

Iowa City Community School District
SUBSTITUTE HANDBOOK
2026-2027



**IOWA CITY COMMUNITY
SCHOOL DISTRICT**
All In for All Kids



**IOWA CITY COMMUNITY
SCHOOL DISTRICT**
All In for All Kids

Educational Services Center

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(319) 688-1000 • Fax (319) 688-1009 • www.iowacityschools.org

CONTACT INFORMATION

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INTRODUCTION

Congratulations on your selection as a Iowa City Community School District substitute. Substitutes (non-contractual) are vital to the continuity of the instructional program and are essential to a high-quality education for each student. The material in this handbook provides a summary of substitute expectations and guidelines. It does not cover all aspects of employment with the Iowa City Community School District.

Substitutes are responsible for reading and understanding this handbook annually. Questions concerning this handbook shall be directed to the Human Resources Department.

Iowa City Community School District reserves the right to add, modify, or delete provisions of this handbook at any time with or without notice, at its sole discretion. The terms in this handbook supersede any and all prior handbooks. Iowa City Community School District intends to comply with all applicable state and federal laws.

Substitute job descriptions can be found at the following links.

- [Substitute Teacher](#)
- [Substitute Paraeducator](#)
- [Substitute Nurse](#)
- [Building Substitute Teacher](#)

ABSENCE MANAGEMENT SYSTEM

Once you have all documentation on file with Human Resources, you will be given access to our absence management system, Red Rover, that allows substitutes to select the absences they sub for.

You will be provided login information and additional details during orientation.

CONFIDENTIALITY

Substitutes who are made privy to information regarding students, community members, school staff, or district information may not discuss this information or community concerns with any other parties except legitimate school authorities. Administrators or appropriate staff members should be consulted by substitutes if they determine there is a need to relay information as a result of health, safety or wellbeing concerns. Sharing any student information via social media is strictly prohibited.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

It is the policy of the Iowa City Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:



Human Resources Office

Iowa City Community School District

2255 North Dubuque Road, Iowa City, IA 52245 Phone: 319-688-1005

Email: HR@iowacityschools.org

The Iowa City Community School District Discrimination procedures are outlined in [Board Policy 102.R1](#)

EQUAL EMPLOYMENT OPPORTUNITY

The Iowa City Community School District will select for employment qualified applicants for each position without regard to race, color, creed, sex, religion, marital status, parental status, national origin, age, sexual orientation, gender identity, or disability. The district shall take affirmative action, consistent with its adopted affirmative action plan, in recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the district shall consider the veteran status of applicants. See [Board Policy 102](#) for additional information.

MANDATORY TRAININGS

All substitutes are required to complete assigned training in the District's online training platforms. Training information will be provided annually at the beginning of the school year and during the onboarding process for new employees.

*All substitutes are required by Iowa law to complete the online courses for mandatory child abuse every three years based on certificate expiration date.

SUBSTITUTE EXPECTATIONS

Substitutes are maintained on the Iowa City Community School's roster of eligible substitutes, contingent upon their ability to comply with personal and professional standards of conduct. Conduct detrimental to the reputation of individual schools and/or the school system, not in the interest of the instructional program, or constituting a threat to the safety or well-being of students, the community, or school employees will be cause for removal from substitute employment. Reasons for the potential removal include but are not limited to:

- Performance issues addressed by Human Resources that remain unresolved
- Exclusions from facilities due to performance
- **Inactivity for a period of six (6) months for certified substitutes (TEACHERS);** exceptions may be considered
- Inactivity for paraeducator substitutes - **Paraeducator substitutes must work two (2) assignments of at least 6.5 hours per assignment (13 hours minimum) each month throughout the school year in order to remain an active substitute.** (Special exceptions may be considered if addressed with HR/Sub Services **prior to**. Examples include but are not limited to student teaching, college students working on breaks, extended medical leave with documentation, etc.)
- Excessive cancellations for accepted jobs; determined on an individual basis
- Excessive tardiness or instances of leaving early, without making arrangements prior to the scheduled assignment



- Three (3) instances of “no-call - no show” (not reporting for the assigned job without canceling the job in a timely manner and notifying the school of the cancellation)

Please note that failure to comply with any of these expectations may be reason for exclusion from a building’s sub list or the district’s sub pool. Rehire eligibility with the Iowa City Community School District shall be determined on an individual basis.

