

SUBSTITUTE TEACHER HANDBOOK



INTRODUCTION

Thank you for your willingness to work as a substitute teacher with the Salt Lake City School District (SLCSD). We recognize the critical role substitute teachers fulfill in providing the necessary instruction and supervision when regularly assigned teachers are unavailable. Substitutes are an extremely important part of the teaching program in our district, and we thank you for choosing to work in the SLCSD!

SLCSD is incredibly diverse. Of the many students we serve, some come from many areas across the world, which includes over 80 different languages. As a substitute teacher, you will have the opportunity to help students make progress toward their learning goals as you provide instruction based on plans provided by certified teachers.

This manual will help define your role as a substitute teacher. Your experience with various schools throughout the district should be consistent with clear expectations and satisfaction. Please keep in mind that substitute teachers are not considered career employees and work at will, which means substitutes can be terminated for cause or no cause.

For information regarding substitutes, please visit: <https://www.slcschools.org/departments/substitutes>.

GENERAL INFORMATION

The substitute teaching program in this district is intended to meet the educational needs of students when the regular teacher is absent. You will be given as much early notification as possible so you can plan and prepare for each assignment. However, because of the nature of some absences, substitute assignments may be made on very brief notice. SLCSD uses an automated calling/online system called SmartFind Express ("SmartFind"). Instructions on how to use the system are provided in the SmartFind application under the Help option. SmartFind begins calling and emailing substitutes from 6:00 a.m. to 1:00 p.m. and again at 5:00 p.m. to 10:00 p.m. You may also search for jobs online through the SmartFind application. If you have any questions or concerns about using the SmartFind system, please contact the Human Resources Services (HRS) department at 801-578-8340.

Substitutes may find it necessary to refuse an assignment when called. If you find that you are unable to continue accepting assignments, please contact HRS to discuss your continued employment. If you are unable to substitute for short periods of time, please arrange your schedule with SmartFind in order to reduce unnecessary calls. If you have not completed a substitute assignment for over 90 days, your employment may be terminated, and you will need to reapply.

We hope every substitute assignment will be filled by a person who effectively conducts learning experiences with the classes to which you are assigned. Substitutes should provide meaningful learning experiences to the best of their abilities and follow the provided lesson plans. When a substitute accepts an assignment in any grade level or in any subject, the substitute should have the necessary qualifications to teach students even though specific lesson plans from the absent teacher may not always be available. If lesson plans are not available, please contact the school administration to inform them that lesson plans were not provided.

Please know that you may be asked to cover an assignment for which you are not qualified because of a shortage of qualified substitutes. Additionally, you may be asked by school administration to cover a class that you did not anticipate when you accepted an assignment at that school. While this is not a common occurrence, it may be necessary due to last-minute, unforeseen changes within the school. Your understanding and flexibility

with such situations is greatly appreciated!

HOW TO REPORT

Report to your school **at least 15 minutes** prior to the start of the assignment and remain until the job is completed. When leaving make sure the classroom and materials are in order.

Upon arrival at the school, check with the principal or the school secretary to be sure of your assignment. Learn what lesson plans you should follow during the assignment and any necessary login information while subbing in a remote environment. At the end of the assignment be sure to leave a summary report for the classroom teacher and return any keys or badge access to the office staff.

When you report for work at a school, teach according to the following instructions:

1. **Be certain to use lesson plans left by the teacher.** This practice provides continuity of instruction for the students as well as good public relations with the regular teacher and the school.
2. Under some circumstances, the lesson plans left by the teacher may not fill the entire time of an instructional period. If that is the case, ask for assistance from the principal or office staff.
3. Spend the entire time working with and for the students. The substitute teacher is expected to carry out the work of the regular teacher. Maintaining order alone is not sufficient. **No personal work** of any kind should be done during the substitute assignment.
4. Leave a report of the work performed and add any special problems or comments for the regular teacher.

REQUIRED ONLINE TRAINING AND NEW EMPLOYEE ORIENTATION

All substitutes are required to complete several online training courses and new employee orientation before they can accept substitute assignments. Substitute teachers will be paid one half day for completing all required annual training at the appropriate sub rate, and one hour for completing new employee orientation paid at the appropriate sub rate.

