

Substitute Teacher Manual



Troy City Schools

Rev 8/2018

Dear Substitute Teacher:

Welcome to the professional staff of the Troy City School District. Your services to both students and teachers are important and very necessary. The job of substitute teaching is one of great challenge. It calls for alertness, resourcefulness, stamina, and dependability. There will be occasions when you will receive very short notice regarding the need for you to substitute. There may be other times when the regular teacher will be unable to leave adequate plans of the work to be done. Whatever condition might exist when you enter the classroom, it is your responsibility to provide a strong educational program for our students.

This booklet was prepared to assist you. I hope that it will provide a sense of direction as you work with our young people. Thank you for being a part of our staff.

Chris Piper, Superintendent
Troy City Schools



THE TROY SCHOOLS



Concord School (K-5)

3145 W St Rt 718
 School Ph: 332-6730
 Hours: 8:45 AM – 3:30 PM

Mr. Dan Hake, Principal
 Home Ph: 937-552-9201
 Mrs. Joyce Koopman, Asst. Principal
 Mrs. Linda Bertke, Admin. Asst.

Cookson School (K-5)

921 Mystic La
 School Ph: 332-6740
 Hours: 8:45 AM – 3:30 PM

Mrs. Stephanie Johnson, Principal
 Home Ph: 937- 545-8807
 Mrs. Cathy Godwin, Admin. Asst.

Forest School (K-5)

413 E Canal St
 School Phone: 332-6746
 Hours: 8:45 AM – 3:30 PM

Mr. Paul Hohlbein, Principal
 Home Ph: 937-394-2066
 Mrs. Cristina Rohrig, Admin. Asst.

Heywood School (K-5).....

260 Ridge Ave
 School Ph: 332-6750
 Hours: 8:45 AM – 3:30 PM

Mr. Maurice Sadler, Principal
 Home Ph: 937-524-2509
 Mrs. Beth Hart, Admin. Asst.

Hook School (K-5)

729 Trade Square, West
 School Ph: 332-6760
 Hours: 8:45 AM – 3:30 PM

Mrs. Penny Johnson, Principal
 Home Ph: 937-698-4893
 Mrs. Sherri Barr, Admin. Asst.

Kyle School (K-5)

501 S Plum Street
 School Ph: 332-6770
 Hours: 8:45 AM – 3:30 PM

Mr. Matthew Dillon, Principal
 Home Ph: 937-304-9670
 Mrs. Tracy Kropp, Admin. Asst.

Van Cleve School (6th gr)

617 E Main Street
 School Ph: 332-6780
 Hours: 7:35 AM – 2:20 PM

Mr. Matt Sieftring, Principal
 Home Ph: 419-305-5787
 Mrs. Taffi Queen, Admin. Asst.

Troy Jr High School (7-8)

556 N Adams Street
 School Ph: 332-6720
 Hours: 7:30 AM – 2:45 PM

Mr. Jeff Greulich, Principal
 Home Ph: 937-335-0124
 Nichole Jones, Asst. Principal
 Mrs. Michele Hawk, Admin. Asst.
 Mrs. Katy Shipley, Admin. Asst.

Troy High School.....

151 W Staunton Rd

School Ph: 332-6710

Hours: 7:30 AM – 2:45 PM

Mr. Dave Dilbone, Principal

Home Ph: 937- 648-1717

Mr. Jeff Schultz, Asst. Principal

Mrs. Alexis Dedrick, Asst. Principal

Mr. Dave Palmer, Athletic Director

Mrs. Christine Schreiber, Guidance Dept. Admin. Asst.

Mrs. Candy Straughn, Receptionist/Admin. Asst.

Mrs. Brenda Ingle, Admin. Asst. Attendance

Mrs. Lisa Dolph, Admin Asst. to the Athletic Director

Mr. Clint Hufford, Director of Food Service

Mrs. Jane Baughman, Food Service Secretary



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- Mrs. Heather FreeTransportation Supervisor



SUPPORT STAFF

- Mrs. Kelly Henderson, HR Admin. Asst.332-6015
- Mrs. Krista Magill, Payroll..... 332-6014
- Mrs. Kris Thompson, Payroll & Benefits 332-6013
- AESOP.....www.frontlinek12.com/aesop**
- AESOP.....1-800-942-3767**