EMAIL

It is the responsibility and expectation of all employees, including substitutes, to regularly check and respond to their district email. All school business must be sent from District email.

If email assistance is needed, please contact the Technology Help Desk at 319-688-1000 x4357.

CERTIFICATION AND LICENSURE

For certified teacher substitutes, the Iowa Department of Education requires the Human Resources office to keep a copy of the “Iowa Certificate” on file for each working substitute teacher. This includes one of the following options: a valid Iowa Teaching License, a valid Iowa Substitute License, or a Substitute Authorization issued by the Iowa Board of Educational Examiners. It is the responsibility of the substitute to submit current licensure to the Substitute Services division of Human Resources.

Additional license and renewal information can be found at the Iowa Department of Education website <https://educate.iowa.gov/educator-licensure/licenses-authorizations>

STANDARDS OF CONDUCT

EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

SUBSTITUTE CONDUCT

All employees of the district, including substitutes, must notify Human Resources within five days of any arrest or criminal charge levied against them, whether a misdemeanor or felony.



Employees who do not notify the district or are suspected of violating the district's policies or procedures may be subject to disciplinary action up to and including termination, pending an investigation of the situation.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Iowa City Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

RETALIATION PROHIBITED

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. ([Board Policy 104](#))

SUBSTANCE FREE WORKPLACE NOTICE TO ALL EMPLOYEES

Substitutes are required to follow the [Board Policy](#) regarding a Substance Free Workplace. EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.



"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

The superintendent or designee retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

TOBACCO/NICOTINE-FREE ENVIRONMENT

Tobacco and nicotine use, including the use of look-alikes where the original would include tobacco or nicotine, is prohibited on school district facilities and grounds, including school vehicles. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. ([Board Policy 905.2](#))

SALARY INFORMATION

PAY CYCLES

Substitutes are paid on the 15th and the last day of the month. If the pay date falls on a weekend or on an observed holiday, it will move to the most recent prior business day. Direct deposit is not required, but is the preferred and strongly recommended method of payment, due to safety and efficiency.

Payroll will send an email 1-2 business days prior to the pay date that will include the paystub and link to our employee portal, Web Link. Substitutes should review their hours each week to ensure they are correct. Payments will not be processed for days that a substitute is missing a Red Rover or TimeClock Plus entry. If an error is found please contact Human Resources/Substitute Services as soon as possible. Corrections for missing data from either system or errors in general will be processed on the next available payroll cycle.

The 26-27 Payroll Schedule can be found [here](#).

PAY RATES

Teacher Substitute:

\$150 daily, \$75 half day (4.5 hrs/day or less)

Incentive Rates - for retired ICCSD teachers and teachers that have subbed for our district a minimum of 20 times - \$170 daily, \$85 half day (4.5 hrs/day or less)



Long Term - \$230 daily, \$115 half day; after 11 consecutive days (must have current Iowa Teaching or Substitute License)

Paraeducator Substitute: \$15.00/hour

Secretary Substitute: \$16.25/hour

Nurse Substitute: \$230 daily, \$115 half day

Building Assigned Substitutes: \$26.00/hour

Interpreter: \$25/hour

IPERS

Non full-time employees may qualify for IPERS (Iowa Public Employees' Retirement System) by earning \$1,000 gross pay or more in two consecutive quarters. Contributions are mandatory if you qualify:

- Employee - 6.29%
- Employer - 9.44%

Additional information can be found at <https://ipers.org/> or 800-622-3849.

SUBSTITUTE INFORMATION

REPORTING TO WORK

Substitutes are expected to arrive at the designated building prior to their assignment start time and should report directly to the main office upon arrival. If a sub accepts an assignment late or after the scheduled start time, you are asked to arrive as soon as possible. Substitutes should only report for assignments at buildings for which a Red Rover confirmation has been received.

Substitutes should clock in once they have arrived at the building. iPads are available in the main office or substitutes may use the TimeClock mobile app on their phone.

