
SUBSTITUTE TEACHER HANDBOOK

2026-2027



POST FALLS
SCHOOL DISTRICT

206 W Mullan Ave

Post Falls, ID 83854

208-773-1658

www.pfsd.com



POST FALLS

SCHOOL DISTRICT #273

July 2026

Dear Substitute Educator,

Welcome, and thank you for choosing to work with our Post Falls School District students and schools. We are happy you have joined our team. Your willingness to step into the classroom and continue student learning is greatly appreciated.

Substitute teachers are an important part of our school community. You keep learning on track when the regular educator is away. Just as important, you help provide a safe, caring, and positive classroom for our students. Your flexibility, professionalism, and dedication make a difference every day.

This Substitute Teacher Handbook was created to give you the information and guidance you need to be successful in the classroom. It will help you continue the learning plans prepared by the classroom teacher and answer many of the questions you may have while working in our schools. We encourage you to read the handbook and keep it as a helpful resource throughout the school year.

Thank you for being an important part of our team. We appreciate your commitment to our students and wish you a successful and rewarding experience in our schools.

Sincerely,

Anna M. Wilson
Superintendent

DISTRICT ADMINISTRATIVE OFFICE
P.O. Box 40 • Post Falls, ID 83877-0040
208-773-1658 • FAX 208-773-3218
www.pfsd.com

July 2026

Dear Substitute Teacher and Substitute Paraprofessional:

Welcome to the Post Falls School District! I am very pleased that you have chosen to join our amazing Substitute Teaching Team and I look forward to working with you and making this year a positive experience for you, our teachers and especially our students. We have added information in this handbook to help support and guide you while you are working as a substitute teacher in our Post Falls Schools. The main purpose of this guide is to provide general information to assist you in performing your duties effectively and efficiently. Please take a few moments to review the 2026-2027 Substitute Handbook.

Our primary goal is to ensure our Substitute Teachers and Substitute Special Education Paraprofessionals have the knowledge and skills to successfully engage and support our students in their teacher's absence. Our commitment to you is to provide you with the training and support you need to be successful instructing and managing any classroom.

As a substitute teacher, you play an integral part in the daily education of our students. The Post Falls School District appreciates your enthusiasm and efforts to help ensure a smooth transition for our students in the absence of their regular teacher. Our sincere hope is that your experience is successful and rewarding as well.

I look forward to working with you this coming school year.

Jill Stevenson

Substitute Coordinator

Post Falls School District 273

jstevenson@sd273.com

208-217-2778 Sub Cell Phone

Positions Needing Substitute Teachers:

Certified: Classroom Teachers

Classified: Paraprofessionals in Special Education:

Resource paraprofessionals

Lifeskills paraprofessional

BI-Behavior Interventionist

Payroll:

Post Falls School District payroll uses a Direct Deposit system. A direct deposit form is enclosed in the substitute payroll packet. ******Monthly Pay Stub:** Once you accept your first job and complete it, you will be added to our Skyward payroll system. You will receive an email for you to accept and log in and that is where you will have access to your monthly pay stub. You have 24 hours from when we send the link to log in. We no longer mail out monthly payroll stubs.

Pay Periods:

Payroll Dates 2026-2027 (Payday)	Start and end dates of the pay period
September 25, 2026	8/17/26 to 9/11/26
October 26, 2026	9/14/26 to 10/16/26
November 25, 2026	10/19/26 to 11/13/26
December 24, 2026	11/16/26 to 12/11/26
January 25, 2027	12/14/26 to 1/15/27
February 25, 2027	1/19/27 to 2/12/27
March 25, 2027	2/16/27 to 3/12/27
April 26, 2027	3/15/27 to 4/16/27
May 25, 2027	4/19/27 to 5/14/27
June 25, 2027	5/17/27 to 6/11/27
July 26, 2027	6/14/27 to 6/16/27

4-Day Schedule:

The Post Falls School District is on a 4-day school week. School is in session Monday thru Thursday, except on holidays. The calendar showing the dates that we are in session is provided on page **23** of the Substitute Handbook.

