

New Jerusalem Elementary School District



Certificated Substitute Handbook *2025-2026*

Last updated: July 16, 2025

New Jerusalem Elementary School District

31400 S. Koster Rd.

Tracy, CA 95304

Welcome to New Jerusalem Elementary School District

It is a pleasure to welcome you as a substitute teacher. You have a vital role in the daily education of our students. Your importance goes far beyond filling the vacancy of a teacher who is away from their class. You provide our students with a new learning experience based on your own background, insights, and knowledge. You also have the opportunity to learn about the curriculum, the classes, the needs of students, and you bring the benefits of these experiences to every classroom you cover.

This handbook is intended to provide general information on the procedures, assignments, responsibilities, and performance objectives for substitute teachers. While it serves as a source for information, its goals are to promote consistency throughout the schools, maintain continuity in the education process, and establish clear communication.

It is important that all substitutes become familiar with New Jerusalem schools' rules and regulations, and report to the assigned school at least 30 minutes prior to the start of the school day. The assignment and placement of the substitute are done through the District's automated substitute placement system called Frontline Absence Management and the Human Resources Department. Substitutes must register with the system and become eligible to receive assignments via the telephone, internet, or phone application.

We recognize the challenge of your assignments and appreciate the energy and skills you put in to make our schools run smoothly. It is our hope that your experience as a substitute for NJESD is successful and rewarding. Welcome to NJESD.

Human Resources

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I. The District's Responsibilities to You

A. Human Resources

- Screens and processes applicants interested in substituting
- Hires and assigns certificated substitutes
- Provides Certificated Substitute Handbook
- Ensures substitutes have directions for using Frontline
- Provides substitutes with information about their assignments
- Provides professional development
- Processes substitute feedback/assessments

B. Site Administrators

- Monitor adequacy of lesson plans left for substitutes
- Designate a person in charge of substitutes
- Provide a buddy teacher/staff for substitutes
- Require lesson plans to be on file from all certificated staff
- Lend assistance and support when necessary
- Write evaluations

C. School Office Staff

- Hand out substitute folders, keys, Chromebook (if applicable)
- Collects keys and signs substitutes timecards
- Requests Substitute Teacher Feedback Form

D. Teacher

- Reports absences in advance in Frontline
- Provides lesson plans and any special instructions needed to the site administrator
- Makes a seating chart/grouping list available
- Supplies appropriate instructional materials
- Includes directions if technology is used to deliver any of the lessons
- Completes Substitute Assessment Form (Frontline Feedback)

II. Procedure for Placement of NJESDs Approved Substitute List

Candidates for substitute teaching must successfully fulfill the requirements and procedures outlined below.

A. Qualifications/Requirements/Forms - Certificated Substitutes

- BA degree, official transcripts with date of BA conferral. If you have foreign transcripts, they must be evaluated by an approved CTC (Commission on Teacher Credentialing) agency.
- Valid teaching credential, emergency 30-day substitute teaching permit, or eligibility to apply for an emergency 30-day substitute teaching permit.
- Basic Skills Requirement satisfaction
- Fingerprint clearance
- TB clearance
- Documents that establish both identity and employment authorization
- Interview with Human Resources and approval to continue the hiring process.
- New Hire Packet
- Required Trainings (Mandated Reporter and Sexual Harassment)

III. Your Responsibilities to the District

A. Professional Standards

A substitute teacher, as well as a full-time teacher, has the responsibility to provide a stimulating learning environment for students. The standards of performance are the same.

Your success as a substitute depends upon your ability to function successfully within the District's philosophies and goals, and to teach students of varying ethnic/racial, socio-economic, and educational backgrounds. The substitute must accept the obligation to function in the role of a regular teacher. The same professional standards apply. They include:

- Satisfaction in seeing students learn
- Ability and willingness to work in different classroom structures
- Resourcefulness
- High expectations for achievement and behavior

B. Responsibilities

- Read and review the Substitute Teacher Handbook & other materials distributed
- Check in with school office staff
- Follow school/classroom procedures and lesson plans
- Always maintain a high level of professionalism
- Provide active supervision and instruction
- Leave the classroom in the same condition as it was found
- Complete Substitute Teacher Feedback form
- Check out with school office staff, return keys and confirm with the school secretary hours worked for the day

C. What NOT to do

Be particularly careful NOT to do the following without authority from the site administrator:

- Change groupings
- Dismiss class early

- Allow a student to leave the classroom without permission
- Take major disciplinary action without the principal's or designee's approval
- Release a child from the classroom or school during school hours without written permission from the school office
- Use any materials not authorized by the District (e.g., home videos, books, etc.)
- Conduct personal business, access social media, use your cell phone for personal matters during the instructional day, or connect with students on social media at any time
- Leave campus during a prep period or lunch.