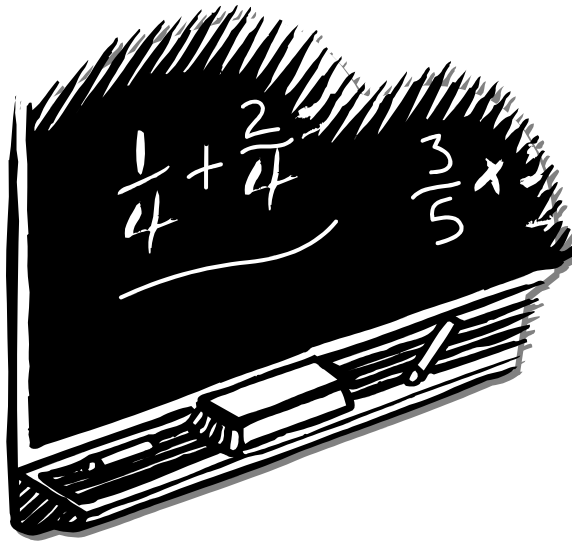
SALARY RATES AND REGULATIONS

1. Substitute teachers with at least a bachelor's degree and proper certification/licensure will be paid at a rate of \$95.00 per day for casual subbing.
2. Continuous services by a substitute teacher with at least a bachelor's degree beyond 30 days in any one classroom will be paid at the substitute teacher's regular place on the salary scale based upon training and experience, but not to exceed the fifth step on the salary scale.

An interruption of as much as a day will cause the wage to revert back to the \$95.00/day rate.
3. A substitute teacher who starts with the opening of school and serves continually in the same classroom for a period of 31 days or more will be paid at the substitute teacher's regular place on the salary scale based upon training and experience, but not to exceed the fifth step on the salary scale.
4. Substitute teachers will be expected to arrive at the assigned building in accordance with the building principal's instructions to prepare and teach daily assignments, maintain discipline, and to carry out all functions of a regular teacher to the satisfaction of the administration.
5. Teachers employed as substitutes on a casual day-to-day basis are not entitled to sick leave or other fringe benefits granted to regular teachers.
6. The superintendent reserves the right to make any adjustments or changes in this schedule deemed necessary to carry out the best interests of students and school. When the need for a substitute teacher requires beyond the degree and proper certification:
 - * Special training, experience, and preparation in a specialized field or subject matter area, and/or
 - * Excessive time commitment for duties other than those routine expectations of classroom, teaching (i.e. semester exams, parent/teacher conferences, extracurricular activity supervision), and/or
 - * When the substitute has in the past been in the full-time employment of the board of education, and/or

- * Has demonstrated successful teaching in like situations, and/or
- * Has not been professionally inactive to the detriment of their teaching knowledge and skill, then

The administration may immediately place the substitute teacher at his/her place on the salary schedule, not to exceed the fifth step.



PAYMENT OF SALARY

Payments are made twice a month. (Any questions concerning your pay should be directed to the Payroll Department.)

The following deductions will be made from all payroll checks:

- Internal Revenue
- City Income Tax
- Teacher's Retirement
- State Income Tax
- School District Tax (if applicable)

ARRIVAL AND DEPARTURE OF SUBSTITUTES

The substitute teacher should come directly to the principal's office for instructions when s/he arrives at the assigned school. Substitute teachers should arrive at the assigned building at least 1/2 hour before the start of school. S/he should also make a checkout visit to the principal's office at the completion of the day to:

- Determine if the regular teacher will return
- Sign substitute form in order to be paid
- Leave assignments for next day

CHOICE OF BUILDING AND GRADE

Substitute teachers are permitted to select the buildings and grades where they would prefer to teach. Every attempt will be made to honor these requests. However, it is possible that on a certain day a substitute may be asked to teach in a building or grade that has not been specified.

Please note: the fewer restrictions a substitute makes with regard to the buildings and grades desired, the more assignments s/he can expect.

AVAILABILITY

All substitutes should mark the days they are unable to sub on their schedule in AESOP as “non work day”.

PROCEDURE FOR NOTIFYING SUBSTITUTES

All substitutes assignments will be listed on AESOP and substitutes should check for work assignments regularly.