Substitute Pay:

Sub pay will vary depending on the building. The high schools and middle school's schedules are longer, therefore the pay for those buildings will be more. Long term positions and retired teachers are at a different rate when appropriate documentation is provided.

\$110.00 for a full day at all Elementary Schools (half days will be **\$55.00**)

\$125.00 for a full day at Post Falls High School, New Visions HS, River City Middle School and Post Falls Middle School (half days will be **\$62.50**)

\$120.00 long term (after 10 consecutive days in the same classroom) Elementary

\$135.00 long term (after 10 consecutive days in the same classroom) PFHS, PFMS and RCMS full day

\$145.00 Retired Teachers (With verified documentation) full day (half days **\$72.50**)

*****Bonus Incentives*** The more days you work, the more you can earn!**

***\$100 BONUS** for every **10** days that you work at any school per pay period. (This is for whole days; 2 half days equal a whole day)

***Work 14 or more days** total per pay period, in any building and get an additional **\$50** bonus. (This is for whole days; 2 half days equal a whole day)

You can earn up to a **\$150** bonus per pay period.

****SUBSTITUTE REPORT TIMES:**

			Sub Report Times Full Day	Half AM	Half PM
Greensferry			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Mullan Trail			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Ponderosa			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Prairie View			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Preschool PVE			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Seltice			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Treaty Rock			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
West Ridge			8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Post Falls High School			7:10 a.m. - 3:10 p.m.	7:10 - 11:15	11:15 - 3:10
Post Falls Middle School			7:20 a.m. - 3:00 p.m.	7:20 - 11:15	11:15 - 3:00
River City Middle School			7:20 a.m. - 3:00 p.m.	7:20 - 11:15	11:15 - 3:00
New Visions High School			7:20 a.m. - 2:45 p.m.	7:20 - 11:15	11:15 - 3:00



Emergency School Closing and Late Opening Procedures

When the weather creates hazardous road conditions, school may close for the day or may be delayed by 2 hours. School closures and delays are announced between 5:00 a.m. and 8:00 a.m. on the following television stations KREM-2, KXLY-4, and KHQ-6. School closures and delays will also be posted on the district website www.pfsd.com.

***** It is the responsibility of the substitute to seek information if the weather is doubtful. *****

RESPONSIBILITIES OF THE TEACHER

1. Complete lesson plans made out for the current day or week, with sufficient detail to be easily understood.
2. Current Seating Chart
3. Daily schedule and attendance instructions.
4. List of students with physical, medical or special accommodations along with strategies for treatment. (when applicable)
5. Fire drill and Lockdown procedures.
6. Extra Duty Schedule

RESPONSIBILITIES OF SUBSTITUTE

1. Report to work at your scheduled school at the time listed in **Absence & Substitute**. Each building has their own report times. (Look in the Notes section of the job posting for any special instructions.)
2. Go directly to the school office and check in with the school secretary. You will be required to Sign In and get a Substitute badge. Don't forget your ID when you arrive. A Substitute Teacher Badge needs to be worn at all times and can be obtained in any school office that you are working at for the day. The Raptor Badges are printed using your driver's license and can be used in all Post Falls schools. You will also need to have your driver's license with you any time you check in to a building. If you do not have a substitute badge or your driver's license, you will not be able to substitute that day. Staff and Student safety is our primary concern in every building.
3. Signing in at the office guarantees your pay and shows that you were in the building.
4. Obtain the individual teacher's substitute folder. It will contain seating information, lesson plan location, duty schedule, emergency information and classroom procedures including attendance, lunch and recess schedules.
5. The substitute teacher will be expected to perform all the duties of the regular teacher, including bus duty, before or afterschool duty, lunchroom duty, etc.
6. Follow the teacher's plans as closely as possible and leave detailed notes of what you covered during the day as well as anything that was not covered.
7. Check out at the office at the end of the day and return any keys you were given.