D. Credentials/Paperwork

You are responsible for keeping the necessary paperwork current in the Human Resources Office:

- Credential or emergency permit:
- Home Address, Phone, and Email

Substitute teachers must accept responsibility for complying with credential requirements and must also agree not to accept calls for substitute teaching for the District unless their certificate is valid. *All Teaching or Substitute certificates must be renewed no less than 60 days prior to your certificate's expiration date.*

- Tuberculosis (TB) clearance: A TB clearance, signed by a health care practitioner, must be submitted every two years.
- Address/phone/name changes: If your address, phone number, or name changes, please complete the Change of Address form from the Human Resources page or office.

You are responsible for knowing all district policies and regulations related to mandated reporting of sexual and physical abuse of children, sexual harassment, and substance abuse. District Regulation 5141.4 addresses "Child Abuse Prevention And Reporting."

IV. Nature of Substitute Employment

A. Definition

- As provided by the California Education Code, substitute teaching employment in the District is designated as employment "at will." Thus, the District reserves the right to terminate any substitute teacher, with or without cause, at any time.

- Furthermore, participation by any potential substitute employee in the web and phone-based substitute placement service (Frontline) confers no employment rights on the teacher nor obligations on the part of the District. The District retains sole discretion regarding which teachers to enroll and/or maintain in Frontline and may terminate any teacher's participation/enrollment in Frontline, with or without cause, at any time.

B. Substitute teacher assignment

- Substitute teaching assignments are made by Frontline. Teachers have been directed not to contact substitutes directly to arrange for substitute coverage. Human Resources and school site administrators will try to accommodate substitute preferences.
- Frontline allows you to search for jobs 24-hours a day, seven days a week online, through the Frontline Education phone app, and by calling into Frontline. Frontline will call you when same day jobs are available if you have chosen that option.
- The proposed assignment designated by Frontline confers no employment right of any kind on any teacher. The District reserves the sole discretion to override the proposed substitute assignment made by Frontline at any time and designate another teacher of the District's choosing to fill any substitute assignment.

C. Substitute teacher work day

- When Frontline assigns you an assignment, it will specify your assignment as either half-day or full day. You will always receive at least one-half of the substitute daily rate if you are called to a school. If you stay beyond the designated half-day, you will receive the full substitute daily rate.
- The specific schedule for each school varies. On Monday's, students have a minimum day. **However, staff, including substitutes, are expected to work a full day.** Your specific start and end time should be noted when you are notified of a vacancy. It is recommended that you familiarize yourself with the school's schedule through the District and School website for an exact daily schedule.
- Once you have accepted an assignment, unless there is an emergency, please make every effort to fulfill this obligation. Last-minute cancellations are extremely disruptive to staff and students as it is difficult to fill a vacancy on short notice. Multiple last-minute cancellations will result in termination. If you need to cancel an assignment, please contact the **school site** as soon as possible.
- ***Frontline has been programmed to have you report to the school 30 minutes before class begins.*** You will sign in with the school secretary, be given the room key, if needed, along with directions regarding your assignment for the day (such as supervision duties).
- Since the preparation (prep) period is included in the teaching day, substitute teachers are expected to be on campus during that period. During this time, you should be working with students, preparing for classes, correcting papers, ***or be available for assignments/assistance in other classrooms*** as directed by the principal. This means that, in some instances, you will be teaching during a prep period.

D. Substitute teacher assessment

- Substitute teachers play an important role in the total educational program. Frontline has a Substitute Teacher Feedback feature located on your home page. You do not need to complete a feedback report every time you substitute, but we encourage you to leave feedback if you have either a very positive or negative experience.
- Site administrators and teachers may provide feedback about your performance for two primary purposes: (1) to improve working conditions for you; and (2) to help improve the quality of your teaching.

E. Getting the job done (guidelines for successful substitute teachers!)

- Report to the school site at least 30 minutes prior to the start of the school day. Go immediately to the office for instructions, room assignment, and room key.
- Discuss any problems with the site supervisor or responsible administrator.
- Check the teacher’s schedule, emergency procedures, and programs for the day. This information may be found on dry erase boards, in notebooks, or on clipboards.
- Discuss daily programs with an ongoing teacher’s aide if one is assigned. Work cooperatively with other adults in the classroom.
- Remember, you set the tone for the day. Class control is very important. Children follow your lead. The first ten minutes in a classroom can set the stage for success or failure.
- Maintain respect for the absent teacher.
- Follow the lesson plans of the regular teacher. If lesson plans are insufficient or unavailable, use your own resources and learning experiences. Develop an “emergency kit” of ideas for use when needed.
- Maintain effective control of the students under your supervision in the classroom, on the school grounds, and at various school events that are part of your assigned duties. Substitute teachers also share the responsibility for fostering desirable attitudes and standards of conduct in the schools. You are expected to cooperate with the principals in the implementation of District and site policies and procedures relating to student conduct.
- Refer serious behavior problems beyond a teacher’s control to the appropriate administrator at the school.
- Report immediately to the principal any cases of attack or threat of harm by or to a student, as well as cases of property damage or loss of personal belongings. If you suspect a case of child abuse, notify the principal.
- Summarize day’s activities in written form; include reports of any unusual events, e.g. medical or behavioral.
- Leave the room as neat as possible at the end of the day, with materials in the same order found.
- Report to the school office before leaving to make any reports, receive any further instructions, and to return the keys.