While in the building, substitutes should wear their district issued ID badge at all times.

Substitutes should become familiar with the building, plans and daily schedule, and emergency procedures before the students arrive. Any questions or concerns should be addressed with building administrators and/or office staff. Loaner computers may be available in the office for substitute teachers, as needed.

At the end of the day, substitutes leave feedback regarding the day, as applicable. After all students have left and duties are completed, substitutes should check out in the main office, return any loaned equipment, and clock out.

If the occasion arises that a substitute needs to cancel an accepted job the day of the



assignment, the substitute should cancel the assignment in the absence management system and contact the building as soon as possible so that another substitute can fill the position. If a job is canceled the day of, the substitute is not eligible to accept another assignment for that day.

RESPONSIBILITIES

In most classrooms, a substitute folder will provide information that the substitute may need, such as seating charts, daily schedules, emergency procedures and plans for the day. If lesson plans are unavailable, substitutes should contact the office. It may be helpful for the substitute to introduce him/herself to the teachers in neighboring classrooms for additional help. Substitutes should follow the regular classroom teacher's lesson plans as closely as possible. Ask questions of appropriate staff regarding meaning, intent, availability, location of resources, or any other obstacles to the strict adherence to the teacher's lesson plans.

If a substitute has time within a daily schedule when he/she is not supervising students, the substitute should report to the building secretary or administrator for additional assignments, if needed, for the scheduled time.

ABSENCES/TARDINESS - STUDENTS

At the elementary level, student attendance is taken each morning and is reported to the office. At the secondary level, student attendance must be reported each period. The procedure followed in the individual buildings for attendance and lunch count will be explained by the school secretary. No student should be excused from the building without securing permission from the principal or secretary. Students entering the classroom after the bell will be considered tardy. Tardies should be reported to the classroom teacher.

SUPERVISORY DUTIES

A substitute is expected to cover all of the supervisory duties assigned to the employee for whom they are covering. These duties may include hallway, playground, breakfast or lunch, and recess duty. Supervision of students in unassigned areas is the responsibility of all staff members. Staff, including substitutes on duty, should be stationed at the classroom door when students are entering or leaving, in the hallway or in the locker area. When you are assigned supervisory duties, you are responsible for the safety of the students under your care.

STAFF MEETINGS/PROFESSIONAL DEVELOPMENT

Substitutes are not required to attend staff meetings or stay for professional development on early dismissals with the exception of Building Substitutes on letter of assignment. Long-term substitutes should communicate with the building principal regarding attendance at staff meetings and professional development opportunities.

CLASSROOM MANAGEMENT

Each substitute is expected to maintain proper classroom management. Any improper behavior should be reported to the regular classroom teacher in your end of the day notes. Substitutes should make the principal aware of any extreme discipline problems. Do not attempt to directly contact a parent or guardian. Students should never be left unattended



and adherence to school rules should be complied with at all times in a fair but firm and consistent manner. No student should be released from school without approval from the office.

INCLEMENT WEATHER GUIDELINES AND SCHOOL CANCELLATIONS

The safety and well-being of students and staff is our top priority and the decision to close, delay, or release school is no simple matter. Before deciding to modify the school day due to extreme weather conditions, the Superintendent consults with a variety of experts both inside and outside of the District. Our commitment is to keep students, families, and staff safe, and to keep the community informed of weather-related school closings, delays, and cancellations in a timely manner. Announcements of District weather-related decisions are communicated through local media outlets (television, radio) and multiple District communication platforms. Notification will be sent directly to families by phone, text, and email through the District's Blackboard Mass Notification system. Announcements are also posted on Iowa City Schools' social media accounts (Facebook, Twitter, Instagram), individual school websites, and the District website. In addition, the District utilizes the official Iowa City Schools mobile app to share weather-related notifications. Additional information regarding inclement weather and school closings can be found on the district website under [Weather](#).

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a benefit provided by the Iowa City Community School District for all employees and their eligible family members. The EAP provides professional services through the Synchrony Program at Prelude Behavioral Services. Synchrony is designed to assist individuals and families in finding life-affirming solutions to mental health problems. Personalized treatment is offered in a safe, professional environment.