Professional Appearance

First Impressions are important and, like it or not, the way you dress will make a difference in how you are treated by students and staff members. Dress in a manner that sets you apart from students and enhances a businesslike atmosphere in the classrooms. As a substitute teacher, you are making a first impression virtually every day. The Post Falls School District has a casual business dress code. [School Board Policy 407.1 Inappropriate dress or appearance](#). To maintain a professional and focused atmosphere, district employees must ensure all personal expressions do not distract from the instructional environment or compromise professional decorum. The district reserves the right to address any element of appearance deemed unprofessional or disruptive to the workplace.

Confidentiality

All student information is confidential. Do not share student or staff information with anyone. This includes other teachers, parents or friends. Disclosure of such information is governed by federal and state laws. If you have any questions or concerns, talk privately with the building principal.

Student Discipline

It is suggested that you use a three-step discipline plan in dealing with individual misbehavior.

1. Provide a warning to the student
2. If the student continues to misbehave, provide a second warning and conference with the student in private, if possible.
3. If the behavior continues yet again, you will refer the student to the office for disciplinary action.

Medications

Medication should only be administered by the school nurse or other appropriate personnel. Substitutes should never administer any medications, either prescription or OTC. Occasionally students will carry their own inhalers.

NEVER TOUCH A STUDENT. As a substitute, you are not allowed to touch students in any way. Act appropriately with all students and treat them with respect. *Actions can easily be misunderstood and can place a substitute teacher at legal and professional risk. ** Your language needs to be positive and professional as well. Respect student's personal space and boundaries.

Supervision of Students

Under no circumstances are students to be left unsupervised! Classrooms are to be locked when the guest teacher is not available.

Prep Time

“Teacher Prep” times are not substitute prep times. You may be asked to assist in another capacity during the “teacher prep” period. It may not happen every time or every day, but please be patient and flexible when asked to help.

Emergency Packet-Available at Office at Check-in or with the teachers sub plans.

1. **Fire Drills**-Everyone will exit the building. Have the student’s line up quickly and exit the building to the designated place. Check the Emergency Packet or the exit map hanging by the classroom door for location. Once outside, you will need to take a head count. If any students are unaccounted for, let the administrator know. (Walkie Talkies or Red/Green Cards)
2. **Lockdown**-means the doors and windows are closed and locked and the kids are out of sight and quiet. Do not open the door for ANY reason.
3. **Safety Hold**-Everyone stays inside. Students may move around the classroom and building.
4. **Evacuate**-Everyone will exit the building to go to the school’s evacuation point. **All schools will be bussed to the Kootenai County Fairgrounds for reunification. All Districts will use this process.** (Follow the instructions given to you by the administration)

Cell Phones

Students should NOT be using their cell phones during the day.

Elementary students-Cell phones should be off and in their backpacks. (This includes Smart Watches)

Secondary students-please check with the school office for cell phone rules. (Between classes, listening to music, calculators etc.) **Cell phones should be turned off and put away while they are in class.**

Substitutes should NOT be using their cell phone during the day. Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervisions during the day.

Controversial Issues

DO NOT discuss controversial issues with students or staff members. Remain neutral on issues such as religion or politics. Keep your political, religious, and social beliefs private. Avoid comments related to your own personal feelings and opinions. By following the teacher's lesson plans, you should be able to avoid these situations. If you find yourself in a class where students ask about your beliefs, be respectful of their inquiries but stick to the lesson at hand.

***Pronouns**-You are not to ask students their pronouns. In our Skyward system, their legal name is listed and, in some cases, their "preferred" name. If a student is to be addressed by another name, it will be listed in the sub plans and in the Skyward system. If there is a pronoun question, call them by their name in Skyward.

Social Media

Educators, even Substitutes, are held to a higher standard of behavior than other employees, even in their personal lives. This includes your online behavior. **DO NOT** post anything on Social Media concerning students, parents or staff members. **DO NOT** accept social media requests from students.

