

HANDBOOK FOR SUBSTITUTE TEACHERS



SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

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SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
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FOREWORD

Substitute teachers provide a valuable service for the young people of our District.

This publication is intended to convey information that is pertinent to the substitute service.

Further information can be obtained at individual schools or at the District Human Resources Office.

Best wishes for an enjoyable and successful year.

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I. EMPLOYMENT RESPONSIBILITY OF SUBSTITUTE TEACHER

Verification of Credential(s)/Permit(s)

All substitute teachers must have a valid California Teaching Credential, 30-Day Substitute Teaching Permit, or a Temporary County Certificate registered with the Orange County Department of Education. A current copy must be on file with the Human Resources Department. Saddleback Valley Unified School District prefers substitute teachers with preliminary or clear credentials (rather than those who have 30-day permits) and English Learner Authorization for all daily assignments.

Long Term Assignments

Based on California regulations, SVUSD requires substitute teachers in an assignment of 20 days or more have 1) a valid, current teaching credential appropriate to the assignment (30-Day Sub Permit not acceptable) and 2) English Learner Authorization.

Verification of Negative Tuberculosis Test

Each substitute must maintain verification of a negative TB exam (Mantoux TB or PPD only, a Tine Test is not acceptable) or TB Questionnaire and Certificate of Completion on file with the Human Resources Office. TB test must be renewed every four years.

II. PROFESSIONAL RESPONSIBILITIES

Professional Behavior

Substitutes are on the same professional level as the regular teacher and are expected to observe the same ethical codes. There may be “many disagreements over methods – even disagreements as to the basic aim of education. These are healthy and lead to progress, but they belong in the profession. Individual criticism of another teacher or other schools destroys public faith in all teachers and schools. Nothing else so feeds the fires of public distrust.”¹

Particularly desirable is loyalty to the school system and community. Gossip and tale bearing from school to school is inexcusable. “Loyalty to the profession is next after pride in the list of attitudes essential to effective teacher public relations. Where praise seems impossible, silence is the rule”.²

1 – National School Public Relations Association, “It Starts In The Classroom,”

2 – Ibid., Page 10

Professional Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. ³

3 – SVUSD Board Policy 4119.22

SVUSD Website

Substitutes should always check the SVUSD website Departments – Human Resources – Sub Teacher Info tab to find important information regarding sub opportunities and announcements.

III. ASSIGNMENTS

Authority

Substitute teachers are assigned by the Absence Management system. Absence Management will inform the substitute of the location of the assignment, the name of the absent teacher, grade or subject area, and report-in time. Please refer to the Absence Management online tutorials for detailed information on accepting/declining assignments.

Frequency of Assignments

It is almost impossible to predict the number of assignments a substitute can expect. Frequency of employment depends on the absence rate of the regular staff and the number of available substitutes.

You may call/log onto Absence Management to set your availability. In addition, teachers have the option of placing you on a Preference List to be given to the office manager for input into Absence Management.

If a substitute teacher is unavailable for any assignments for more than one full semester, he/she may be terminated from the substitute list. Exception to this would be a long-term assignment.

Classified Assignments

Absence Management also fills absences for Classified Instructional Assistants. Only Certificated Substitutes that have also been hired as Classified Substitutes will be offered Instructional Assistant jobs through the Absence Management system.

Do not accept a Sub Instructional Assistant position offered to you verbally unless you have been hired as a classified substitute.

If you wish to be hired as a Sub Instructional Assistant contact Erica Gomba at (949) 580-3358.

Changes in Assignments

There may be times, due to changing circumstances, when you will be assigned to cover a different or additional class from the original assignment accepted. In addition, sometimes the assignment accepted may no longer be available to you. In that case, you will be placed back in the sub pool for other assignments. However, if the cancellation of the job occurs an hour or less prior to the start time, an alternate assignment will be offered to you. If you decline the alternate assignment, you will not be paid for the day.

IV. REPORTING TO ASSIGNMENT

Hours of Service

Substitute teachers observe the same hours of service as regularly assigned teachers at the school to which they are sent. The report-in time given provides for the substitute's arrival 30 minutes prior to the beginning of school. This is to allow time for the substitute to become familiar with the school site and the lesson plans.

Reporting

Substitute teachers are to report to the office manager and/or the principal to secure necessary instructions.

V. SALARY INFORMATION

Certificated Sub Rates of Pay

Effective 2020-2021 school year, the following are the daily and long term rates:

Daily Rates

\$65 for half day (4 hours or less)

\$130 for full day (more than 4 hours)

Long Term Rates (starts on the 11th consecutive day in the same assignment)

\$75 for half day (4 hours or less)

\$150 for full day (more than 4 hours)

Incentive Pay Rate (starts on the 51st day for the school year) – There is no incentive rate for 2020-2021 school year.

A substitute teacher **will not** be compensated for period coverage. This includes if you are assigned to work for an absent teacher who teaches more than five periods, or asked to cover the absence of another teacher in addition to five periods taught in the original assignment accepted.

Method of Payment

The certificated payroll period is from the 4th day of each month through the 3rd day of the following month. The classified payroll period is from the 17th of each month to the 16th of the following month.

