

# Substitute Teacher Handbook



425 Yoctangee Parkway  
Chillicothe, Ohio 45601  
740-774-4250

**Deborah M. Swinehart, Superintendent**

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## **Introduction**

This handbook 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 that may confront you as you substitute in the various buildings throughout the district.

We sincerely hope the following information serves 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 followed, substitute teachers will do a better job and have a more satisfying personal experience.

## **Welcome**

As a substitute teacher, you are one of the most vital parts of our school district. It would be extremely difficult for us to operate without persons such as yourself serving as substitute teachers.

We wish to extend a most cordial welcome. As you perform your work in the classrooms you may find you have suggestions which might contribute to the improvement of our schools. You are encouraged to submit your suggestions; new ideas and new ways of doing things. We feel confident you will do everything possible to meet the high standards required for teaching in our district.

## School Information

### **Chillicothe Preschool**

841 E Main Street  
Education Coordinator: Mrs. Kimberly Suwannasing  
Drop Off/Sign In at Back Doors: 8:45 a.m. - 9:00 a.m.  
Student Hours: 9:00 a.m. - 2:30 p.m.  
Pick up/Sign Out at Back Doors: 2:30 p.m.

### **Chillicothe Primary School**

Kindergarten – 2<sup>nd</sup> grade  
Principal: Mrs. Joanna Strawser  
Asst. Principal: Mrs. Candace Platt  
Doors Open: 7:20 a.m.  
Student Hours: 7:50 a.m. – 2:10 p.m.  
Tardy Bell - 7:55 a.m.  
Bus Drop off/Bus Pick Up: 7:20 a.m./2:15 p.m.  
Parent Drop off: 7:30 a.m.  
Parent Pick up: Kindergarten 2:05 p.m.  
Parent Pick up: 1st/2nd grade 2:10 p.m.

### **Allen Elementary**

3<sup>rd</sup> grade – 4<sup>th</sup> grade  
Principal: Mr. David Bennett  
Doors Open: 7:20 a.m.  
Student Hours: 7:50 am - 2:10 p.m.  
Tardy Bell - 7:55 a.m.  
Parent Drop off/Pick up: 7:20 a.m./ 2:10 p.m.  
Bus Drop off/Pick up: 7:30 a.m./ 2:05 p.m.

### **Tiffin Elementary**

5<sup>th</sup> grade – 6<sup>th</sup> grade  
Asst. Principal: Mr. Tim Ryan  
Student Hours: 7:50 a.m. - 2:10 p.m.  
Tardy Bell - 7:55 a.m.  
Parent Drop off/Pick up: 7:20 a.m./2:10 p.m.  
Bus Drop off/Pick up: 7:30 a.m./ 2:05 p.m.

### **Chillicothe Middle School**

7th grade -8th grade  
Principal: Matthew Ballentine  
Asst. Principal: Elaine Seimer  
School Hours: 8:40 a.m. - 3:35 p.m.  
Tardy Bell: 8:40 p.m.  
Doors Open: 8:15 a.m.  
Parent Drop Off: 8:15 a.m.  
Bus Drop Off: 8:15 a.m.  
Phone: 740-773-2241

### **Chillicothe High School**

9th - 12th grade  
Principal: Mr. Dustin Weaver  
Asst. Principal: Mr. Dan Staggs  
School Hours: 8:40 a.m. - 3:35 p.m.  
Tardy Bell: 8:40 a.m.  
Doors Open: 8:25 a.m.  
Parent Drop Off: 8:30 a.m.  
Bus Drop Off: 8:15 a.m.  
Phone: 740-702-2287

## **Substitute Teacher Hours**

**Preschool: 8:30 am - 3:20 pm**  
**Elementary: 7:15 am - 2:30 pm**  
**Middle School: 8:25 am - 3:40 pm**  
**High School: 8:25 am - 3:40 pm**

**\*AESOP (Frontline) Contact: Jaymie Wood 740-775-4250 EXT 16101**

**\*Human Resource Manager: Lana Fairchild 740-775-4250 EXT 16111**

## **Qualifications for Substitute Teachers**

### **LICENSE/ CERTIFICATION**

All substitute teachers must hold a valid Ohio Substitute Teaching License or a valid Ohio Teaching License. Copies of licenses must be submitted to the Board of Education Office. In addition to a valid license, substitutes also must pass a criminal background check and pre-employment drug screen.

