

# **Introduction**

This booklet is your guide to success as a substitute teacher in the Chillicothe City School District. The contents have been arranged to assist you in finding the answers to many questions which may confront you as you substitute in the various schools throughout the system.

We sincerely hope that the following information will serve to stimulate greater goals for the improvement of substitute teaching. All of the procedures and techniques mentioned in this handbook have been “classroom tested” and we feel that if they are followed, substitute teachers will do a better job and have a more satisfying personal experience.

## **Welcome**

You as a substitute teacher are one of the most vital parts of our school system. It would be extremely difficult for us to operate our schools on a satisfactory basis without all persons such as yourself serving as substitute teachers.

We wish to extend to you a most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program of our schools. As you perform your work in the classrooms you may find that you have suggestions which might contribute toward improvement of our schools. You are encouraged to submit all your suggestions, as new ideas and new ways of doing things are necessary if education is to continually progress. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.

# School Information

## ADMINISTRATION

Jon Saxton, Superintendent

## LOCATIONS, PRINCIPALS, AND PHONE NUMBERS OF SCHOOLS

Allen Elementary  
174 Plyley's Lane  
Chillicothe, Ohio  
Principal: Jason Fife  
Phone: 774-1119

Worthington Elementary  
450 Allen Avenue  
Chillicothe, Ohio  
Principal: Lawrence Butler  
Phone: 774-3307

Mt. Logan Elementary  
841 East Main Street  
Chillicothe, Ohio  
Principal: Matt Thornsberry  
Phone: 773-2638

Tiffin Elementary  
145 South Bridge Street  
Chillicothe, Ohio  
Principal: Quincey Gray  
Phone: 774-2123

Western Preschool/Latchkey  
235 Cherry Street  
Chillicothe, Ohio  
Principal: Elaine Jones  
Phone: 775-4250

CMS Western 6  
235 Cherry Street  
Chillicothe, Ohio  
Principal: Elaine Jones  
Phone: 775-4250

Chillicothe Middle School  
381 Yoctangee Pkwy.  
Chillicothe, Ohio  
Principal: Aaron Brown  
Phone: 773-2241

Chillicothe High School  
421 Yoctangee Pkwy.  
Chillicothe, Ohio  
Principal: Jeff Fisher  
Phone: 702-2287

**Code-a-phone Operator: 772-2644**

## Substitute Teacher's Hours

Elementary: 8:00-3:15  
6-Western: 7:30-2:45  
Middle School: 7:30-2:45  
High School: 7:30-2:45

# **Qualifications for Substitute Teachers**

## **LICENSE/ CERTIFICATION**

All substitute teachers must hold a valid Ohio teacher's license. Licenses must be recorded in the Board of Education Office. Applicants must pass a criminal background check and have drug testing as a pre-employment condition. Short term licenses allow the substitute to teach only 5 consecutive days in one assignment. A long term license permits a substitute to teach longer than 5 consecutive days in one assignment.

## **APPLICATIONS**

Applications may be obtained any weekday between 8a.m. and noon, or 1 p.m. and 4 p.m. at the Board of Education Office.

The application form is to be filled out by all substitute teachers. A request for references is listed on the form. Each substitute must furnish at least three references which show that the applicant is of good character, and, if an experienced teacher, has a good teaching record. An official transcript of college credits must be submitted to the personnel office at the Board of Education.

## **REMOVAL FROM SUBSTITUTE LIST**

Substitute teacher names will be removed from the substitute list whenever requested by the substitute teacher. The removal may be for any length of time or the substitute can be placed on a "will call" basis. Building principals who are dissatisfied with the performance of a substitute may request that a substitute be removed from the list for that building.

# **Procedure for Calling Substitute Teachers**

## **THE SUBSTITUTE LIST**

The substitute teacher list is made up according to the grade levels—elementary pre-K through 5<sup>th</sup>, and secondary 6<sup>th</sup>-12<sup>th</sup>. Under normal circumstances, substitutes are called to teach in the fields in which they are qualified. If a substitute is asked to teach out of his/her certified field, it is because there is no one available who is licensed in the field. At times this becomes a very urgent problem for the principal. Those substitutes who have so indicated are called only for the days they can work.

Substitute teachers are sometimes called the evening before between 6:00 p.m. and 10:00 p.m., but are usually called the morning of the day of

substitution, between 6:00 a.m. and 7:45 a.m. Most calls for substitute teachers will come from the calling service. Occasionally, the principal may call a substitute directly, especially when an emergency absence arises. If the call goes to voice mail or an answering machine, the substitute caller may move on to another name on the list. ***It is important that substitutes personally answer the telephone calls reaching their homes between 6:00 and 8:00 a.m.*** If at all possible, the same substitute will be asked to fill a continued absence.