The Employee Assistance Program (EAP) helps resolve personal problems before they negatively affect your health, relationships with others, or job performance. Synchrony EAP counselors provide confidential, professional counseling, education, and referral services to you and your family members, including but not limited to: work related concerns, emotional or mental health, family or relationship issues, legal or financial issues, and substance abuse.

Employees and their eligible family members can call 319-351-9072 or toll free at 800-444-9014. For additional information please see additional information on the district website here: <https://www.iowacityschools.org/Page/19646>

MEDICAL - STUDENTS

HEALTH SERVICES

A school nurse or health associate is assigned to each building. Students should be referred to the school nurse or health associate in the case of cuts, injuries, or use of medication.

MEDICATION

All medication must be distributed by the school nurse or health associate.



STUDENT ACCIDENT/INCIDENT

Accidents or illnesses involving students should be reported to the office immediately.

MEDICAL - STAFF

PERSONAL ILLNESS/EMERGENCY

If a substitute should become ill while at work in the district, he/she should contact the building secretary or principal.

INJURIES ON THE JOB

In the unfortunate case that you are injured while on the job at the Iowa City Schools we want to make sure you have the best care available if it is required. Please refer to the [Appendix 4](#) for additional information.

TECHNOLOGY USE

All employees are responsible for using district technology including but not limited to computers, networks, and Internet services for school-related purposes and performance of job duties and in a professional, ethical, and lawful manner. All users shall comply with all local, state and federal laws. The Iowa City Community School District reserves the right to access, view, and monitor any material stored on school district equipment or any material used in conjunction with the school district's network. Users of the school district's network must not expect, nor does the school guarantee privacy or system reliability and is not liable for any loss or corruption of data resulting from use of the district's network.

Violations of policies or applicable state and federal laws may be subject to disciplinary action, up to and including termination.

All records belonging to the Iowa City Community School District are public records and available for public examination and reproduction, except those records which are defined by law as confidential and those records which are copyrighted.

CELL PHONE USE

Substitutes and employees may possess and use cell phones as outlined in [Board Policy 401.12](#). At lunch or during planning/break times, a substitute may use their cell phone as appropriate. Cell phones shall be used in a manner that does not disrupt instruction or school sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved. Employees violating the policy will be subject to discipline, up to and including discharge.

ENDING EMPLOYMENT

If you wish to be removed from the Iowa City Community School District's active substitute list, contact Human Resources. Please be sure to have updated contact information in Web Link before emailing your resignation so your W2 can be mailed to you at the end of the year.



ADDITIONAL INFORMATION AND LINKS

Infinite Campus URL: <https://iowacityia.infinitecampus.org/campus/iowacity.jsp>

Substitute Teachers:

- Login to your district account.
- Use the URL above to access Infinite Campus, click the Google Sign-In Button
- Once logged in, the Sub will see all assigned course sections within the Control Center for the teacher they are subbing for.

Short Term Substitutes have access to:

- Attendance & Lunch Count ([Directions](#))

Long Term Substitutes have access to:

- Attendance & Lunch Count ([Directions](#))
- Gradebook
- Other areas

Contact the Technology Help Desk

Our District Technology Help Desk is staffed from 7:30 AM to 4:30 PM, Monday through Friday, during the school year.

Call the Help Desk: Extension 4357 (HELP) on-campus or (319) 688-1000 x4357 off-campus

Email the Help Desk: helpdesk@iowacityschools.org

District Calendar

<https://www.iowacityschools.org/our-district/calendars>



BUILDING LOCATIONS

ELEMENTARY SCHOOLS

Alexander Elementary
3571 Sycamore Street
Iowa City, IA 52240
319-688-1095
Katherine Thompson, Principal
thompson.katherine@iowacityschools.org

Borlaug Elementary
1000 Kennedy Parkway
Coralville, IA 52241
319-688-1155
Jason McGinnis, Principal
mcginnis.jason@iowacityschools.org

Coralville Central Elementary
501 6th Street
Coralville, IA 52241
319-688-1100
Andy Gahan, Principal
gahan.andy@iowacityschools.org