### **APPLICATIONS**

Applications will only be accepted through the district's website [www.chillicothe.k12.ou.us](http://www.chillicothe.k12.ou.us) which utilizes applicant tracking, powered by Frontline Education.

### **SUBSTITUTE STATUS**

- As a board approved substitute, you will remain active in the CCSD system until which time you ask to be removed from the system or if your Ohio Department of Education License expires. It is the substitute's responsibility to provide the district Human Resources Department with a valid, active license and current copies of criminal background checks.
- At the conclusion of each school year, substitutes will receive a letter from the district communicating the intention to re-employ the substitute in the same capacity the following school year.
- In the event a substitute does not fulfill his/her duties and responsibilities, the Building Principal, Human Resources Manager, and/or Superintendent may limit the availability of the substitute for open positions or remove him/her from active status. The substitute will be notified of such action and will be advised of the reason for the limitation or removal.

## 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 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.

### *O.R.C. 3319.10 Employment and status of substitute teachers*

*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 or on leaves of absence to fill temporarily positions created by emergencies; such assignment to be subject to termination when services are no longer needed.*

*A teacher employed as a substitute with an assignment to one specific teaching position shall after sixty days of service be granted sick leave, visiting days, and other local privileges granted to regular teachers including a salary not less than the minimum salary on the current adopted salary schedule.*

*A teacher employed for one hundred twenty days or more during a school year and re-employed for or assigned to a specific teaching position for the succeeding year shall receive a contract as a regular teacher if the substitute meets the local educational requirements for the employment of regular teachers.*

*Teachers employed as substitutes on a casual or day-to-day basis shall not be entitled to the notice of non reemployment prescribed in section 3311.81 or 3319.11 of the Revised Code, but boards of education may grant such teachers sick leave and other local privileges and cumulate such service in determining seniority.*

*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.*

*Amended by 129th General Assemblyfile No. 143, HB 525 eff. 10/1/2012*

## **Responsibilities of the School**

### **The principal should ensure the substitute teacher is given:**

An introduction to the class and to a neighboring teacher

A bell schedule, including fire and disaster drills

General information about the building

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 ensure 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 classroom 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**

## **Responsibilities of the Substitute Teacher**

It is the responsibility of the Substitute to determine if there is a delay in the starting time of school or if school is closed due to inclement weather or an emergency situation. Delays and closures are communicated through local radio, on the district website and through social media

Report to the principal as soon as you arrive and before you leave. Please sign in at the office and complete a timesheet

Ask about special duties

Check the teacher's mailbox

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. Leave any other notes from parents on the teacher's desk

Record absences

**Follow lesson plans as closely as possible**

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

## Helpful Hints for the Substitute

Ask the Building Principal, Building Secretary and other Teachers about things you need to know

Write your name on the board and pronounce it for the students

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 can be made with the Building Principal.

### **ETHICS:**

1. The substitute should keep his/her relationship with 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

## **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.

## **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 in Final Forms. Please use the Accident Report in Public School Works for all injury cases to document all details associated with the accident. When necessary, parents will come to the school and take the pupil home.

## **Time Sheets**

All timesheets are to be left at the building in which the work was performed. Timesheets will be turned in to Payroll by the building secretary. Timesheets will not be accepted without a Principal/Supervisor signature. All timesheets must include either the Employee ID (first 5 letters of last name and last 4 of SSN) or SSN. If you have any questions regarding timesheets please call the Payroll Department 740-775-4250 extension 16108.