All online training courses must be completed within the first 20 days of employment (for substitutes returning to the district for the new school year, this will begin from the first day of school; for substitutes hired during the school year, this will begin from the day of hire). If this training is not completed within the allotted time frame of 20 days, employment will be inactivated until the training is complete and may ultimately lead to termination of employment with the district.

New employee orientation dates will be provided at the time of hire with the option to select in-person or online employee orientation.

DISTRICT EMAIL PROVIDED

All substitutes will be provided with a district email account that will include the individual's first and last name using the following format: `firstname.lastname@slcschools.org`. You will be provided with additional information on how to set up and access this account at the time of hire. It is expected that you check this email regularly for official communications from district representatives. The district uses your district-provided email account to provide employees with official updates, news, and personal employee communications with you as a district

employee.

SUBSTITUTE TEACHER REPORT FORMS

Employees of the Salt Lake City School District are expected to be familiar with and follow all district policies. In the event that a substitute's performance has been less than satisfactory, a school administrator may submit a Substitute Teacher Report Form with a summary of performance concerns to the Human Resource Services Department (HRS). Upon receiving this report, a member of HRS will notify the substitute of the concerns via the substitute's district-provided email. If HRS receives at least three reports indicating unsatisfactory performance, a determination may be made to terminate employment with the district.

SLCSD BOARD POLICIES

Please read and be familiar with all SLCSD Board policies at <http://www.slcschools.org/policies>.

RELEASING A STUDENT

Under no circumstances should a student be released without the permission of the school administrator. The school administrator will determine whether or not the student should be excused and will notify you of that decision. Do not release students early for lunch periods or at the end of the school day.

EMERGENCY PROCEDURES

Emergencies may arise at any time, and you should be prepared to handle such emergencies in a calm and clear manner. Procedures differ throughout the district, depending on whether you are at an elementary, middle, or high school. Upon arrival at the school, check with the administration regarding emergency procedures and guidelines for handling such situations. The office staff should be able to provide you with any information regarding school emergency procedures.

PAYROLL INFORMATION

Substitute teachers are paid on a semi-monthly pay schedule. Assignments are either for a full day or half day. Substitutes that accept an assignment at schools that have an early release schedule will be paid .77 of a full day. It is necessary for you to report to the school secretary upon your arrival and carefully state your name and your assignment.

Substitutes should keep a log of each assignment, including job ID, school, date, the name of the teacher.

Assignments accepted from individual schools or teachers need to be reported in the SmartFind system in order to ensure the payment for the assignment. It is the teacher's responsibility to enter their absence in the SmartFind system. A substitute teacher who accepts an assignment from a teacher or school that has not been reported in the SmartFind system will not get properly paid.

When a given absence is projected as 21 working days or more, the substitute assigned to fill that absence must hold a valid Utah teaching license and will be paid the maximum substitute rate of \$220.00 per day beginning on day 21. The substitute will be expected to, as far as feasible or necessary, accept responsibility for all regular teacher responsibilities, including, but not limited to planning, supervision, instruction, attendance at all teacher

meetings, and consultation with school administration. Substitutes in a long-term assignment are not paid extra for responsibilities generally assumed by a classroom teacher, such as faculty meetings, as the increased rate accounts for these responsibilities.

PAY PERIODS

Substitute teachers are paid on a semi-month pay schedule. Pay dates are the 15th and last day of the month. Days worked from the 1st to the 15th of the month are paid on the last day of the month. Days worked from the 16th to the last day of the month are paid on the 15th of the following month. Direct deposit is required.

SUBSTITUTE TEACHER SALARY

\$140.00 per day – No Degree (NSUB)

\$155.00 per day – Bachelor's or Master's Degree (BSUB)

\$185.00 per day – Certified Teachers (CSUB)

\$185.00 per day – Retired from SLCS D (RSUB)

\$220.00 per day – Long-term Sub Rate (effective after 20 consecutive days in the same assignment) *

** The long-term sub rate is only applicable to substitutes working after 20 consecutive days in a classroom assignment and who hold a valid Utah teaching license. Long-term sub rates will not apply to substitutes working in a "roving" position for 20 consecutive days or more.*

