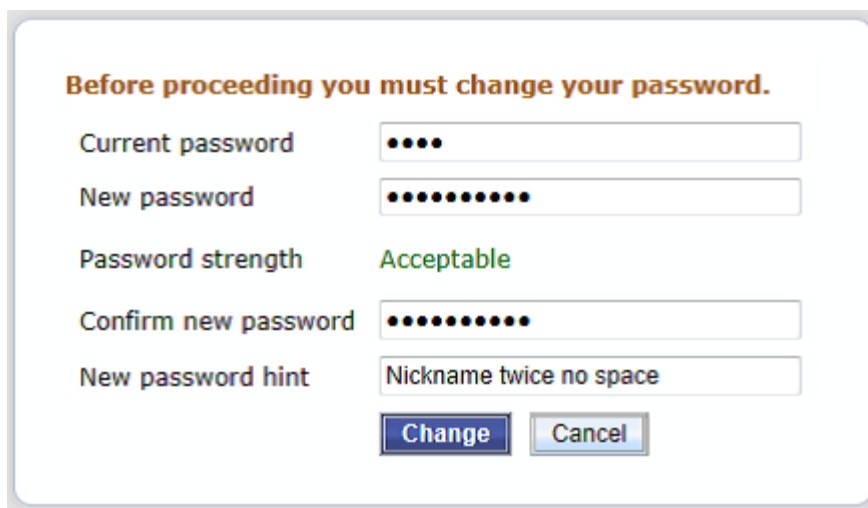
New password

Password strength **Unacceptable**

Confirm new password

New password hint

As you enter a New Password, the Password Strength will change from Unacceptable to Acceptable. Once the required length and type characters have been entered, based on the parameters set by the Administrator for a valid and acceptable password, your new password will be accepted.



**Before proceeding you must change your password.**

Current password

New password

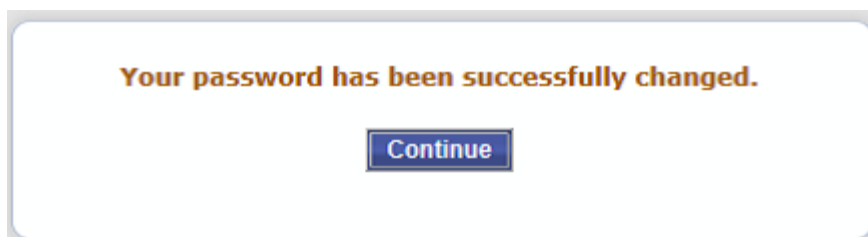
Password strength **Acceptable**

Confirm new password

New password hint

You will be required to enter a New Password Hint that will be stored and e-mailed to you should you forget your password and need assistance.

When you have entered a valid New Password and New Password Hint and selected Change, a window will appear to confirm that password has been successfully changed.



**Your password has been successfully changed.**



Once you have logged into the site you will be taken to the main screen below. To access the employee self-service, click the “Employee Self-Service” button.

Montgomery County Public Schools

Citizen Self Service

Montgomery County Seal

Home

**Employee Self Service**

Employment Opportunities

### Montgomery County VA - MUNIS Self Service

Welcome to the Self Service portal for Citizens, Montgomery County employees, and Montgomery County Public Schools employees.

Citizen Self Service is a convenient method of viewing Real Estate information and paying Personal Property and Real Estate Taxes online.

**Employees: Log in using the link on the upper side of the homepage to access your information. Click the “Employee Self Service” button to view your payroll, benefits, and other personnel related information.**

*Employment Opportunities only provides a list of County jobs.*

## **SUBSTITUTE RESPONSIBILITIES**

1. Comply with all school, School Board, State Department of Education and State of Virginia regulations and laws
2. Deliver an effective instructional program
3. Participate in same duties as regular teacher which may include lunch duty, hall duty, and bus duty

The following are suggestions to assist you if you are called to substitute:

### **Your responsibility to the principal:**

1. Report to the main office when you arrive at the school
2. Review information and direct questions to the principal, administrative assistant or school administrator related to such matters as:
  - A. Keeping attendance
  - B. Bell schedule
  - C. Fire drill procedures
  - E. Special events - assemblies, programs, field trips, etc.
  - F. Extra supplies- where are they kept, procedures for obtaining
  - G. Incidents that take place that are of significance (i.e. serious discipline issues or student health concerns) need to be reported promptly to the main office.

