

SUBSTITUTE TEACHER HANDBOOK



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Cicero School District 99

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IGNITING THE ROAD TO EXCELLENCE

GENERAL INFORMATION

DISCLAIMER

This Substitute Handbook is for your use as a source for information about Cicero School District 99 and your role as a substitute teacher. Nothing in this Handbook creates or is intended to create a contract of employment, either express or implied. Nor does the Handbook provisions establish an employment relationship where one would not otherwise exist. You are an at-will employee of District 99 and you or District 99 may terminate your relationship with the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

REQUIREMENTS: State law and local policy determines the requirements for substitute teaching. Substitute teachers may be placed on the active substitute list only after submitting to Human Resources the forms included in the sub packet and completion of a background check.

LICENSURE

A substitute teacher must hold a proper teaching license for teaching in the State of Illinois.

EFFECTIVE January 1, 2012:

Substitute license holders may teach unlimited days in a school district during one school year, but not longer than 90 days for one teacher. Certified teachers may teach unlimited days in a school district during one school year, but not more than 120 days for one teacher. A person receiving a TRS pension may be employed in a TRS covered position for up to 100 paid days (or 500 paid hours) per school year & still receive a retirement pension.

It is your responsibility to keep a record of your hours/days worked to ensure you do not exceed the limitation.

SUBSTITUTE TEACHER RATE OF PAY

- Pre K- 8 Grade \$130.00/day
- Long Term Assignment \$150.00/day
- Retired District 99 staff receive an additional stipend
- TRS credit for certified assignments

NON-TEACHER SUBSTITUTE RATE OF PAY

- \$210.00 /day – Nurse
- \$75.00/day - Teacher Assistant
- **No long-term rate of pay**
- **No TRS credit**

Paychecks are issued every two weeks and are two weeks behind

ASSIGNMENT/COMPENSATION OF SUBSTITUTE TEACHERS

Substitutes are given no guarantee of a minimum number of assignments. Substitutes need to make themselves available for a reasonable percentage of calls. We understand that a substitute may not be able to accept an assignment. However, if several attempts to utilize the services of a substitute are met with rejection, you will be made inactive in Aesop.

When a staff member is absent for two (2) or more consecutive days, every effort will be made to assign the same substitute for that staff member.

Substitute teachers who report to a building as directed for an assignment, and upon arrival at the building, are directed to another substitute assignment, the substitute must take the changed assignment. If you choose to decline the new assignment (and go home), you will not get paid for the day. However, if you arrive at a building

and no substitute assignment is available - due to building and/or scheduling error, you will be paid for no less than one-half day of work.

- Substitute teachers are required to participate in the Teacher Retirement System (TRS)
- Certified Substitutes acting as a teaching assistant will be subject to FICA & Medicare (No TRS)
- Substitute teachers do not receive fringe benefits from District 99
- Substitute teachers are covered under workmen's compensation insurance for any injury sustained in the normal course of school duties. Please report an injury to the building administrator immediately and complete a full claim kit, (found in the school office) on the same day as the accident occurs.

CRIMINAL HISTORY BACKGROUND/FINGERPRINTING

All employees are required to have a completed background check on file prior to substituting in any capacity. Please make an appointment with the Human Resource Department by calling 708-863-4856.

EMPLOYEE ACCESS

District 99 utilizes the Frontline Aesop Substitute Access System. **Aesop** is a tool that enables schools to automatically call in or search for substitute teachers **online**, and it also allows schools to record teacher absences.

REMOVAL FROM THE SUBSTITUTE ROSTER

Substitutes may be removed from the substitute roster at their request or based upon request(s) from building administrators. The Human Resources Department makes the final decision and resolution.

IF A SUBSTITUTE CAN NOT WORK

If a substitute is going to be unavailable for an extended period of time, please log into Aesop to block out the time you will not be available. Aesop will not call you during the time you are not available.

If a substitute should become ill and cannot report to a previously accepted assignment, he/she should cancel the assignment in Aesop. If it is past the deadline to cancel in Aesop, please call the substitute caller so that a new substitute can be obtained. If the substitute is calling the day of the assignment and cannot reach the substitute caller, leave a message for the substitute caller and then call the school's secretary. Phone numbers of the schools are located on the District's webpage.

REQUIRED ONLINE TUTORIALS

All new or returning substitutes must complete mandated online tutorials provided by GCN each year. *Please note: GCN resets their system every July 1st*

Instructions how to access these tutorials will be emailed to you once your substitute paperwork has been processed. Once you have logged in to GCN, the required tutorials will be listed.

PROFESSIONAL RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

All substitutes must first report to the school's main office to sign in and pick-up a substitute teacher badge. Substitute teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. Carry out lesson plans left by the regular teacher
2. Assume attendance taking responsibilities
3. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
4. Complete all reports normally required of the regular teacher.
5. Be ready and willing to work as needed with administrative personnel during plan periods. If a substitute teacher is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's plan periods, which substitute teacher is EXPECTED to do so. A substitute employee will

not receive additional salary for working during a regular teacher's plan periods.

6. All subs MUST report prior to the start of the day regardless of the teacher's schedule.
7. Please do not eat or drink in the classroom – a water bottle is acceptable.
10. **Never leave students unattended.**

If a substitute has questions about any of the above or any other responsibilities, information may be obtained from the building administrator.

PROFESSIONAL ETHICS

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff and other school related matters. Please refrain from making adverse comments about the regular teacher or his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings especially in the teacher's lounge. Share any concerns by using the Substitute Feedback in Aesop or talk to an administrator.