Miscellaneous

***Snacks/Incentives:** DO NOT hand out candy, toys, gum, stickers, money or snacks. (Each building/classroom has specific reward/incentive protocol as well as students with allergies)

***Do not bring in movies to show the students.** Any movies or anything on social media or YouTube needs permission from building administration to be shown. Everything needs to follow the lesson plan/curriculum.

***DO NOT** make telephone calls/text or write notes of a personal nature to students.

*** Substitutes should never take any pictures of students.**

School campuses are closed-students and substitutes need to remain on campus during school hours and may not leave for lunch.

*****Substitute teachers are required to work a minimum of 2 days per month to stay active on the Substitute Teacher list.**

***Inactivity:** Every few months, the work history of the subs may be reviewed. Subs may be deactivated due to inactivity without notification and must reapply to be rehired. It is

expected that if you sign up to be a substitute, you accept positions and work as needed. This will be evaluated on a case by case basis.

*If a pattern of accepting assignments and dropping them last minute occurs, it is possible that you will not be able to continue substituting for the Post Falls School District.

*At any time, or for any reason, if there are any unfavorable incidents or reports regarding substitutes that need to be addressed, the appropriate District Office Personnel may look into the matter and determine the appropriate action. A substitute may also be temporarily “inactivated” pending an investigation if necessary.

***Principals have the right to exclude any substitute from their building for any reason.**

*Additionally, if an issue is persistent or of sufficient seriousness, the appropriate District Office Personnel may make the determination to terminate the substitute from their substitute duties at Post Falls School District.

***Resignation:** If you decide that you no longer wish to substitute in the Post Falls School District, it is important for us to receive that information as soon as possible and the notification must be in writing with your full name included. This can be done by email or text. Please contact the Substitute Coordinator at: jstevenson@sd273.com to inactivate your file.

Jill Stevenson, Substitute Coordinator

Post Falls School District #273

jstevenson@sd273.com

District Office 208-773-1658

Sub Cell Phone 208-217-2778



SCHOOLS / PRINCIPAL'S & SECRETARIES

Greensferry Elementary – Principal: Kathy Baker, Secretary: Brianna Niski (208) 773-0999
Address: 1520 Bunting Lane

Mullan Trail Elementary–Principal: Heather Becker, Secretary: Victoria Brooks (208) 457-0772
Address: 300 W Cherry St

Ponderosa Elementary–Principal: Sarah Triphahn, Secretary: Michele Simons (208) 773-1508
Address: 3483 Ponderosa Blvd.

Prairie View Elementary–Principal: Lisa Hoffeld, Secretary: Twilla Walshon (208) 773-8327
Address: 2478 E Poleline Ave

Seltice Elementary–Principal: Falon Rowland, Secretary: Jennifer Schalk (208) 773-1681
Address: 1101 N Chase Rd

Treaty Rock Elementary – Principal: Katrina Kramer, Secretary: Shanna Salsbury (208) 619-1480
Address: 4916 East Hope Ave.

West Ridge Elementary–Principal: Tim Rice, Secretary: Mary Schlothauer (208) 773-7291
Address: 1758 N Clark Fork Parkway

Post Falls Middle School–Principal: Tabitha Booth, Secretary: Michelle McCabe (208) 773-7554
Address: 301 E 16th Ave

River City Middle School–Principal: Andy Preiss, Secretary Christine Barber (208) 457-0933
Address: 1505 N Fir St

Post Falls High School–Principal: Mark Mason, Secretary: Trissha Siler (208) 773-0581
Address: 2832 E Poleline Ave

New Vision Alternative High School–Principal: Dan Davidian, Secretary: Teresa Browning (208)773-3541 Address: 205 W Mullan Ave

POST FALLS SCHOOL DISTRICT NO. 273

Series 400: Certified Personnel: Instructional Considerations Policy No. 405.8

Substitutes are defined as any individual who temporarily replaces a certificated classroom educator, who is not under contract with the school district and who is paid a substitute wage as established by district policy on a day to day basis. As temporary day workers, substitutes are not employees as defined by the State of Idaho.

