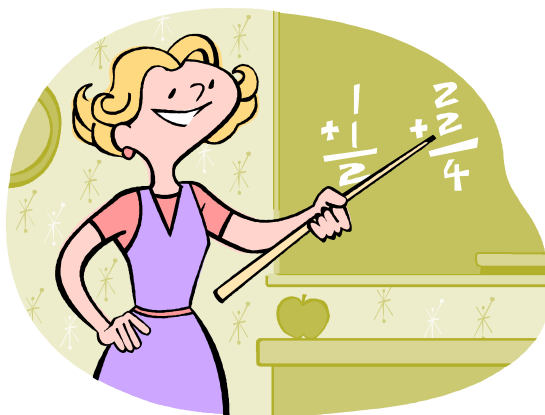


Pawling Central School District

Substitute Teacher/Substitute Teaching Assistant Handbook



Introduction

Substitute teaching is an important part of teaching dedicated to student achievement. We want to make the experience of working in Pawling Central School District as positive and productive for you as possible. To that end, we will do everything possible to assist you throughout the school day, and we are confident that you will do everything possible to maintain our high expectations and standards. This Handbook will answer some of the common questions that arise for substitutes.

Types of Substitute Teachers

As per New York State Education Department Commissioner's Regulations, Section 80-5.4:

“There shall be three categories of substitutes as follows:

- 1) ***Substitutes with valid teaching certificates*** or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.
- 2) ***Substitutes without a valid certificate***, but who are completing collegiate study toward certification at the rate of not less than **six semester hours per year**. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.
- 3) ***Substitutes without a valid certificate*** and who are not working towards certification. *Services may be rendered for no more than 40 days by a school district in a school year.”*

Substitute Assignments

- 1) The most common type of substituting is called “per diem” or “itinerant substitute teaching.” Per Diem substituting occurs when one is called in to replace a teacher who is out for a day or a limited series of days.
- 2) A “long-term substitute” is one who replaces the same teacher or teaching assistant for a period of more than 20 days.
- 3) Assignments can be in grades K-12, in general or special education classrooms, and in any content area. Some classrooms have Teaching Assistants assigned to the class or Teacher Aides assigned to specific students.

Substitute Process

In order to be placed on the active substitute list, individuals must:

- Fill out an instructional application along with the new hire paperwork
- Schedule an appointment to meet with the Personnel Associate- Lisa Kozlowski in the Human Resources Department (845-855-2028); bring all completed paperwork
- If you have not been cleared for fingerprints through the NYS TEACH system, be prepared to apply for fingerprint clearance by arranging an appointment:

With MORPHO Trust (1-877-472-6915 or www.identogo.com)

Approval takes approximately 30 business days

*Only individuals on the active substitute list are eligible to substitute.

Payment

Instructional substitutes work either a **full day** (7.08 hours) or a **half day** (3.54 hours) and are compensated as follows:

- 1) \$130.00 per day for NYS certified teachers
- 2) \$110.00 per day for Non-Certified Teachers
- 3) \$100.00 per day for Teaching Assistant.

All employees are paid semi-monthly. Substitutes are paid in the next payroll cycle after they have worked. Direct deposit of your pay can be arranged. Please make sure that you punch in and out for each day that you work ***in the CORRECT substitute position.***

Additional Information

All substitutes must return the Continuation of Employment letter each year to continue to be listed as a Substitute Teacher or Substitute Teacher Assistant for the Pawling Central School District. Letters are sent out at the end of the school year to those substitutes the District wishes to retain for the upcoming school year. Failure to return the letter by the due date will lead to the removal of your name from the substitute list. If at any time during the school year you wish to remove your name from the substitute list or to put your substitute status on hold please contact Lisa Kozlowski at 845-855-2028.

Substitute Teachers have the option of joining the New York State Teachers' Retirement System. You will get a form to fill out on which you will indicate whether or not you wish to join. This is done at your initial appointment.

If your work as a substitute is unsatisfactory for any reason, you may be removed from the active substitute list.

Substitute Roles and Responsibilities

Substitute Teachers have the important job of carrying on the instructional program in the absence of the teacher. We ask that you take that responsibility seriously. Your first responsibility is to maintain a safe and positive learning environment that blends what was taught yesterday with what will be taught tomorrow.