Attempts will be made to provide some teaching opportunities for all substitutes, but no guarantee can be made for amount or location of substituting requirements.

Substitute teachers should accept requests to teach at all buildings. Substitutes who are scheduled to complete an assignment of more than a day's duration, who, for some reason, cannot complete this assignment, should inform the person (principal, secretary, or code-a-phone operator) that the assignment cannot be carried out. **Do not leave a message on the code-a-phone after 7:45 a.m. for that day. Call the principal of the school.**

Any individual who desires to have his/her name removed from the substitute list for the remainder or any part of the school year should call the Personnel office at 775-4250, extension 115, as well as the person responsible for the centralized code-a-phone calling service, 772-2644.

## **SALARY**

Substitute teachers' salaries are subject to review and revision by the Board of Education. Substitute teachers in the Chillicothe City Schools are paid **\$100.00 per day**. Substitute teachers are paid according to the pay schedule in the appendix.

Substitute teachers are subject to payroll deductions required by law. Deductions include Federal Income Tax, State Income Tax, Local Income Tax, Medicare, State Teacher's Retirement, and any others required by law.

Teachers may be employed as substitute teachers for terms not to exceed one year for assignment as services are needed to take the place of regular teachers absent on account of illness, leaves of absence, or to temporarily fill positions created by emergencies; such assignment to be subject to termination when such services are no longer needed.

For purposes of determining in any school year the days of service of a substitute teacher under this section, any teacher's days of service in that school year while conditionally employed as a substitute teacher under section 3319.101 of the Revised Code shall count as days of service as a substitute teacher under this section.

\*The pay for teachers hired pursuant to these provisions, CEA Negotiated Agreement, Article b, Section c, shall be as follows:

A) Long Term Assignment—Assignment to work for a teacher who will return to work during the current school year—forty-five (45) days or more in the same assignment shall be paid at the BA/O step for the first forty-five (45) days and placed in accordance with their experience on the salary schedule on day forty-six (46). The individual contract will automatically expire when the permanent teacher returns to duty.

B) Temporary Teacher—Assignment for a teacher who will be out for the remainder of the current school year—(in the same assignment for at least ½ of the school year) shall be paid at the BA/O step for the first forty-five (45) days and placed in accordance with their experience on the salary schedule on day forty-six (46). A temporary teacher will be given an individual contract that will automatically expire at the end of the school year.

C) Full Time Temporary Teacher—Assignment to replace a teacher from day one of the school year who will be out for the entire school year—(in the same assignment for the entire year)—shall be paid in accordance with their experience on the salary schedule and shall receive all rights and benefits as all bargaining unit members.

\* This section shall supercede O.R.C. 3319.10

\* Teachers hired under the above regular individual contracts shall be credited for their work days pursuant to this article for the purposes of seniority.

Chillicothe City School District, Chillicothe, Ohio  
Approved Date July 31, 2004

## **Responsibilities of the School**

**The principal should see that the substitute teacher is given:**

A friendly welcome

An introduction to the class and to a neighboring teacher

A bell schedule (including fire and disaster drills)

Information about general building procedures (i.e. hall duties, lunchroom duties, restroom privileges of the pupils, location of restrooms and teachers' lounge, etc.)

Information about procedures in case of injury to a pupil

Notice of any extra activities (auditorium, etc.) for the day

**The principal should see that the substitute teacher:**

Follows the regular teacher's lesson plan

Has the supplies necessary to carry on the day's activities

Uses good teaching techniques

Knows the procedures for reporting pupil attendance, handling any money, etc.

Receives help in planning the day's program if the substitute is teaching a class out of his/her certified field

**The regular teacher should:**

Leave a schedule of the day's program in an easily accessible place (this might include information pertaining to opening exercises)

Have an up-to-date seating chart

Have an up-to-date class list

Leave lesson plans which substitutes can follow without having to consult the pupils—pages marked, etc.

Leave enough work to keep students busy the entire day

Leave notes concerning any supervision or extra duties assigned to that teacher

Leave information about usual homeroom activities, grading of papers or oral work, homework assignments, and privileges of pupils in the classroom

**The Pupil**

Pupils should be prepared to accept the substitute teacher. Good manners and helpful attitude should be encouraged by the regular teacher so that when the substitute needs to come to a room, he/she will be shown the same courtesy as is shown the regular teacher. The attitude of the regular teacher will reflect the attitude of the pupils.