The record of substitute assignments worked is kept in Absence Management. Timecards are not required. The Office Managers at each site confirm this record prior to uploading to the Payroll Department.

Pay day is scheduled for the last working day of each month, except for December; pay day is scheduled for the first business day in January. Employees who receive printed paychecks (non-direct deposit) will have their paychecks mailed (via U.S. mail) directly to their home address. Paychecks will normally be placed in the U.S. mail one day before payday EXCEPT for paydays that fall on Monday. If a payday falls on Monday, paychecks will be placed in the U.S. mail the morning of payday. Employees are encouraged to receive their pay through the direct deposit program.

You can access the Direct Deposit form by following these steps: www.svusd.org – click on Departments – Under Business – click on Payroll on left hand side click on Forms & Documents and click on Direct Deposit Authorization. Fill out the form and follow directions on how to access EIS. Return the Direct Deposit Authorization form to Payroll.

Deductions and Retirement

Federal and state income tax is deducted from each salary warrant and varies with the amount earned and the number of dependents claimed. As a certificated substitute teacher, this position is not eligible to participate in Social Security.

If you work over 100 days or are currently a member of STRS, you will become/continue to be a California State Teachers' Retirement System (STRS) member and have deductions taken from all earnings. If you are not a STRS member, you can choose to become a member of CalSTRS or you will be enrolled in the Alternative Retirement System Public Agency Retirement Services (PARS-ARS) and have deductions taken from all earnings.

VI. SCHOOL INFORMATION (The following information may vary slightly from school to school.)

Attendance Accounting

Attendance figures must be accurate. Procedures may vary among schools. The school office manager or attendance clerk will provide substitutes with the appropriate information.

Elementary: Please check with the Office Manager for instructions.

Intermediate: Attendance must be taken period by period and posted on Aeries ABI or manually on a roster.

High School: Attendance must be taken period by period and posted on Aeries ABI or manually on a roster.

Bus Schedule

All children riding the bus are to be excused ON TIME as the buses must maintain a rigid schedule. The substitute may be required to accompany these children to the bus.

Discipline

Maintaining good order and desirable working conditions in the classroom is a substitute teacher's first major responsibility. A positive approach is recommended. A pleasant attitude, a warm feeling for children, respect for others, courtesy, and a sense of humor will help to foster a good room atmosphere. Keeping the children busy eliminates problems.

When children fail to respond to positive methods, consult with the principal. A student may be referred to the office with a note explaining the difficulty if he/she is disrupting the instructional program.

DO

1. Correct papers and list grades on assignments unless the regular teacher indicates otherwise.
2. Leave adequate notes regarding absences, transfers, new students, etc.
3. Leave the room as neat as possible at the end of the day.
4. Maintain normal classroom routines and discipline procedures.

DO NOT

1. Administer any form of corporal punishment.
2. Dismiss class ahead of time.
3. Release a pupil from class during school hours without written permission from the school office.
4. Contact a parent without prior approval of the principal.
5. Leave students unsupervised.

Emergency Drills

Procedures for emergency drills, including signals, evacuation routes, etc., are located in a conspicuous place in the classroom. Becoming familiar with this information prior to the school day is essential to the safety of the students.

Inclement Weather

School hours remain the same during inclement weather. Special instructions regarding recess and lunch on these days are issued by each school.

Instructional Materials

The instructional materials designated by the regular teacher are to be used whenever possible.

Lesson Plans

The lesson plans of the regular teacher are to be followed. Lesson plans may be in the classroom, given to the substitute upon arrival at the site office, or provided within the job information on Absence Management. The substitute should leave notes to indicate progress made and areas covered.

Substitutes should arrive for each assignment with various plans or teaching materials to be utilized in the event the teacher's lesson plans are not found or a lesson concludes earlier than anticipated.

Pupils Leaving the School Grounds

No pupil is permitted to leave the school grounds without the prior authorization of the principal except to go home for lunch, as permitted by the school. Pupils are not to be sent home to get forgotten books or homework at any time.

Room Safety

Doors are to be locked before leaving the room at recess, lunch or physical education. Keys are not to be given to pupils.

School Records and Information

School records are confidential and are to be treated in a discreet and professional manner. Individual children, other teachers, and school situations are not to be discussed.

Special Class/Activity Schedule

The schedule for special events or for instructional programs, such as speech and instrumental music, should be checked prior to the start of the school day, and pupils are to be sent to the designated places.

Supervision of Pupils

Students are supervised at all times in the classroom. Children are to be supervised on the playground during physical education.

Yard Duty Schedules

Substitute teachers assume all yard and building supervision responsibilities assigned to the regular teacher. If there are any questions, the principal is to be consulted.

VII. EVALUATION POLICY AND PROCEDURE

The substitute plays a very important part in the total educational program in the Saddleback Valley Unified School District. Because of this, it is critical that the quality of the substitute's performance be of high caliber.

Principals will advise Human Resources of outstanding or unsatisfactory performance by substitute teachers by submitting a "Substitute Teacher/Instructional Assistant Report" to the Human Resources office.

Copies of these reports will be forwarded to you. Substitutes receiving negative reports may be released from employment.