- Leave feedback on your job experience by using the feedback feature located on your Frontline web page.
- Refrain from talking on your cell phone or accessing social media during instructional time. **Phone calls and other personal business should only be conducted during your thirty (30) minute duty-free lunch period.**
- Do not share personal information or contact information with any student.

V. **Substitute teacher performance objectives**

A. **PLANNING**

- The substitute teacher follows lesson plans provided by the regular teacher.
- The substitute teacher completes and grades assignments when appropriate.
- The substitute teacher gives tests in a secure manner.
- The substitute teacher makes appropriate adjustments as students' needs dictate.
- Long-term substitutes working 15+ consecutive days in the same assignment are expected to plan lessons (in collaboration with the grade level lead and/or department chair), input grades for students, and serve in all manners as the teacher of record and will receive additional pay starting on day 16.

B. INSTRUCTION

- The substitute teacher maintains student involvement in appropriate learning activities.
- The substitute teacher ensures involvement of all students in the instructional program.
- The substitute teacher promptly begins classroom activities.
- The substitute teacher models (demonstrates) new learning activities which students must perform.
- The substitute teacher checks to make sure students understand a learning task before practice begins.
- The substitute teacher monitors the practice of learning activities and adjusts instruction when appropriate.
- Students follow directions and respond to the substitute teacher's requests.
- Students are attentive when a substitute teacher is addressing the class.
- Students' understanding of directions or instructions is evident by the student's behavior.
- The substitute teacher addresses uninvolved students.
- The substitute teacher uses appropriate questioning techniques and discussion skills.
- Students' complete teacher-assigned tasks throughout the class period.

C. MANAGEMENT

- The substitute teacher maintains student discipline and classroom control consistent with school and district standards.
- The students behave in a respectful and courteous manner.
- Student behavior is consistent with school and district standards.
- Students respond to substitute teacher's directions.
- Students follow school emergency procedures quickly and effectively.
- Students are able to move from one activity to another with minimum confusion or loss of time.
- The substitute teacher enforces school rules in the classroom and on campus.
- The substitute teacher shows evidence of being aware of what students are doing in the classroom.
- The substitute teacher responds appropriately to disruptive behavior.
- The substitute teacher promptly gains and maintains student attention.
- The substitute teacher provides for the safety and welfare of the students.
- The substitute teacher circulates and monitors the room as appropriate.
- The substitute teacher responds quickly and appropriately to students exhibiting unsafe behavior.
- The substitute teacher instructs and encourages proper care and use of equipment and materials.
- The substitute teacher reports damage, vandalism, or unsafe conditions.

D. COMMUNICATION

- The substitute teacher communicates with students, parents, and other personnel in a professional and effective manner.
- The substitute teacher uses professional and appropriate communication.
- The substitute teacher is factual in all communications.
- The substitute teacher does not disclose confidential information.
- The meaning of the substitute teacher's written and oral communication is clear.
- Students demonstrate understanding of oral and written directions.
- The substitute teacher clarifies directions.

- The substitute teacher's written communications and instructional materials are legible and neat.
- The substitute teacher uses the seating chart to address students by name.
- The substitute teacher speaks clearly and is understood by the students.
- The substitute teacher uses vocabulary which is understood by the group.
- The substitute teacher varies pace and enunciation as appropriate for the group.
- The substitute teacher's oral communication varies enough to maintain student interest.
- The substitute teacher's written, and verbal communications will serve as a model of standard English.
- The substitute teacher's professional interactions are free of racial, ethnic, sexual, or social class stereotyping.

E. PROFESSIONAL

- The substitute teacher is punctual.
- The substitute teacher is aware of school and district expectations.
- The substitute teacher follows procedures established by the district.
- The substitute teacher does not leave students unsupervised.
- The substitute teacher enforces school and district rules on campus and at school related, off campus activities.
- The substitute teacher performs responsibly when emergencies arise.
- The substitute teacher completes all supervisory and other non-classroom assigned duties.
- The substitute teacher assumes responsibilities in accordance with school and district policies and is expected to always conduct oneself in a professional manner.

F. OTHER

- As a substitute, you cannot sign legal documents on behalf of the teacher. This includes IEP's, Report Cards, and Progress Reports.
- Occasionally, you may be asked to sign off on a student's daily log or assignment notebook, this is allowable.
- If you have any questions or concerns about the document, speak with the teacher or principal before signing.
- If you do sign off on such documents, make note next to your signature that you are the Substitute Teacher for the day.



ACKNOWLEDGEMENT OF HANDBOOK

I acknowledge that I have received the New Jerusalem Elementary School District Employee Handbook. I have read the Handbook and understand its contents. I agree to abide by all District policies.

Printed Name

Signature

Date