It is the policy of the Board of Trustees that individuals serving on a substitute or temporary basis in the school district shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of the regular contracted personnel.

Each substitute teacher applicant must undergo a criminal history check within five (5) days of submitting the Substitute Teacher Application, or be listed on the State Department of Education substitute registry list.

All substitute teachers will undergo substitute teacher orientation and training prior to being placed in a classroom.

Legal References: I.C. 33-506, 33-512, 59-1302 Applicable
Procedural Regulations: 405.8a Date of Adoption: 1/26/88
Amended: 8/8/05, 7/12/10 Reviewed: 2017

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Instructional Considerations Section Title:
Substitutes
Sub-Section No. 405.8a Page 1 of 1

The substitute teacher coordinator will personally arrange for all substitute teachers and assign to the buildings. The coordinator will make every attempt to assign substitute teachers who hold valid teacher certificates unless such are unavailable.

Each substitute teacher applicant must undergo a criminal history check by completing a fingerprint card and submitting it with the required fee within five (5) days of submitting the Substitute Teacher Application. Any substitute teacher who has undergone a criminal history check for another Idaho school district and is listed on the state substitute registry list is not required to undergo an additional history check for the Post Falls School District.

Substitute teachers are required to sign in at the assigned building and obtain a visitor's identification badge to be worn while on school district property. The badge is to be turned in to the school secretary at the end of each day of substitute teaching.

Substitute teachers will be paid the Board approved daily rate. Substitute payroll is on the 25th of the month. Time sheets are to be submitted by the 15th of each month in order to be paid on the 25th of that month.

Adopted: 1/88
Amended: 9/9/96, 8/8/05
Reviewed 2017

ACCIDENT REPORTING and PERSONAL SAFETY



The goal of the Post Falls School District is to help you maintain a safe and secure working environment. Since accidents do happen we want to clarify our policies and procedures regarding accident reporting.

- 1. Should you personally have an accident or injury while on duty with the school district, you must report this incident to an authorized supervisor immediately.***
- 2. Emergency care is available for you through our preferred providers.***
- 3. Telling a co-worker or reporting an accident at a later time or date does not qualify as district policy. Reporting must be to a supervisor immediately.***
- 4. This reporting procedure covers all accidents to yourself or students, parents and vendors. If you observe an accident report the incident as soon as possible. Your supervisor will determine the steps to take.***

By learning and applying safety techniques, we can reduce accidents. Should you need training in lifting, general safety and/or first aid techniques, we will provide this service to you. Our goal is to assist you in the prevention of accidents.



TIPS FOR CLASSROOM ORGANIZATION AND MANAGEMENT:

- * When the bell rings, stand by the doorway and greet students as they enter the classroom. Be professional, friendly and enthusiastic about the day. Make a great first impression!!
- * Write your name on the whiteboard. Say it out loud so they know how to pronounce it. Please refer to yourself as Mr., Ms., or Mrs. and your last name. Take time to tell the class a little about yourself (be brief) before beginning the day's activities.
- * Write the daily schedule on the whiteboard. It helps the students anticipate what you expect of them. It also helps you maintain a regular classroom routine.
- * Take attendance. Make sure to smile and make eye contact with each student when you call out their name. Put a face to a name.
- * Let the class know that you will follow the normal classroom routine as closely as possible. Routine is important to students.
- * Ask the students questions, i.e. their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
- * Be sure you have the attention of everyone in your classroom before you start your lesson. Don't attempt to teach over the chatter of students who are not paying attention.
- * Follow the teacher's lesson plans as closely as possible.
- * Supervise your students at all times. Never leave students unattended!
- * Any unusual request from parents or students are to be handled by the building principal. Excusing students from school to go home, or giving early dismissal, shall be done only with the knowledge and consent of the school office. Please follow the individual school dismissal and checkout procedures.
- * Values are caught, not taught. Substitutes who are courteous, prompt, enthusiastic, in control, patient and organized provide examples for their students through their own behavior.
- * Use proximity control. Move closer to the child who is talking or misbehaving. Proactively move about the classroom to stop problems before they begin. This includes observations concerning internet use and websites. **"Proximity is the best weapon for disarming mischief"**
- * Walk around and monitor the classroom. You will be available for any questions and most discipline problems will cease when an adult is nearby.
- * Treat all students with respect and dignity-treat every child the way you would want your own child treated.

