



WATERVILLE SCHOOL DISTRICT

2023-2024

Substitute Guidelines

General Responsibilities

1. Maintain the established routines and procedures of the assigned school and classroom.
2. Follow all policies, rules and procedures to which district teachers and/or Para educators are subject to and which good teaching practice dictates.
3. If you have any questions, review with the principal or teacher all plans and schedules to be followed during the day.
4. Write a note about work completed at the end of each teaching day and leave it for the regular classroom teacher or staff member whose position you are covering.
5. If you are a substitute teacher, teach the lesson outlined and described as prepared by the absent teacher.
6. Please review the sections on **Teacher Responsibilities** and **General Staff**

Lunch

Adult lunches may be purchased for \$5.00.

Professional Ethics

You are expected to maintain the same ethical standards as regular staff members. It is detrimental to speak negatively of students, other staff, and parents or about the class or school. Discuss any problems or concerns with the building Principal and please remember that as a representative of the Waterville School District, confidentiality of school matters and students is expected to be maintained at all times.

Avoid becoming involved in student's personal problems. This can lead to conflict between the student and regular staff members. Treat students, parents, secretaries, classified staff, teachers, administrators and all others in a friendly courteous and respectful manner.

There is a high degree of liability concerning transporting students in your personal vehicle. Sound professional practice is to **not** give students "rides".

Exercise extreme caution in touching students. Hugging, putting your arms around students, patting or touching students in any way can easily be misunderstood and can place a substitute at legal and professional risk.

Avoid situations where you are left alone with an individual student outside the view of others. You are placing yourself and the district in "harm's way" if you allow yourself to be alone with individual students.

School Report Times

Waterville School District begins and ends school at the following times:

7:30am – 3:30pm

Report time for certificated substitutes will be 7:15am if you are working a full day or a morning assignment.

Certificated substitutes are expected to remain in the building until 3:45pm (if working a full day or afternoon assignment).

Report times for classified substitutes will be 15 minutes before your assignment.

If you have questions about start/stop times, please ask our Human Resource/Payroll office at 509-888-5591.

Starting the Day

If you receive short notice, it may be difficult to arrive by the time indicated. This is understood and accepted as unavoidable. Upon arriving, check in at the Business office. The office staff member will supply you with a substitute name badge, classroom key (if necessary), class rosters, and sub folder. Make sure to ask for any unusual school schedule changes such as fire drills, altered class schedules or activity days.

All substitutes are required to remain on campus for the entire shift, which includes prep periods, unless previous arrangements have been made.

Lesson Plans

If not sent through Red Rover, lesson plans are usually found in the absent teacher's classroom or in the corresponding building's office. **Classroom teachers expect you to follow their lesson plans closely.** Since it is impossible to anticipate illness, there will be times when no lesson plans will be left, although, teachers are expected to leave emergency plans in their office folders.

1. Try to maintain a continuity of lessons by referring back to the last completed day in the plan book, if available, and then do a reasonable follow-up to the previous lesson.
2. Check with the office to see if the regular teacher has left instructions. If it is necessary to phone the teacher, obtain the permission of the building Principal.
3. Accumulate and use your own prepared materials (a "survival kit") should the absent teacher's lesson be completed early. This includes materials such as math worksheets or problems, creative writing exercises, or educational games.

4. Younger pupils are often upset by a departure from regular routines; let them know that some things will be done differently that day. Ask for their cooperation.

Attendance and Lunch Count

If you are substituting for a Certificated Teacher, you are expected to take attendance and lunch counts each day/period. Please check with the building secretary to find out the procedures you should follow.

Teaching the Class

You have a definitive and important role in the education of children. The following suggestions may help you maintain good class routines, provide for an efficient learning environment and establish mutual respect with teacher and students.

REMEMBER: It is important for you to establish your classroom expectations and consequences at the beginning of the day. It is essential for substitute teachers to be perceived by students as confident, in charge and fair.

1. Begin on time – Do not give the class time to develop restlessness and disinterest. Get the students involved.
2. Introduce yourself – Explain why you are there and that class will be conducted as usual according to the regular teacher's instructions. Write your name on the board.
3. Make clear presentations – What students gain from a lesson will depend to a large extent on how well you present it.
4. Provide for pupil involvement – Students should have an active part in a good lesson. Provide for pupil involvement in such things as discussion, planning, questioning and decision making. Be sure that directions are clear and supervision provided.
5. Be patient – It is natural for a class to test a substitute. You represent a change for them. Patience, understanding, firmness and respect will diminish distrust.
6. Be fair and consistent – Your success in classroom control will depend in a great extent on your degree of fairness and consistent treatment. Children must know what is expected of them and what to expect of you. Uncertainty breeds misbehavior.
7. Be ready – Materials and plans for the day are a must. This is another reason for getting in early and insuring that you know what you want the class to be doing during the day.
8. Use common sense – This is the prime suggestion of all. All rules, regulations, guides and directives in the world are no substitute for common sense.
9. Keep your sense of humor.
10. **Do not hesitate to ask for assistance from the Principal or other teachers.**