Expectations

Substitutes are expected to:

1. Dress professionally.
2. Log into AESOP and keep your profile up to date either at the website, www.aesoponline.com, or 1-800-942-3767. You will be entered into the system after successfully completing required documentation, interview, fingerprinting and Board of Education appointment processes.
3. Follow the direction of the building principal or designee. Assume responsibilities for school procedures such as attendance, discipline procedures, extra duty assignments, etc.
4. Maintain a positive environment.
5. Uphold expectations that in each day of instruction significant work will occur.
6. Follow lesson plans as provided.
7. Maintain order and discipline by using appropriate classroom behavior management strategies, applying them to all students in all areas of the school.
8. Keep appropriate confidential student records.
9. Leave a summary statement for the teacher that reviews the lessons taught, classroom management and individual student needs.
10. Leave the room in a favorable working condition.
11. Return keys, IDs and materials at the end of each day.

Calling Procedures

Substitutes will be called as vacancies occur. For unexpected absences, substitutes will be called between 5:50 pm – 10:00 pm for the evening before or calling can start as of 5:00 am for the day of. For absences for which the school has advance notice, such as personal business or school business, substitutes can call Frontline's Absence Management directly at 800-942-3767 to get an advance listing or access Frontline's Absence Management account directly on line at either <https://login.frontlineeducation.com//>. To change your profile Frontline's Absence Management you can do so online at <https://login.frontlineeducation.com//>, by contacting Lisa Kozlowski at (845)855-2028 or by contacting the Frontlines' Helpdesk at (845)486-4895.

- Teachers may request specific substitutes with whom they have developed working relationships and/or are aware of specific skills that the substitutes may have.
- Substitutes may also preview available openings and sign up for them in advance.

Note: All substitutes will receive a scheduled lunch period

Before Leaving the Building

Before leaving for the day please be sure that the classroom is left in an orderly condition and that books, supplies and equipment are put away. Please sign out in the main office at which time you may receive any communications or other instructions if necessary. Teachers will appreciate you leaving a note describing what the students learned and accomplished during the day. Try to emphasize the positive.

School Closing/Delays

In case of weather problems or other emergency situations, radio stations will broadcast information about school delays or closings. The announcement will also be on the school website, K-12 Alerts plus a web alert will be posted on Aesop. The web alert on Aesop will pop up upon your login to your account online.

Important Policies and Regulations

- Be sure to be aware of emergency routines at each school. Please ask your building contact person about these routines.
- Observations and opinions of teachers and students made in the course of the work-day should be treated as confidential and shared only with the Principal.
- Student records of all kinds are confidential. It is against the law to disclose information about a student to other people (in or out of school). Information obtained about students, including grades, medical concerns, performance, and behavior must be kept confidential.

- Personal information regarding other teachers or their classes should not be publicly disseminated.
- Cell phones and any other electronic devices must be kept out of sight, except in the case of an emergency. The use of any recording function of a cell phone or other electronic device is prohibited.
- Please review the Code of Conduct. If you do not have a copy of the Code of Conduct this can be accessed on our school website at www.pawlingschools.com. Go to the “Parents” link and you will find the Code of Conduct.
- Lastly, please follow the direction of the building Principal relative to all policies and procedures.

Classroom Management

There are some key principles of classroom management and interpersonal relationships which should help create a positive experience for you and your students.

A key principle for maintaining order and attention is to engage students through well planned lesson and materials (have something interesting and productive for the students to learn). The teacher should have left a clear lesson plan with significant and worthwhile learning objectives. It is important that you follow the lesson plan that the teacher has left. Be sure to have enrichment materials that strengthen learning for students in case the lesson plans need enrichment or is missing. In the event there are no plans please notify the principal’s office immediately.

Another key element in maintaining order and attention is to establish a positive personal relationship with the students. Get acquainted with the students. Introduce yourself and put your name on the board. Try to learn as many students’ names as possible and try to use their names as you conduct the lesson. Use the same respectful tone and conversation you would expect from the students.

Additional Tips

1. Treat students as you would want to be treated. Be respectful and expect respect. Smile.
2. Be fair, firm and consistent. Be confident and positive.
3. Let students know your expectations and standards and the reasons for them.
4. Get students actively involved in the lesson.
5. Ask questions to check for understanding and engage students’ attention.
6. Do not punish the group for the behavior of a few individuals.
7. Seek the assistance of an administrator or fellow teacher if problems arise.