TIPS FOR CLASSROOM ORGANIZATION AND MANAGEMENT continued:

- * The key to effective behavior management is to acknowledge and reinforce positive behavior. Catch them being good!
- * Be Fair and Flexible, Friendly but Firm
- * Have a sense of humor.
- * Give Choices.
- * Be consistent
- * Always remain calm and in control of your emotions, words and behaviors.
- * Ask for help if needed.
- * Write a complete review of the day's activities. Be sure to indicate portions of the lesson plan which may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.
- * Leave the classroom in good order. Have students help in any housekeeping chores that would provide an orderly classroom upon the regular teacher's return.
- * Bring a lunch and some snacks for yourself. You will be glad you did.
- * End the day with a smile! 
- * Turn in your keys!

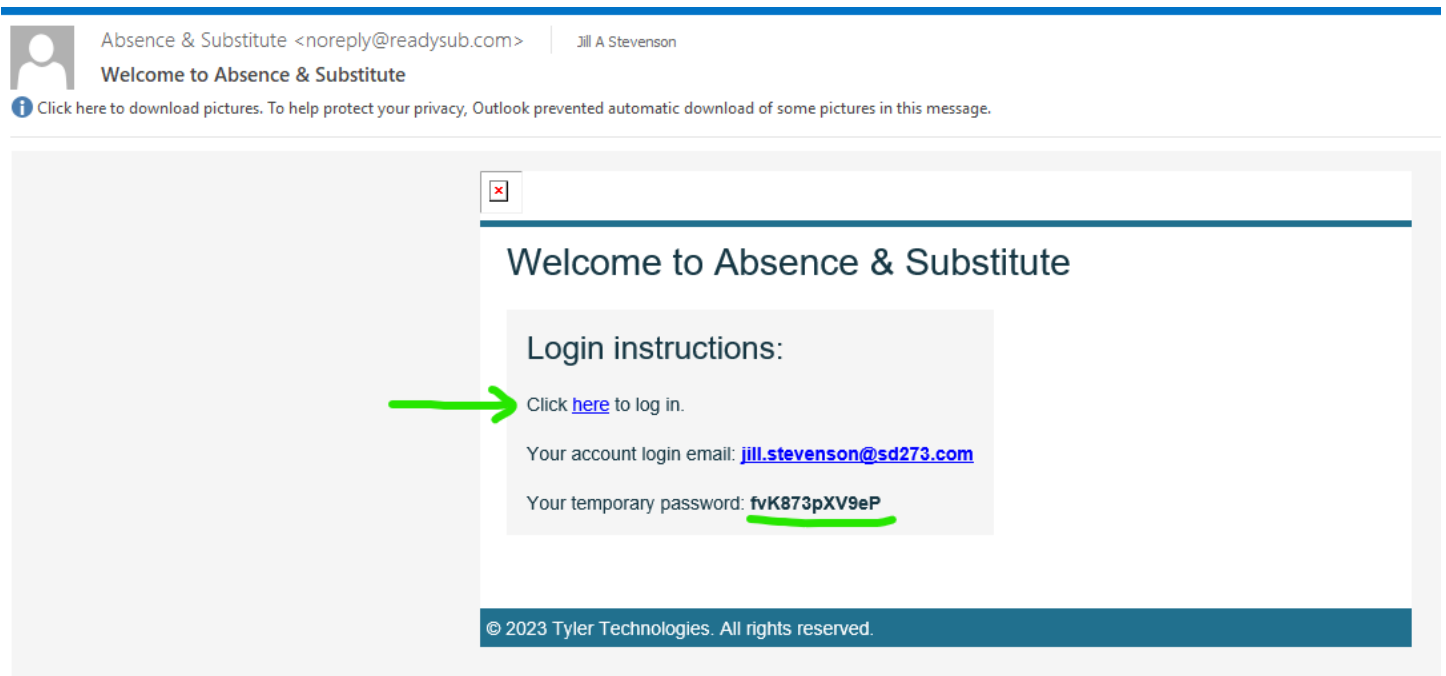
**The difference between a good sub and a GREAT sub
is a caring Heart!**