DISCIPLINE

You are the key to succeed in the classroom. Students follow your lead. The first impression you give young people—your voice, your mannerisms, etc., set the tone for the day. The first ten minutes in a room can often determine if your teaching experience will be a success or failure. Each substitute teacher should use every effort and skill at his/her disposal to encourage good conduct on the part of the students. Treating them with courtesy and respect, and exhibiting a fine sense of justice and fair play in all relationships is very important. Each Troy teacher has a *Discipline Plan* that should be followed by the substitute teacher as closely as possible.



DUTIES OF THE SUBSTITUTE

Substitute teaching is one of the most difficult assignments a professional can undertake. Duties vary according to daily assignments and teaching situations. Specific duties of substitute teachers are:

1. **To teach.** This involves using lesson plans that have been left by the regular classroom teacher. If these plans are sketchy and not clear the substitute teacher should have general lesson plans that s/he may adapt to.
2. **To perform duties** that have been assigned to the regular classroom teacher whose place the substitute is filling, unless the building principal has made other arrangements. This may include playground duties, lunchroom duties, hall duties, and other assignments.
3. **To maintain control** of the classroom at all times.

4. **To discipline** in accordance with the policy of the Troy City Schools. Whenever a different situation arises, the building principal should be contacted for assistance.
5. **To comply** with all school rules, regulations, and policies. This means remaining on duty during the length of the school day, taking care of reports and records, reporting accidents to office, etc.
6. **To practice** professional ethics in all relationships with students, parents, teachers, administrators, and others.
7. **To report** to the regular teacher any pertinent information concerning procedures used and assignments made.
8. **To cooperate** as completely as possible with all school personnel.
9. **To adjust** as quickly as possible to the routine of the various schools in which s/he teaches.
10. **To report** any changes in personal address or telephone number to Human Resources as soon as possible.
11. **To make certain** the classroom is in satisfactory condition before leaving for the day. PLEASE BE SURE TO CHECK WITH THE PRINCIPAL'S OFFICE BEFORE LEAVING THE SCHOOL.
12. **To indicate** on the teacher's plan book the progress made during the day, and any other information pertinent to the day's activities. It is also suggested that any test or quiz originated by the substitute should be graded and the papers placed on the desk for the regular teacher to use if s/he so desires. It is also recommended that the substitute correct any workbook assignments or written work done during the day exclusive of tests planned by the regular teacher.

The substitute teacher plays a large role in the success of an educational program. We certainly feel that a substitute should attempt to move the program forward whenever s/he is called upon

to teach, and not to be content with simply marking time. Every attempt should be made to make every day an interesting and worthwhile educational experience. It is conceded that the role of the substitute is a very difficult task, with adjusting to new daily routines, to new curricula, to new students with individual problems, to meet different situations and to readily adjust to them. With all this in mind, we certainly want to express our most sincere appreciation to each and every one of you, and thank you for making a better educational program available to the students of Troy.



CLASSROOM TEACHER'S RESPONSIBILITY

1. Class Roll (attendance book)
2. Seating chart and groupings (reading, etc.)
3. Provide lesson plans for all work to be covered.
4. Daily schedule
5. Teacher's manuals
6. Assigned duties (playground, lunchroom, etc.)
7. List absence in Aesop, giving as much advance notice as possible.
8. Notify building principal of intent to return to classroom.
9. Discuss the role of the substitute with each class early in the school year. Encourage all students to cooperate with the substitute. Dignify the status of the substitute.
10. Make available to the substitute any personal information regarding students with emotional or physical problems.

If, for any reason, the above items are not available and are needed the substitute may contact the principal's office for assistance with the problem.

NEEDED CREDENTIAL INFORMATION

All substitute teachers must have the following items on file in the Office of Human Resources:

1. A completed teacher's application through the Greater Dayton Area Employment Consortium
2. Proper Ohio teaching certificate/license
3. A photocopy of a transcript showing grades and degree
4. All necessary forms completed [available at TCS website]
5. Successful completion of a criminal background check

RENEWING LICENSES

SUBSTITUTE LICENSES

Go to [HTTP://www.ode.state.oh.us](http://www.ode.state.oh.us), at the top of the page, click on Safe Account. If you do not already have a safe account you will need to create one (you will need to have your driver's license available). You will be able to complete your application and pay by credit card.

TO RENEW A LICENSE WITH COURSEWORK, select the appropriate application.