8. Begin lessons promptly; do not allow “down time” at the start of class.
9. Be enthusiastic.
10. Give each student a chance to be successful.
11. Admit errors; do not try to bluff. Students can instantly spot a “phony.”
12. Make assignments reasonable and clear.
13. Be alert. Develop “radar” for small problems that may escalate.
14. Learn to control by proximity and eye contact rather than by voice.
15. Don’t compete with noise or escalate the volume of a discussion.
16. Don’t enter into personal arguments.
17. Don’t get into power struggles. Students will do almost anything to “save face.”

Classrooms are productive environments where students expect to be challenged and to remain engaged. Your professional presence is an important part of our planning.

Reminders

1. Be sure you know emergency procedures for fire drills and other emergency situations.
2. Find out where to leave communications for teachers regarding the performance of the class(es).
3. Become familiar with common building procedures.
 - a. How to contact the main office.
 - b. Fire drill procedures.
 - c. Necessary keys.
 - d. Check in, check out procedures; with whom and where.
 - e. Location of special rooms: library, gym, cafeteria, nurse’s office, other offices.
 - f. Schedule of the day.
 - g. Safety or security procedures: passes, excuses from class, where to send students if disruptive.
4. Check with the school Principal, Secretary or Nurse to see if there are any special needs pertaining to a student you should be aware of:
 - a. Medication needs
 - b. Allergies
 - c. IEP requirements

- If you are uncertain about a medical concern, contact the school nurse immediately.
 - Only the school nurse should administer first aid
 - NEVER give medicine to students or allow students to self-administer medications of any kind (including over-the-counter medications such as Tylenol) Students who need to take medications should be sent to the school nurse.
 - If illness is apparent, send the student to the school nurse (with another student, if necessary). Always remain in the class.
 - In the event of a medical emergency, call the school nurse immediately.
 - Report accidents or injuries to the school nurse immediately.
5. Check with the office to see if the teacher you are covering for has any extra duties.
 6. Arrive early so that you can get oriented before school begins.

Safety Concerns:

- Keeping students safe should be your first priority.
- In the event of an emergency, carefully follow the procedures on the orange emergency cards located in the substitute folder in each classroom.
- These cards provide a listing of all the drills and provide instruction on what to do when an emergency arises.
- If the cards are not inside the folder the substitute should contact the main office for a set of cards.

Schools

Pawling Elementary
Grades K-4

Principal: Jennifer Jacobs
Dean of Students: Ean Titus

School Address
7 Haight Street
Pawling, New York 12564

Phone: (845)855-4630
Main Office: (845)855-4607
Fax: (845)855-4636

Basic Information

- Hours:* A teacher's day is from 8:50 a.m. to 3:25 p.m..
- Students are in their classrooms from 8:45 a.m. (with the arrival of buses) to 3:15 p.m. (until buses are called/dismissed).
- Substitutes should arrive by 8:35 a.m.. Please sign in at the main office.
- Lesson Plans:* Lesson plans can be found in a variety of ways. Some teachers attached their lesson plans directly to their absence in Aesop, a folder located in the classroom or possibly with the office. If you are unsure please check with the main office.

Keys: Available in the office.

Contact the office from the class: Call ext. 2160 or ext. 4630

Emergency: Call the office for assistance or check with the teacher next door.

Fire Drill: Exit routes are posted by each classroom door with the applicable route highlighted in red.

General Instructions

Arrival: Substitutes should sign in at the main office and verify the assignment with the Principal or his/her Secretary.

Student Attendance: Each teacher has a classroom folder designated for Attendance, Notes & Lunch Count. In your folder please write your absences and tally the Hot/Cold lunches for that day. Collect all notes regarding dismissal changes and lunch money. Every folder is sent to the main office after morning announcements.

Messages/Notices: Check the teacher's mail box in the staff mail room, on the lower level below the main office, at lunch and prep time for messages or notices that might need to be sent home.

Summary: Leave a summary of the day's work in the teacher's folder.

Check-out: Sign out in the main office and return keys, badges, etc.