WELCOME email from Absence & Substitute

To activate your account

Your account with Absence & Substitute will be created using the email you provided. Once your background check has been approved and you have completed your training, you will receive the “Welcome email” from Absence & Substitute.



Click [here](#) (see above) and it will automatically re-direct you to the Absence & Substitute Website.

Your account login will be your email.

The system will ask for your temporary password and then when you are successfully in, it will have you create a new personal password.

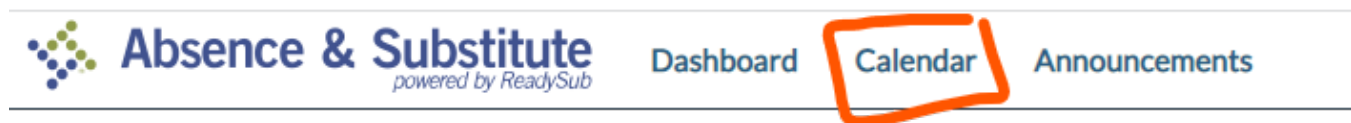
Once that is done, you can update your profile and start to see all available job openings.

You will automatically be notified by email of all available jobs posted per the preferences you provided. If you would like text messages, you will need to go into your profile and add your cell phone number. Then go into **Notification Preferences** and check “Text Message Alert” to receive text alerts. This can only be done by you.

To release a job, you have previously accepted: Please release it as soon as possible. When releasing a job, it will automatically ask you to put a reason in the pop-up box. Please do so.

If it is the night before or the morning of, please call or text me so I am aware of the last-minute change and can try to cover the empty position. (208) 217-2778 Substitute Cell Phone

HOW TO SET YOUR AVAILABILITY:

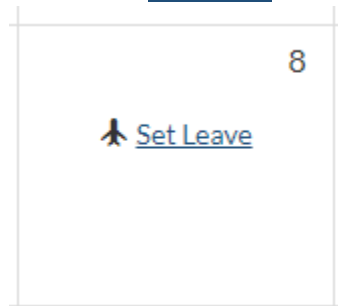


Go into your Calendar Setting to set any “leaves or unavailability requests”

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Set Availability	Set Availability	Set Availability	Set Availability	Set Availability

Setting your availability at the top of each column will make you unavailable for that day of the week for the entire calendar year. Such as every Monday.

If you are wanting only a specific day off: Hover over the day of the week and it will show you the link. [Set Leave](#)



This link will let you set the leave for that day only. Example: A doctor appointment. You can choose to be unavailable the whole day or half.

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Jul 2027						
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Student Contact Days	
Teachers Only	
Holidays	
<u>Start and end times</u> Post Falls High School: 7:25AM – 3:00PM New Vision High School: 7:45AM – 2:45PM Middle Schools: 7:45AM – 2:45PM Elementary Schools: 8:55AM – 3:40PM	<u>Holiday Breaks</u> Thanksgiving Break, November 25 - 27 Christmas Break, December 18 – January 1 Spring Break, March 26 – April 2

Notes

You each have your own
gifts and talents. Use
Them!