Complete the form on line using Troy Schools **IRN #044925**, and pay by credit card. Mail or scan your official transcripts, to ODE. They will no longer return transcripts, but will maintain a permanent, electronic copy of them for future reference. Check with our Administrative Assistant-HR as to whether or not you will have to be fingerprinted.

TO RENEW AN EXISTING SUBSTITUTE LICENSE, select the appropriate application.

Complete the form on line using Troy Schools **IRN #044925**, and pay by credit card. Check with our receptionist as to whether or not you will have to be fingerprinted.

TO APPLY FOR YOUR INITIAL SUBSTITUTE LICENSE BECAUSE YOU DO NOT HAVE COURSEWORK TO RENEW AN EXPIRING LICENSE, select the **SUBSTITUTE**

LICENSE, LONG-TERM or SHORT-TERM application. Complete the form on line using Troy Schools **IRN #044925**, and pay by credit card. ODE will no longer return transcripts but will maintain a permanent, electronic copy of them for future reference. Check with our receptionist as to whether or not you will have to be fingerprinted.

*If you currently hold either a K-8 or 1-8 certificate, you may apply for an Early Childhood long-term substitute license without transcripts. Applicants wishing any other kind of license [Middle Childhood, HS, or Special] must provide official transcripts.

You must have applied for the renewal of an expiring certificate/license no later than the first day of school if you wish to remain active on the substitute list.

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**If you are unable to continue as a TCS substitute teacher, please send a letter of resignation to our Human Resources Office, 500 North Market St, Troy, Ohio 45373**

**~ or ~**

**email your resignation to [Henderson-k@troy.k12.oh.us](mailto:Henderson-k@troy.k12.oh.us)**

## **ETHICS FOR SUBSTITUTE TEACHERS**

1. The substitute should keep his/her relationship with the school administrators, teachers, and students 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 their confidence in you.
5. Criticism of the regular teacher to the students or other teachers is a breach of professional responsibility.

*Thanks for your help!*



## Absence and Substitute Management



### LOGGING IN ON THE WEB

To log in to the absence management system, type [signin.frontlineeducation.com](http://signin.frontlineeducation.com) in your web browser's address bar.

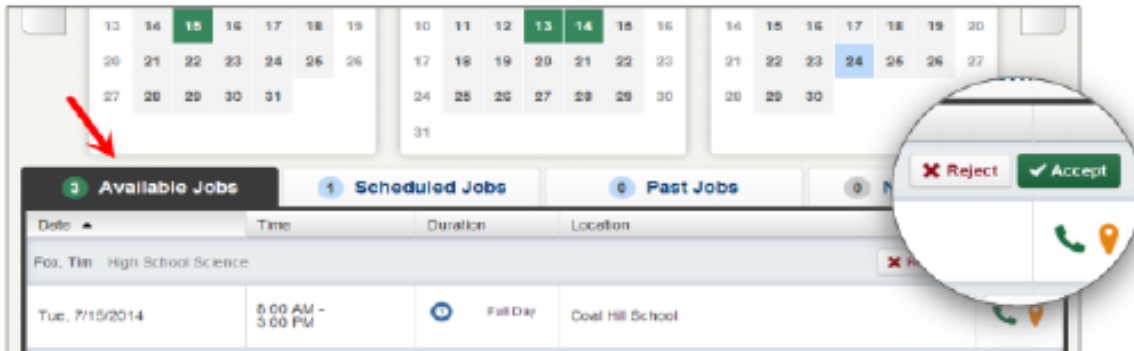
Enter your ID number and PIN. Then, click Login.

### CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

### FINDING AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

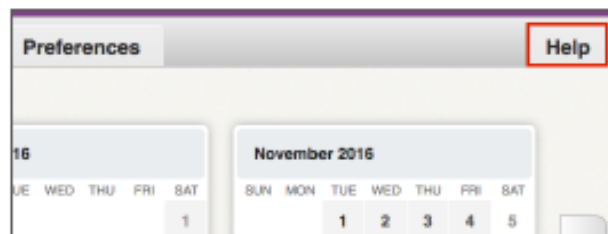


| Date                         | Time              | Duration | Location         |
|------------------------------|-------------------|----------|------------------|
| Fox, Tim High School Science |                   |          |                  |
| Tue, 7/15/2014               | 8:00 AM - 3:00 PM | Full Day | Coal Hill School |

To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

### GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent the absence management system from calling again today – Press 2
- Prevent the absence management system from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

