

INTRODUCTION

On behalf of the Lewistown Public Schools, we would like to welcome you as a substitute to our schools. We are grateful to you for your willingness to place yourself "on call" and regard your services as very important to our system.

The following handbook has been developed to help you become familiar with our policies and procedures and feel more comfortable as part of our school system.

Being a short-term substitute is seldom easy. Someone said, "The substitute must be ready, sometimes on an hour's notice, to keep your pupils motivated, captivated, animated and coordinated, no matter what the subject. You must not stagnate or hesitate--even when pupils obviously are ready to make your stay short and unsweet. You must be elastic, enthusiastic, and, on occasion, gymnastic!"

We hope that your experience with us will be satisfying and mutually valuable to you and to the students of the Lewistown Public Schools.

Lewistown Public Schools

The Lewistown Public School system is fully accredited by the Office of Public Instruction of Montana and the Northwest Association of Secondary Schools and Colleges. Three elementary schools house students K-6, a junior high for grades 7-8 and, Fergus High School encompasses grades 9-12. School District #1 staff members—90+ certified and 100+ classified--serve approximately 1,150 students from an enrollment area of about 25 square miles.

Comprehensive and quality school curriculum has been written for all areas. An extensive testing program is continually being developed and the District is noted for its excellent staff developed programs. The District also continues to meet the State and National requirements for assessment of our students.

ADMINISTRATION

Following are the names of the administration of the Lewistown School District, as well as some people in the Central Office whose assistance you may need.

CENTRAL OFFICE --

215 7th Avenue South Phone: 406-535-8777
Superintendent Brad Moore-1112
Administrative Secretary Christy Rogers-1110
Business Manager/Clerk Rebekah Rhoades-1116
Payroll Clerk Polly Alexander-1115

Fergus High (9-12)

Matt Lewis, Principal
Brendon DeCock, Assistant Principal
Orin Johnson – CTE Director
Yvette Hersel, Secretary
1001 Casino Creek Drive
Phone: 406- 535-2321

Junior High (7-8)

Jeff Friesen, Principal
Katie Forsythe, Secretary
914 West Main
Phone: 406-535-5419

Lewis & Clark Elementary (4,5,6)

Danny Wirtzberger, Principal
Holly Lower, Secretary
212 Crystal Drive
Phone: 406-535-2811

Highland Park Elementary (2, 3)

Matt Ventresca, Principal
Jenni Bristol, Secretary
1312 7th Avenue North
Phone: 406-535-2555

Garfield Elementary (K-1)

Jessica Miller, Principal
Lanna Schoenfelder, Secretary
415 East Boulevard
Phone: 406-535-22366

QUALIFICATIONS FOR SUBSTITUTE TEACHING

The District does not require a Montana Teacher's Certificate for short term substitute teaching, but encourages all substitutes to be as well prepared as possible.

EMPLOYMENT PROCEDURES

All applicants for being a substitute teacher/para must apply to the Administrative Secretary at the Central Office and provide the following:

- a complete application form;
- copy of college transcripts or high school grades; Teaching Certificate (if applicable)
- a complete Internal Revenue Service W-4 form;
- a complete Record for Membership in the Teacher's Retirement System and;
- a complete I-9 form (eligible to work in the United States) , verified by the Secretary with two forms of acceptable identification;
- acceptable fingerprint/criminal back-ground check results

Upon approval of the application documents, the applicant's name will be entered on the Substitute List which will be distributed to the principals/secretaries. Prospective substitutes are strongly encouraged to visit the various principals/secretaries and introduce themselves personally.

SALARY FOR SUBSTITUTES

Substitute Teachers and Substitute Paraprofessionals who are Certified Teachers (current or not), or have a Master's Degree or higher are paid at an hourly rate of \$15.25 per hour. All other substitutes are paid at an hourly rate of \$14.25 per hour.

Checks are mailed to individuals for substitute services on the 15th and/or 30th of each month for the corresponding pay period if not setup for direct deposit.

GETTING THE CALL

Once a substitute teacher/para has been approved and has been placed on the substitute list, it is generally assumed he/she will be available at times when school is in session.

Principals/secretaries try to schedule substitutes as soon as the need arises. In the case of an emergency or illness staff will call our substitute hot line at 535-7907. The hotline staff will try to contact the substitute no

later than 7:00 a.m. In the absence of any special instructions, it is assumed that the substitute will report for the assignment at 8:00 a.m. or as soon thereafter as is practical.

REPORTING FOR DUTY

The substitute must report to the school office and clock-in on the computer 10-15 minutes before school starts. The secretary or principal will direct you to the appropriate classroom and provide all plans and instructions necessary. The substitute is encouraged to ask staff members for assistance when needed.

OTHER THAN CLASSROOM RESPONSIBILITIES

Substitutes must be prepared for weather in the event you need to fill in for the absent teacher when that teacher has other responsibilities, such as recess, noon, or bus supervision.

DISCIPLINE

LPS follows the guidelines of the Montana Behavior Initiative (MBI). “SOAR” Expectations of Safe, Organized, Accepting, and Responsible are posted throughout the school and classrooms. You are encouraged to become familiar with “SOAR”.

It is expected that the majority of discipline problems will be handled by the substitute. At times, discipline problems of a serious nature do arise. When this happens, the substitute should seek the assistance of the principal or other staff members.

STUDENT ABUSE /ACCIDENT/ILLNESS

All incidents involving student abuse, illness or injury should be referred to the office immediately.

SUPERVISION

It is expected that each class will be under supervision of a teacher. Therefore, the substitute in charge should not leave a class unattended.

EMERGENCY PROCEDURES

Please become familiar with the emergency procedures (fire drill, etc.) for the building in which you are substituting.

INSTRUCTIONAL SUPPLIES

If you have a need for instructional supplies that are not available in the classroom, check with the office secretary for assistance in securing the supplies you need.

HOSPITALITY

Each Lewistown school has a faculty room. You are encouraged to make use of those facilities when your time permits.

CONFIDENTIALITY

All confidential information regarding the school district, teachers, students, etc. must be treated with the highest level of confidentiality.

WHEN THE DAY IS FINISHED

Please fill out a report for the teacher/para regarding the accomplishments and happenings for the day. Check in with the secretary or principal at the end of the day and clock-out. At this time you should ask if your services are needed the following day. It is preferred that the same substitute be maintained on an assignment when the teacher or para is not able to return on the succeeding day.

Also, if time permits, you are encouraged to complete the correcting of tests and other tasks that would be helpful to the teacher/para for whom you are substituting. Good teachers/paras appreciate good substitutes!

**THANK YOU AGAIN FOR YOUR PART IN
INSTRUCTING OUR STUDENTS**

SUBSTITUTE TEACHER/ PARAPROFESSIONAL

BROCHURE 2025 – 2026



LEWISTOWN PUBLIC SCHOOLS

**215 7th Avenue South
Lewistown, Montana 59457
(406) 535-8777**