### **The teacher's responsibility to the substitute:**

1. Up-to-date class rosters, and if applicable, a seating chart for each period
2. Lesson plans with sufficient detail for you to provide instruction and direction to students
3. Names of students having specific, assigned responsibilities within the classroom
4. Information that is specific to the needs of individual students or groups (may be furnished by the principal or teacher)
5. A clear explanation of any extra responsibilities that may go with the assignment
6. An outline of general procedures for taking attendance and accounting for students
7. A clear explanation of where to seek assistance for any type of concern or issue

### **Your responsibility to the teacher:**

1. Follow the provided plans as closely as possible
2. Ensure that all assigned work is completed insofar as possible
3. Leave a note summary of what was covered
4. Collect papers or other assigned work, if instructed by the teacher
5. Leave a report of work covered and incidents, so that the teacher is aware upon return.
6. Follow the same schedule as the regular arrival, throughout the day and departure
7. Incidents that take place that are of significance (i.e. serious discipline issues or student health concerns) need to be reported promptly to the main office.

## **CLASSROOM MANAGEMENT GUIDELINES**

### **Guideline One: BE PREPARED**

1. Arrive early and check in at the main office
2. Receive a visitor's badge and report to the classroom
3. Obtain and review all information related to your assignment
4. Locate needed teaching materials

### **Guideline Two: TAKE CHARGE OF THE CLASSROOM**

1. Start the class decisively and on-time
2. Be positive, pleasant but firm and confident
2. Take role promptly and efficiently
3. Give directions clearly but concisely

### **Guideline Three: CLARIFY EXPECTATIONS REGARDING STUDENT BEHAVIOR**

1. Communicate and follow classroom routines and expectations
2. Give specific directions about desired behavior
3. Give specific feedback about actual behavior
4. Circulate frequently around the classroom and supervise students at all times

### **Guideline Four: COMMUNICATE THE SIGNIFICANCE OF LEARNING**

1. Minimize time spent on procedural matters
2. Maintain student attention and participation by circulating around the classroom and engaging with students
3. Provide feedback and offer assistance to students about their work
4. Provide closure at the end of class

## **FRONTLINE SUBSTITUTE JOB NOTIFICATION SYSTEM**

Frontline is the division's cloud based substitute system. This system was introduced to our substitutes and employees for the start of the 2015-2016 school year.

We make every effort to put your name into the system within five working days after all of your employee paperwork is completed and you have attended an orientation session. Please do not request to begin working prior to this time. Your handbook includes the Substitute Quick Start Guide for Frontline. Please refer to this guide to use the system by logging in from the web or by calling Frontline.

Please contact Human Resources at 382-5100 (Ext. 1070), if all of your information has been turned in and you believe your name should be in the system.

There are several ways to secure substitute job openings. You have the ability to look for available jobs by logging in to Frontline, you can and/or will be called by Frontline for jobs, or you may be contacted directly by a teacher or administrator for a job. Also, Frontline offers a free mobile app that you can use to find assignments.

You will only see jobs in Frontline for which you are qualified and only for locations where you have selected to work. To log in to Frontline, type [www.frontlinek12.com/Frontline](http://www.frontlinek12.com/Frontline) in your web browser's address bar. You will need to create your user ID and password from a separate email that will be sent to you. Enter your ID and password, then click Login. To call Frontline, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN (followed by the # sign).

If you accept the job, you will be given a job number. While all schools may not use the job number as job verification, we recommend that you have the number of the job when reporting to the school.

**Call-out times are from 6:00 p.m. to 10:00 p.m., and 6:00 a.m. until approximately 12:00 noon.**

### **SUGGESTIONS:**

Call the system or log in to review your jobs. This will allow you to know if someone (roommate, spouse, etc.) accepted a job on your behalf or to confirm a job in the event you might have accepted a verbal offer from a school administrator.

If you receive a call from Frontline and do not wish to be called again that day, you will be given options to do so. **Please be careful not to push the option to never be called again.**

You may enter non-work days in Frontline if there are particular days or date ranges where you are unavailable to accept jobs. Please enter the reason. Also, please notify Melodie Cox in Human Resources at 540-382-5100 (Ext. 1070) or by email [melodiecox@mcps.org](mailto:melodiecox@mcps.org) if you will be unavailable to work for an extended period of time.

If you need to make changes to the information that is on file and in the system, i.e. name, address, phone number, subjects/grades where you are willing to serve, please contact our office 382-5100 (Ext. 1070). We will update the information. Please note that changes of address must be submitted in writing. Also, name changes can only be made when you present a new Social Security card in person at the Human Resources office.

Principals are provided with a list of substitute teachers. This listing includes an ID number (not your Social Security Number) which is assigned to you by Frontline. This allows principals to assign you in Frontline for a particular job.

**Please Note -**

If you have accepted a job, which is later canceled, Frontline will notify you.