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS

1. As an employee of SLCS D, substitute teachers are expected to abide by all SLCS D Board Policies and Procedures.
2. The substitute teacher should not make comments about any student, teacher, or administrator that will reflect negatively upon that person or the teaching profession. Observations or conversations made during the school day that may cause concern should be confidential and discussed only with the school principal or assistant principal(s).
3. All school records and reports should be handled with care. Records are **confidential** and should be treated as such.
4. Plan to spend the entire assignment working with and for students. No **personal work** of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher. This includes leaving a summary of work covered.
5. The substitute should familiarize himself/herself with the content of courses to be taught, the school, classroom procedures, and the emergency plan of the school.
6. Substitutes should assume responsibility for supervision duties of the regular teacher promptly and in accordance with school rules, which may include bus, lunchroom, playground, or other duties as assigned by a school administrator.

7. Report the following matters to the school office or an administrator:
 - a. Personal injury to student or employees
 - b. Serious illness of any student
 - c. Damage to school property
 - d. Serious discipline problems or infractions of school rules
8. Check with the office staff or school administrator before:
 - a. Granting permission for a student to leave school before the regular time of dismissal
 - b. Granting permission to detain students after dismissal time
 - c. Sending notes or any communication to parents
9. Do not call the regular teacher unless specifically requested to do so.
10. The substitute is responsible for managing the classroom to ensure student safety and a positive learning environment. Disruptive student conduct should be addressed by the substitute in accordance with district policies and school-wide procedures. If serious problems arise, the substitute should contact a school administrator for help.
11. The Substitute shall:
 - a. Check in with the office upon arriving at the school.
 - b. Meet with the principal or secretary for orientation to the school policies and procedures such as attendance, discipline, class schedules and lessons plans.
 - c. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans.
 - d. Maintain normal classroom routines. The administrator should be contacted in case a serious discipline problem arises.
 - e. If a student requires medical attention, the student should be sent to the office with another student or teacher. Do not leave the classroom unattended.
 - f. Leave the regular teacher a report of work performed. Be sure to note any alterations or adjustments made to the provided lesson plans.
 - g. Leave room as neat as possible at the end of the day.
 - h. Be sure all windows and doors are locked. If the school has issued a key, it is the substitute's responsibility to return the key prior to leaving the building.

UNDER NO CIRCUMSTANCES will the substitute:

1. Release a student from school or their supervision without written permission from the administrator.
2. Leave money or valuables in the desk.
3. Criticize the regular teacher about their materials or methods.

4. Leave the classroom and students unsupervised during the school day.

HELPFUL HINTS FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Be an informed substitute. Know the school rules and district policies.
2. Get the class started quickly.
3. Follow the teacher's lesson plan; this will be a great help in the orderly beginning of the day's work.
4. Take control of the class from the beginning.
5. Use positive rather than negative statements and suggestions.
6. Expect respect and cooperation; be respectful of students.
7. Have a positive attitude toward the assignment.
8. Fairness and careful follow-through are invaluable in maintaining good classroom order.
9. Physical conditions in a room may affect the behavior of students. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise students as they enter and leave the classroom.
10. Be organized in carrying out the teacher's directions.
11. Be innovative and flexible.
12. Immediately establish your behavior expectations.
13. Avoid an open clash with the student(s).
14. If having a problem with disruptive students, ask students to step outside the door so you can talk to them. This has a quieting effect on the other students.
15. Be calm. If you are upset, calm down as soon as possible.
16. Keep the students engaged by reviewing materials and completing assignments.
17. Class morale can be kept high with praise from the teacher.
18. Walk around the room and maintain proximity if there is a noisy person or group.
19. Model the behavior you want from the students.
20. Try to talk to each of the students. This is very important if you are going to be at the school over multiple occasions.
21. Be sure to have a current seating chart for the classes and address students by name.

22. Ask questions of other teachers and the school administrators if needed.
23. Carry copies of a back-up lesson.
24. When familiar classroom procedures have been established, work with it. Do not try to impose an entirely new system for one or two days.
25. When you sense that students are willing to be helpful in terms of clarifying procedures, refer to them.

The Salt Lake City School District greatly appreciates your willingness to serve our students, teachers, and members of the Salt Lake City community. If you have any questions or concerns, please reach out to the Human Resource Services department at hr@slcschools.org.



No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.