Garner Elementary
80 Birch Street
North Liberty, IA 52317
319-688-1190
Travis Dyer, Principal
dyer.travis@iowacityschools.org

Grant Elementary
1000 Centro Way
North Liberty, IA 52317
319-688-1500
Ken Turnis, Principal
turnis.ken@iowacityschools.org

Hoover Elementary
1355 Barrington Road
Iowa City, IA 52240
319-688-1110
Carolyn Ceynar, Principal
ceynar.carolyn@iowacityschools.org

Horn Elementary
600 Kose Avenue
Iowa City, IA 52246
319-688-1115
Kristin Cannon, Principal
cannon.kristin@iowacityschools.org

Kirkwood Elementary
1401 9th Street
Coralville, IA 52241
319-688-1120
Renee Person, Principal
person.renee@iowacityschools.org

Lemme Elementary
3100 East Washington Street
Iowa City, IA 5224
319-688-1125
Ashley Mangan, Principal
mangan.ashley@iowacityschools.org

Lincoln Elementary
300 Teeters Court
Iowa City, IA 52246
319-688-1130
Matt Lesan, Principal
lesan.matthew@iowacityschools.org

Longfellow Elementary
1130 Seymour Avenue
Iowa City, IA 52240
319-688-1110
Kelli Webb, Principal
webb.kelli@iowacityschools.org

Lucas Elementary
830 Southlawn Avenue
Iowa City, IA 52240
319-688-1140
Bryan Woods, Principal
woods.bryan@iowacityschools.org



Mann Elementary
521 North Dodge Street
Iowa City, IA 52245
319-688-1145
Gabriel Wylder, Principal
wylder.gabriel@iowacityschools.org

Penn Elementary
230 North Dubuque Street
North Liberty, IA 52317
319-688-1150
David Brandon, Principal
brandon.david@iowacityschools.org

Shimek Elementary
1400 Grissel Place
Iowa City, IA 52245
319-688-1160
Chris Pisarik, Principal
pisarik.chris@iowacityschools.org

Twain Elementary
1355 DeForest Avenue
Iowa City, IA 52240
319-688-1165
Theresa Kirkman, Principal
kirkman.theresa@iowacityschools.org

Van Allen Elementary
170 Abigail Avenue
North Liberty, IA 52317
319-688-1185
Eric Ewald, Principal
ewald.eric@iowacityschools.org

Weber Elementary
3850 Rohret Road
Iowa City, IA 52246
319-688-1170
Amber Daubs, Principal
daubs.amber@iowacityschools.org

Wickham Elementary
601 Oakdale Boulevard
Coralville IA 52241
319-688-1170
Heather Stevens, Principal
stevens.heather@iowacityschools.org

Wood Elementary
1930 Lakeside Drive
Iowa City, IA 52240
319-688-1170
Ernie Cox, Principal
cox.ernie@iowacityschools.org



MIDDLE SCHOOLS

North Central Middle School
180 East Forevergreen Road
North Liberty, IA 52317
319-688-1210
Colby Miller, Principal
miller.colby@iowacityschools.org

Northwest Middle School
1507 8th Street
Coralville, IA 52241
319-688-1060
Kimberly Fitten, Principal
fitten.kimberly@iowacityschools.org

Southeast Middle School
2501 Bradford Drive
Iowa City, IA 52240
319-688-1070
Michelle Cook, Principal
cook.michelle@iowacityschools.org



HIGH SCHOOLS

City High School
1900 Morningside Drive
Iowa City, IA 52245
319-688-1040
John Bacon, Principal
bacon.john@iowacityschools.org

Liberty High School
1400 South Dubuque Street
North Liberty, IA 52317
Adam Zimmermann, Principal
zimmermann.adam@iowacityschools.org

Tate High School
1528 Mall Drive
Iowa City, IA 52240
Kristina Brown, Principal
319-688-1080
brown.kristina@iowacityschools.org

West High School
2901 Melrose Avenue
Iowa City, IA 52246
Mitch Gross, Principal
gross.mitch@iowacityschools.org