Discipline/Citizenship Plan

Teachers are expected to handle student discipline and learning in their own classrooms. Expectations, rules and consequences should be made clear to students and parents. If, on rare occasion, a student must be sent to the office, the student will stay in the *In School Suspension* (ISS) room until the end of the period **unless** a teacher referral is sent to the office. Please call the building secretary to let her know you are sending a student to the office. Students should not be sent to the hall unattended during class time as a disciplinary measure.

Teachers must fill out a referral form and send it to the office by 3:00 p.m. for the principal to take disciplinary action. Our school administration will follow the guidelines set forth in the student handbook in dealing with student referrals.

End of the Day

Teachers want to know how the day went. Make a list of the work you accomplished particularly in reference to the lesson plans left by the teacher. Leave a brief written comment on each class or subject if you are not returning the next day. Also note any unclear directions, noteworthy accomplishments, good behavior or discipline problems, names of students leaving the classroom at unscheduled times with reasons and unscheduled assemblies or drills.

It is also helpful if you leave your name and phone number in the event a follow-up call is desired by the regular teacher. Leave the room neat and clean. The care of the room is your responsibility. This is not to suggest that you are expected to do the picking up; see that this is done by the students. Chairs should be in their proper places, paper picked up and windows closed. Make sure the door properly closes (magnet pulled).

Make sure to sign out at the end of the day at the business office and return any keys or sub folders you may have borrowed.

**A substitute may be called upon to cover another classroom or help out in other areas of the building.*

Para Educator Substitute

Starting the Day

If you receive short notice, it may be difficult to arrive by the time indicated; this is understood and accepted as unavoidable. Upon arriving, go to the business office to check in. You will be given a name tag, your day's schedule and instructed on any variations for the day.

Classroom/Student Control

You have a definitive and important role in the education of children. The following suggestions may help you maintain good class routines, provide for an efficient learning situation and establish mutual respect.

1. Introduce yourself – Report to your designated work area and introduce yourself to the teacher or person in charge. Let them know you are there to substitute and state the name of the absent employee. The teacher or person in charge may then give you instructions in addition to the ones you may find on the absent employee's desk.
2. Be Patient – It is natural for students to test a substitute. You represent a change for them. Patience, understanding, firmness and respect will diminish distrust.
3. Expect good behavior – Children tend to respond to whatever we expect of them. A positive approach is worth a hundred negative rules.
4. Be fair and consistent – Your success in student control will depend to a great extent on your degree of fairness and consistent treatment. Children must know what is expected of them and what to expect of you. Uncertainty breeds misbehavior.
5. Use common sense – This is the prime suggestion of all. All the rules, regulations, guides and directives in the world are no substitute for common sense.
6. Keep your sense of humor.
7. **Do not hesitate to ask for assistance from the Teacher, Principal or other staff.**
8. Inform the teacher or staff in charge that you are leaving at the end of your shift.
9. Make sure to sign out with the Business Office at the end of your work day.

Applying for a Substitute Position

Applications for substitute positions are available on our website at www.watervilleschool.org under Join Our Team. The district uses the FastTrack application system as our only application method. If you do not have access to a computer, the district will allow you to use a computer, on site, to complete an application. For more information, contact Gina Mullendore at gmullendore@waterville.wednet.edu.

The following items are required prior to employment

- Completed online application on file.
- I-9 form with supporting documentation (e.g. Driver's License, Social Security Card) on file.
- Completed W-4 form.
- Immunization record.
- Fingerprinting on the OSPI database within the last two years.
- OSPI Substitute Teacher or Emergency Substitute Certificate copy on file (for Substitute Teachers only).
- A brief meeting with the building Principal(s) or District Superintendent.

If I have questions, who do I call?

1. Call the Business Office 888-5591
 - If you are ill or for some reason you are unable to work your assignment.
 - If you need to clarify the assignment (employee and location).
 - If you have questions regarding your qualifications for substitute teaching areas.
 - If you have questions related to your pay check or deductions.
 - If you have questions regarding pay rates.
 - If you have questions or new information regarding address, phone number.
2. Contact the appropriate school principal:
 - If you have questions about a specific assignment.
 - If you have encountered any problems during an assignment.

Elementary School:
High School:

509-745-8585, ext. 1
509-745-8585, ext. 2

Substitute Hourly Rates

Pay rates will be determined by the classified pay scale.