SUBSTITUTE HANDBOOK
for
Teacher Positions

118 E. Washington Street

O'Fallon, IL 62269

O'FALLON COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 90
ADMINISTRATIVE OFFICE

118 E. Washington Street
O'Fallon, IL 62269
(618) 632-3666

Superintendent	**Dr. Carrie Hruby**
Asst Superintendent	**Dr. Joi Wills**
CSBO	**Terry Wisniewski**
Admin to Supdts/CSBO/Personnel	**Lisa Hudder**
Accounts Payable	**Kris Keller**
Accounts Receivable	**Breeann Reeves**
Payroll	**Carrie Bowen**
HR Asst	**Kim Hicks**

Dear Substitute:

Thank you for your interest in substituting in District 90. We hope your experiences here are rewarding both personally and professionally.

O'Fallon School District No. 90 consists of:

LaVerna Evans Elementary - 802 Dartmouth Dr.	Tuition Preschool, K-5
J.E. Hinchcliffe Elementary - 1050 Ogle Rd.	Tuition Preschool, K-5
Estelle Kampmeyer Elementary - 707 N. Smiley St.	Tuition Preschool, K-5
Delores Moye Elementary – 1010 Moye School Rd.	Early Childhood Special Education, Preschool for All, K-5
Marie Schaefer Elementary - 505 S. Cherry St.	Tuition Preschool, Preschool for All, K-5
Edward Fulton Jr. High - 307 Kyle Rd.	Grades 6-8
Amelia Carriel Jr. High – 451 N. Seven Hills Rd	Grades 6-8

GENERAL INFORMATION

REQUIREMENTS FOR SUBSTITUTE TEACHING

All persons wishing to substitute teach in O'Fallon School District No. 90 must complete a District No. 90 substitute teacher application packet. This packet can be picked up at the District Office located at 118 E. Washington Street, O'Fallon, IL 62269.

Once applicants have completed the substitute application packet from the District Office, the applicant will be placed on that month's Board of Education packet for approval. The deadline for applications is the first Friday of each month.

RATE OF PAY

The current rate of pay for a substitute teacher in O'Fallon School District No. 90 is $135.00 per day ($67.50 for 1/2 day). When a teacher substitutes in a paraprofessional position, i.e. Individual Care Aide or Program Aide, that individual will be paid at the rate of $15.00 an hour.

LONG-TERM PAY

Long-term substitute teacher pay begins on the 31st consecutive day of substitute teaching for the same teacher, at which time the substitute teacher would begin receiving the daily rate of pay for a first year teacher, step 1 on the current teacher salary schedule. This information can be found on our website www.of90.net under contracts. Long-term substitute teacher pay is not retroactive.

PAY DATES

Substitutes will be paid on the same days as district employees (every other Friday). The pay period will end the Friday preceding payday. If you have any questions regarding your paycheck contact **Carrie Bowen at 632-3666 x 7104.**

LUNCHES

Hot lunches are available in the school cafeteria. If you plan to purchase lunch on the day(s) you substitute, be sure to include yourself in the morning lunch count. Lunch money is collected in the cafeteria as you go through the line.

If you wish to bring your lunch, refrigerators, microwave ovens, and vending machines (including soft-drink machines) are available in the employees' lounge of each school.

SNOW DAYS

If you are scheduled to substitute teach on a day when weather conditions are such that you are unsure whether school will be in session, please listen to one of the following: KMOX 1120 AM, KTRS 550 AM, KTVI (Channel 2), KMOV (Channel 4), KSDK (Channel 5) or KDNL (Channel 30). Our school-closing announcement will be listed as **O'FALLON SCHOOL DISTRICT #90**. Be careful not to get us confused with O'Fallon, Missouri!!

WHEN YOU CANNOT SUBSTITUTE

If you have made a commitment to work and something unforeseen occurs which prevents you from keeping your commitment, please inform the school principal or secretary of this cancellation as soon as possible so that another substitute may be obtained. School phone numbers are listed below.

SCHOOL HOURS

Listed below are report times for teachers at each building, as well as the name of the administrator and the telephone number of each building.

SCHOOL	PRINCIPAL	PHONE NO.	Teacher Report Times
Evans	Brad Gotshall	632-3335	8:15 a.m. - 3:45 p.m.
EK	Mark Dismukes	632-6391	8:15 a.m. - 3:45 p.m.
Hinchcliffe	Mara Hamilton	632-8406	8:15 a.m. - 3:45 p.m.
Moye	Dr. John Bannister	206-2300	8:15 a.m. - 3:45 p.m.
Schaefer	Daniel Rudy	632-3621	8:15 a.m. - 3:45 p.m.
Carriel Jr. High	Dr. Daniel Foehrkolb	622-2932	7:30 a.m. - 3:00 p.m.
Fulton Jr. High	Dr. Tron Young	628-0090	7:30 a.m. - 3:00 p.m.
Preschool	Gina Harding	206-2476	7:00 a.m. - 5:00 p.m.

SUBSTITUTE RESPONSIBILITIES

1. Arrive at the designated time (one-half hour before classes begin).
   Please do not park in reserved parking spaces.

2. Report to the school office and sign in on the **certified teacher time sheet** if you are subbing for a teacher. If you are subbing for an aide sign in on the **non-certified time sheet**. You will obtain a substitute badge when you sign in at the school's office from the secretary. Please return the badge at the end of the day to the office.

3. Become familiar with the routine, policies, rules, and curriculum of the school.

4. Follow the teacher's lesson plans as closely as possible.

5. Correct all papers completed during the day and leave them in the appropriate place for the teacher.

6. Perform the regular teacher's extra duties.

7. Keep accurate records of lunch money collected, student absences and tardies, and any significant disruptions.

8. Report any major disciplinary problems to the principal; seek guidance from the principal in any unusual situation.

9. Leave a note for the classroom teacher regarding the activities of the day.

10. Leave the room in an orderly condition, with all supplies and equipment returned to storage areas.

JR. HIGH SCHOOL - SPECIAL INSTRUCTIONS

1. Substitute teachers should report to the school office to pick up room keys and a class schedule.

2. Attendance is taken each class period.

3. Each time a student leaves the classroom, he or she ***must*** have a hall pass. A pass is also necessary when the student is called out of class by the office.

4. Duplicating machines are located in the aide's workroom for your duplicating needs.