- **Appearance:** Professional appearance (business casual attire at a minimum) and neat grooming are expected of all substitutes in School District 99. Inappropriate attire includes, but is not limited to, low cut pants, bare-midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.
- **Cell Phone Usage:** While you are working with students, cell phone use is strictly prohibited. Cell phones are not to be used to make phone calls, to send/check text messages, to send/check email or to check for assignments in Aesop while you are working as a substitute in our district. This can be done during your lunch break, between periods or on a break. This is a policy not only enforced with substitutes, but with all staff members. Students should be your number one priority while working in our district.
- **Policy regarding Use of Cigarettes, Alcohol or Illegal Drugs:** School District 99 policy states that smoking on district property is not permitted. If you

smoke, please use your car and move if off of school grounds. Use of alcohol or drugs on district property is strictly prohibited.

- **Sexual Harassment**: The district does not discriminate against any employee or applicant on the basis of sex and will not tolerate sexual harassment by any of its employees. All employees are responsible for assuring that the workplace is free from sexual harassment.
- **Acceptable Use of the Internet**: Access to the District's Electronic Network must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate non-commercial business use. The District's Network may not be used for personal financial gain.

STUDENT DISCIPLINE

The teacher/substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of the principal, assistant principal or other appropriate school personnel in maintaining discipline in the classroom.

EMERGENCY PROCEDURES IN THE BUILDINGS

The substitute teacher should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures should be posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

STUDENT SAFETY

Each member of the staff is responsible for the safety of students under his/her charge. If a child appears to be ill or hurt, contact the main office. Generally, a nurse is on duty to attend to the student.

EMERGENCY CLOSING OF SCHOOLS

The closing of school because of extreme weather conditions or other severe emergencies will be posted on our website www.cicd99.edu , on Aesop, and announced during the early morning hours on the following radio stations: WMAQ (AM-670) WLS AM (890) WGN (AM-720) WWMM FM (92.7) WBBM (AM)

BEFORE CLASS

- All substitutes should arrive at the school 15 to 20 minutes before the start of the first class so all before-class responsibilities can be completed.
- Report to the main office to sign-in and obtain a Substitute Badge.
- Find out how to contact the office or crisis team
- Introduce yourself to a neighboring teacher
- Review the daily plans, class schedules and seating chart, which should be left in a folder marked “Sub Folder”. Determine as early as possible if lesson plans call for special materials.
- If no plans are provided, consult with the grade level or subject teammate for advice about your best course of action.

DURING CLASS

- Check attendance first so you can send the attendance report to the office promptly. Because each school may do this differently, ask the office or another teacher about the proper reporting procedure the first time you substitute at a particular school.
- Briefly observe students for signs of illness or suspected illness. If you conclude a student may be ill, refer him/her to the school nurse or office.
- Follow the teacher’s written plans unless there is a ***compelling*** reason not to. If, you feel it is necessary to make any changes in the prepared lesson plans, be sure to leave notes for the regular teacher about the changes you made, including an explanation about why the changes were necessary.

AFTER CLASS

(These tasks can & should be accomplished during planning time)

- Check all student work completed during the day, label & organize the work for the regular teacher's inspection, and provide a summary of the day's activities for him/her.
- Leave notes for the teacher describing what occurred during the day.
- Complete a substitute report in Aesop.
- Return any materials or equipment used during the day to their proper place.
- Report to the school office prior to leaving for the day. The secretary should be able to tell you if they have requested you for the following day. You will also return your Substitute Badge.
- Remain at the building until all buses have left.

CLASSROOM MANAGEMENT

- Write your name on the board & pronounce it for the students so they can use it when addressing you
- Begin the day firmly. Students need to sense that you can & will control the situation.
- Keep students on task & keep activities moving.
- Have some ideas for extra activities in case you finish early
- However, be prepared that some teachers plan extra activities for sub days so don't always expect to finish everything
- Look for any behavior plans in the sub folder and have some ideas of your own
- Be careful about allowing students to leave the room for bathroom, office, nurse, etc. – Try to follow the teacher's policy about students leaving the room.

CLASSTIME SCHEDULE

Bus scheduling may result in changes in this time schedule for some buildings.

Early Childhood Center

Monday through Friday: 8:30 – 3:00

Elementary Schools Grades Pre K - 6

Monday through Friday: 8:30 - 3:00

Unity Junior High School - Grades 7- 8

Monday through Friday: 7:50 - 2:20

All subs MUST report prior to the start of the school day regardless of the teacher's schedule.

Substitute Teacher Evaluation Form

This evaluation will be completed by the full-time teacher upon completion of the substitutes assignment. The completed form will be sent to the building Principal. Unsatisfactory evaluations will be sent to Tina Monaco tmonaco@cicd99.edu

Substitute Teacher Name		Date		
Principal Name		School		
Full-Time Teacher Name		Grade/Subject		
Please rate the substitute teacher on the following items:		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
Followed lesson plans?				
Provided favorable learning situation?				
Used acceptable methods of control?				
Projected favorable attitude while teaching?				
Left summary of work covered?				
Left the room in an orderly condition?				
Readily adapted to substitute teaching situation?				
Received favorably by students?				
Cooperated with school staff?				
Arrived on time and observed school schedules?				
Strengths:				
Weaknesses:				
Performance Summary:	Excellent	Satisfactory		
		Unsatisfactory		
Recommended for continued substitute teacher employment?		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
Additional Comments:				