If you need to cancel a job that you have accepted, you must

1. Cancel in Frontline
2. Call the school

Don't decline a job just because you receive a 'last-minute' call from the system and will not be able to report on time. It is acceptable to accept the assignment in Frontline and then call the school to advise them of your projected arrival time.

You should also be aware that principals can request that you not substitute at their school. If this happens, they should notify both Human Resources and you to inform you that they are putting you on their "do not use" list. Being placed on a school's "do not use list" will not preclude you from being called for substitute assignments at other locations. However, notifications from several schools will prompt a review by the Assistant Director of Human Resources and may result in permanent removal from the substitute employee pool. In this event, your Frontline account will be disabled and a written notification will be sent to you.



## Absence Management

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

### SIGNING IN

Type [aesoponline.com](https://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](https://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

### RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

### SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	

## **GETTING HELP AND TRAINING**

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## **ACCESSING ABSENCE MANAGEMENT ON THE PHONE**

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### **When You Call into Absence Management**

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### **When the Absence Management System Calls You**

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

# Map for Directions to MCPS Schools

## BLACKSBURG

Home of the Virginia Tech Hokies, the town is the second largest in Virginia and frequently cited as a great place to live, raise a family, start a small business, or retire. The impressive Moss Arts Center and historic Lyric Theater host arts and cultural events, downtown offers an array of dining and shopping venues, and numerous parks and greenways will keep outdoors enthusiasts happy.

-  **Blacksburg High**  
3401 Brain Lane  
Blacksburg VA 24060
-  **Blacksburg Middle**  
3109 Prices Fork Road  
Blacksburg VA 24060
-  **Gilbert Linkous Elementary**  
813 Toms Creek Road  
Blacksburg VA 24060
-  **Harding Avenue Elementary**  
429 Harding Avenue  
Blacksburg VA 24060
-  **Kipps Elementary**  
1309 Prices Fork Road  
Blacksburg VA 24060
-  **Margaret Beeks Elementary**  
779 Airport Road  
Blacksburg VA 24060
-  **Price's Fork Elementary**  
4021 Prices Fork Road  
Blacksburg VA 24060

## AUBURN

Surrounded by rolling hills and farmland, this rural community is just 20 miles from the Blue Ridge Parkway. Nearby Homestead Farm hosts frequent square dances, and Sinkard Farms offers music, nature experiences and the region's largest pumpkin festival each October. Not far from Christiansburg, Radford, or Floyd, you can enjoy the country without sacrificing access to town.

-  **Auburn High**  
1650 Auburn School Drive  
Riner VA 24149
-  **Auburn Middle**  
4163 River Road  
Riner VA 24149
-  **Auburn Elementary**  
1760 Auburn School Dr.  
Riner VA 24149








## EASTERN MONTGOMERY COUNTY

This rural agricultural community is a localvore's delight. The area is located halfway between Christiansburg and Salem, tucked between mountains and valleys along the Roanoke River. At the heart of the community is the Meadowbrook Center, which includes a library, a branch of the Montgomery Museum, a weekly farmer's market, and a pottery studio. Each August crowds flock to the EastPort Tomato Festival and celebrate the busy summer fruit with music, art contests, and cooking competitions.

-  **Eastern Montgomery High**  
4695 Crocker Road  
Elliston VA 24087
-  **Shawsville Middle**  
479 Old Town Road  
Shawsville VA 24162
-  **Eastern Montgomery Elementary**  
4580 Eastern Montgomery Ln  
Elliston VA 24087

## CHRISTIANSBURG

This diverse and vibrant town is the fourth largest in Virginia. The beautiful and impressive Harlander Sports Complex and Christiansburg Aquatic Center, along with the Christiansburg Community Center, Frog Pond and Huckleberry Trail, provide ample energy outlets. Quaint downtown Christiansburg and Cambria offer unique antiques and dining options, while the New River Valley Mall area meets all your regular shopping needs.

-  **Christiansburg High**  
60 Independence Blvd  
Christiansburg VA 24073
-  **Christiansburg Middle**  
1265 Buffalo Drive, NW  
Christiansburg VA 24073
-  **Christiansburg Primary**  
240 Besty Drive  
Christiansburg VA 24073
-  **Belview Elementary**  
3167 Peppers Ferry Road  
Radford VA 24141
-  **Falling Branch Elementary**  
735 Falling Branch Road  
Christiansburg VA 24073
-  **Christiansburg Elementary**  
140 Prices Lane  
Christiansburg VA 24073
-  **Montgomery Central**  
208 College Street  
Christiansburg VA 24073