## **Responsibilities of the Substitute Teacher**

Report to the principal as soon as you arrive and before you leave. Please sign the “teachers’ log” to indicate arrival and departure.

Ask the principal or secretary for a copy of the “Information for Substitutes” form and read it carefully.

Ask about special duties

Check the teacher’s mailbox

Check the bulletin board for general information

Check the fire/tornado drill instructions on cards in room

Refer all children who are leaving the building to the principal’s office. **NEVER** release a child until you have the principal’s permission

Absence excuses are to be sent to the office. Clip any other notes from parents on the plan book

Record absences in register or grade book with pencil

Follow lesson plans as closely as possible

Maintain an orderly and attractive classroom and leave it in good order

Grade as much work as possible and leave a summary of the work completed

Attend staff meetings when employed a week or more

### **HINTS TO THE SUBSTITUTE**

When you are called early in the morning or late at night, respond cheerfully

Ask about things you need to know

Write your name on the board and pronounce it for the students so they will know it

The first few minutes count—be sure of yourself

Be firm in your discipline

~Make principal aware of any consistent or serious discipline problems

~Should the principal not be available, contact the closest certified employee for assistance

Be professional

~Grooming should be neat and clean

~Dress appropriately with regards to the teaching assignment

One of the most practical ways for a substitute to learn more about the job is to observe a regular teacher. This is especially helpful to those who have not taught for many years and to those who have never taken education courses and are unprepared for a teaching situation. Arrangements for teacher observations must be made in advance with the principal.

## **Ethics for Substitute Teachers**

1. The substitute should keep his/her relationship with public school administrators and teachers on a professional basis.
2. Consider all records confidential. Please **do not** discuss them socially.
3. Avoid comparing situations in one building with situations in other buildings.
4. Deal impartially and without prejudice with each individual child. Respect his/her confidence in you.
5. The criticism of the regular teachers to the students or to other teachers is a breach of professional responsibility.
6. Please contact the code-a-phone operator by phone only. Do not stop by the operator's daytime work place as this interrupts her regular job duties.

## **DISCIPLINE**

Discipline is based on "mutual understanding" between the teacher and the pupil. The teacher understands the pupil's problems and the pupil understands what the teacher expects of him/her and to what lengths he/she will go to in order to see that the pupil responds properly.

If the teacher is "easy going" the pupils will realize this and take the liberties he/she will permit; if the teacher is firm in his/her discipline the pupils will act accordingly. If pupils are kept busy with some worthwhile materials, discipline problems will not usually develop. The substitute teacher should be pleasant yet firm. If the substitute knows what he/she is teaching and presents it in an interesting manner, he/she will be able to keep the pupils' attention.

The substitute's first objective is to gain the respect of the pupils. He/she can do this by being prompt, being neat, being patient, being honest, having a sense of humor, being enthusiastic, and having a definite objective.

## **LEAVING THE BUILDING**

Leaving a brief note to the teacher explaining what was accomplished is expected. Any comments are welcome, especially of any problems that occurred regarding student behavior or length of assignment—too short, too long.

Substitutes should not leave the building until the pupils have been dismissed and the room has been put back in order. The papers should be arranged neatly, books returned to the shelves, keys returned to the proper place, etc.

Report any problems that may have occurred to the principal or assistant principal. If the substitute is to return, this should be cleared up at this time.

## **EVALUATION OF THE SUBSTITUTE TEACHERS**

If the substitute performs especially well at some particular grade level, this is noted by the principal. Other helpful comments may be made by the building administration which is taken into consideration when substitutes are placed in an assignment. When appropriate, this information is passed on directly to the substitute.

## **ACCIDENTS**

Accidents at school are generally of a minor nature requiring only first aid treatment. Occasionally, however, an emergency will arise requiring the attention of a doctor and possibly the use of an ambulance to take the injured person to the hospital.

In case of an accident, if a nurse is in the building she/he will apply first aid. When the nurse is away, the principal or some other person designated by the principal will administer first aid. In case of a real emergency, the office will contact the parents or guardian of the child, and failing that, follow the procedure outlined on the registration card. (This card is on file in the principal's office.) Use the Accident Report Form for all injury cases. This form can be obtained from the office and is to be returned to the principal once completed. When necessary, parents will come to the school and take the pupil home.

# APPENDIX