Schools

Pawling Central Middle School
Grades 5-8

Principal: Ms. Megan Gleason
Asst. Principal: Mrs. Michelle Rivas

School Address

80 Wagner Road
Pawling, New York 12564

Phone: (845)855-4131
Main Office: (845)855-4653
Fax: (845)855-4134

Basic Information

Hours: A teacher's day is from 7:45 a.m. to 2:50 p.m.

Students are in their classrooms from 8:00 a.m. to 2:45 p.m.

Substitutes should arrive by 7:45 a.m. Please sign in at the main office.

Lesson Plans: Lesson plans can be found in a variety of ways. Some teachers attached their lesson plans directly to their absence in Frotnline's Absence Mgmt, a

folder located in the classroom or possibly with the office. If you are unsure please check with the main office.

Keys: Available in the office.

Contact the office from the class: Push the * button once.

Emergency: Push the * button twice (2x) or check with the teacher next door.

Fire Drill: Exit routes are posted by the classroom door.

General Instructions

Arrival: Substitutes should sign in at the main office and verify the assignment with the Principal or his/her Secretary.

Student Attendance: Record students who are absent on a piece of paper and send to the nurse. Completed work should be left on the teacher's desk.

Messages/Notices: Check the teacher's mail box in the main office at lunch time for messages or notices that might need to be sent home.

Check-out: Sign out in the main office and return keys, badges, etc.

Schools

Pawling High School

Grades 9-12

Principal: Helen Callan

Dean of Students: Ean Titus

Ath. Director: John Bellucci

School Address

30 Wagner Road

Pawling, New York 12564

Phone: 845-855-4620

Main Office: 845-855-4621

Fax: 845-855-2029

Basic Information

Hours: A teacher's day is from 7:35 a.m. to 2:40 p.m.

Students are in their classrooms from 7:40 a.m. to 2:25 p.m.

Substitutes should arrive by 7:20 a.m. Please sign in at the main office.

Lesson Plans: Lesson plans can be found in a variety of ways. Some teachers attached their lesson plans directly to their absence in Aesop, a folder located in the classroom or possibly with the office. If you are unsure please check with the main office.

Keys: Available in the office.

Contact the office from the class: Call ext. 2180

Emergency: Call the office for assistance or check with the teacher next door.

Fire Drill: Exit routes are posted in each classroom

General Instructions

Arrival: Substitutes should sign in at the main office and verify the assignment with the Principal or his/her Secretary.

Student Attendance: Substitute attendance sheets are provided in the teacher's folder and they need to be given to Mrs. Daley in the main office for each period's attendance. 1st period attendance is due before the end of first period.

Messages/Notices: Check the teacher's mail box in the main office at lunch time for messages or notices that might need to be sent home.

Summary: Leave a summary of the day's work in the teacher's mailbox.

Check-out: Sign out in the main office and return keys, badges, etc.

Acknowledgement of Receipt

Please Sign and Return to Personnel at the District office
(515 Route 22, Pawling, New York 12564)

I have received the Substitute Teacher/Substitute Teacher Assistant handbook and have read and understand the material covered. I understand that if I have any questions regarding this handbook I may ask my principal, supervisor, personnel associate or the superintendent. I agree to and will comply with the policies, procedures and other guidelines set forth in the handbook. I understand that the District reserves the right to change, modify or abolish any or all of the policies, rules and regulations contained or described in this handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an expressed or implied contract regarding employment.

Signature

Name Printed

Date

I Am Looking For A Teacher

By Marilyn Pattison

I am looking for a teacher
Who is beautiful inside
Honest with the students
Giving them a sense of pride.

I am looking for a teacher
With a healthy self esteem
Who clearly states the rules,
And doesn't have to scream.

I am looking for a teacher
Who creatively prepares
But whose first priority
Is to convey that he/she cares.

I am looking for a teacher
Who is interested, not aloof
Who treats his/her students with respect
Even when they goof.

I am looking for a teacher
Who knows how to laugh and smile
Who enjoys what he's/she's doing
And goes the extra mile.

I am looking for a teacher
Who believes all students can learn
Who praises their efforts and talents
They give their best in return.

I am looking for a teacher
Who communicates with parents well
Gently and carefully selecting words
When there's a problem to tell.

I am looking for a teacher
Who encourages children to have a dream
To work at solving problems
Building their self esteem.

There are some teachers out there
The kind I'm looking for
For their students' future success
They have opened up the door.