



MCS
MORGAN COUNTY SCHOOLS
EVERY STUDENT MATTERS. EVERY MOMENT COUNTS.

Substitute Teacher Training and Assessment

Welcome!

Thank you for your interest in substituting for Morgan County Schools. As our motto says ***Every Student Counts and Every Moment Matters.*** In order to take into account our number one priority for improving student achievement, we must count every student in the system and value every minute with them. Meeting our goal and adhering to our motto requires that every employee of the system is dedicated and committed to our mission. That mission includes every regular employee, but also every substitute teacher standing in for the teacher when he or she is absent from the classroom.

Morgan County is fortunate to have great schools, personnel, and students and we want to welcome you to the team!

This training module will provide you with information on how to get licensed to be a substitute teacher and how to be effective when working in schools.



Requirements to be a Substitute Teacher

- Complete this Online Substitute Training Guide and score at least 85% on the assessment at the end.
 - When you successfully complete the training and pass the assessment, the Office of Human Resources will email you a packet with instructions and forms to fill out for the following.
1. Registering with the Alabama Information Management (AIM) system
 2. Registering for a fingerprinting/background review (pay online)
 3. License payment of a nonrefundable \$38 with cashier's check or money order, or pay online with a major credit card
 4. Submission of your high School diploma or other post-secondary school diploma
 5. Submission of a copy of your Social Security card and Driver's License



More Requirements

After the submission of all your materials and the State Department of Education issues you a substitute license, you will be provided with items from the Payroll Department to make sure you are paid.

Only certified and/or licensed individuals are allowed to work as a substitute teacher. You will not be able to go to the school or classroom until the effective date on your license.

Completing the requirements and obtaining a substitute license does not guarantee a person will work in Morgan County Schools. Included in this training will be suggestions on how to be effective as a substitute and have opportunities to regularly work in schools.



Substitute Pay

	Daily Rate
CNP Worker	80.00
Janitor 8 hour	68.00
Library Assistant	68.00
Media Van Driver	70.00
School Bus Aide	60.00
School Bus Driver	80.00
School Nurse (RN)	125.00
School Nurse (LPN)	100.00
Secretary	68.00
Teachers Aide	68.00
Teacher	90.00

*All substitute Teachers must have a substitute license.
All substitutes must have a background check*



Pay Schedule

- All substitutes are paid once a month. However, your first month to work each year is paid in arrears. That means you will not get a check until the end of your second month to work. However, you will get a check for work in May in June.
- Your pay will be deposited into your checking or savings account at the end of each month

The Morgan County Payroll Department will answer any questions you may have regarding your pay or deductions. They can be reached at 256-309-2140



Frontline Absence Management

Frontline is an automated system for managing and selecting substitute personnel. After you are approved and receive your substitute license, you will receive an email from ***Frontline*** with login information. Using the email, you will set up a username and password for your account.



How to Accept Jobs

1. Jobs will be posted on the **Frontline** website. When you login to your account, you can check for open jobs.
2. Frontline also sends out automated phone calls for available jobs. Call times are from 4:00 - 9:30 in the evenings and 5:30 - 12:00 in the mornings. Once you accept a job, you will not be called again for a job that day.
3. Many teachers prearrange with teachers for his/her absence. They may contact you directly by calling or texting you.



Professionalism

- Substitute teachers are licensed by the state of Alabama and are considered a professional in his/her duties and responsibilities.
- As a professional, substitutes are held to the same standards, rules, and duties as the classroom teacher.
- Morgan County values your service and look forward to you being personally successful and an asset to the education of students in the school system.

How can you be successful? Please continue...



What to DO as a Substitute Teacher

- Take care of all your requirements to become a licensed substitute
- Make sure to renew your license every 5 years.
- Make contact with school(s) where you are desiring to work. Flyers in the teachers mail boxes are acceptable if approved by the principal. Word of mouth is always best. If you know teachers or others at school, let them know you are available for substituting.
- Always BE ON TIME. That means at least 15 minutes before the start of school.
- Always dress appropriately for the position.
- Be sure to introduce yourself to the class.
- Be sure to follow the teacher's lesson plans and instructions.
- Ask the front office or other teachers about the possibility of safety drills that day.
- Locate the safety drill map inside the room next to the door.
- Most importantly, keep students engaged and on task. Issues occur when students are not actively engaged.



More to do..

- Be active in the classroom. Move around and look over shoulders. Encourage the students to work hard.
- Make every effort to correct behavior of non-attentive or disruptive students. Keep calm and be professional but firm.
- Have a good attitude and demeanor with students and personnel.
- Be gracious and likable to students and staff. Again, be persistent in keeping students engaged with assignments and learning activities.
- Make sure to leave school at the appropriate time - 15 minutes after school dismisses
- If an emergency forces you to cancel a job, be sure to cancel on *Frontline* and notify the school office
- Leave school with a smile and a sense of accomplishment!
- Leave the room in the afternoon neat and orderly.



What NOT TO DO as a Substitute

- Do not engage with students in topics unrelated to the assignments.
- Avoid any discussions of politics and religion.
- Never send students out of the room without verification in the teacher's notes, a call from the office, or for an obvious emergency. With proper authorization, make sure the student has a note with the time out of class written on it.
- Discourage trips to the bathroom. In most cases, students have time to go during class changes or regular bathroom times in elementary school. This a a judgement call.
- With requests to go to the office, nurse, or a resource teacher requires a call to the destination to verify.
- NEVER allow a student to go to another classroom, gym, or fieldhouse.



DO NOT Continued...

- Avoid sitting behind the teacher's desk, making personal phone calls, playing games on your phone, or using the teacher's computer.
- NEVER leave students unattended. If you have an emergency, check with a teacher next door and ask them to help. Avoid unless absolutely necessary to the situation.
- Do not ask students what to do during a safety drill or actual emergency. Check before your day starts.
- Avoid class write-ups for non-serious misbehaviors.
- Serious misbehaviors or dangerous situations should be reported immediately to the school office
- Do not be late or leave early.
- Do not leave during the planning period without permission from the principal.
- Never allow a parent, adult, or student into the room without you having received permission from the office.



More don'ts...

- Do not solicit or criticize a student's beliefs if he/she makes a statement. Instead, suggest that class time is for working on assignments and move on.
- Cell phones, other electronics, eating, or other possible distractions should be outlined in the teacher's notes.
- Never give students your cell number and NEVER ask for a cell number from a student. It is a legal violation to take pictures of students at school.
- Do not make negative comments in social media regarding the class in which you substitute or about the students, teachers, or the administration.
- Tobacco, alcohol, weapons, and illegal drugs are prohibited on all Morgan County Schools property.



General Classroom Procedures

- Take attendance and report absences to the office.
- Follow lesson plans.
- Do not eat, drink, chew gum, talk on your phone, or text in the room.
- All medications are disbursed by the nurse.
- All student grades and other information are confidential.



Substitute Teacher Assessment

[Click Here to Take the Assessment](#)

