

**GEORGE-LITTLE ROCK
COMMUNITY SCHOOL DISTRICT**

**SUBSTITUTE
TEACHER
HANDBOOK**

2012 - 2013

**Mrs. Janel Guse
Superintendent**

**Mr. Michael Munson
Principal**

**Mrs. Molly Schilling
Principal**

**The Mission of the George-Little Rock School District is
to provide quality education by promoting life long learning.**

**Revised June, 2012
Web Site**

Printed Copy to Teachers and Substitute Teachers

Your teaching services provide our school district the opportunity of continuing a quality program of education for students when their teacher must be absent. The teaching staff realizes and fully commends you for the support you give to their role as teachers and to our total educational commitments. Your role at George-Little Rock is primarily a supportive function, but one that is germane and highly valued.

CONDITIONS OF EMPLOYMENT

Individuals interested in serving as substitutes should follow these suggestions:

APPLICATION: Application is made through completion of a regular form provided by the school district and renewed annually. A list of substitutes is made up before the opening of each school year. Names may be added to the list any time during the year.

CERTIFICATION: Certification is necessary in order to substitute in Iowa. A copy of your college transcript of credits is necessary to evaluate your certification status.

MEDICAL EXAM: Except as otherwise provided in the rules of the State Board of Education, the local board shall require each substitute teacher to file with it, at the beginning of service, a written report of medical examination by a physician. This exam will include a TB test. Examination fees shall be the responsibility of the substitute teacher.

PAYMENT OF SUBSTITUTES

Per Day: \$90.00

GENERAL INFORMATION

School Hours:	STUDENTS	TEACHERS
High School	8:30 A.M. to 3:15 P.M.	8:00 A.M. to 4:00 P.M. or 7:45 A.M. to 3:45 P.M.
Middle School	8:30 A.M. to 3:15 P.M.	8:00 A.M. to 4:00 P.M. or 7:45 A.M. to 3:45 P.M.
Elementary - George	8:15 A.M. to 3:25 P.M.	8:00 A.M. to 4:00 P.M. or 7:45 A.M. to 3:45 P.M.
Elementary - Little Rock	8:15 A.M. to 3:25 P.M.	8:00 A.M. to 4:00 P.M. or 7:45 A.M. to 3:45 P.M.
Students Riding Route Bus	8:15 A.M. to 3:40 P.M.	

CALLS FOR SUBSTITUTE WORK

Most calls for substitutes are made between 6:30 A.M. and 7:30 A.M. the day the substitute is needed. Whenever possible, arrangements for substitutes will be made the night before. Substitute teachers are expected to arrive 30 minutes before the start of the school day. Specific instructions regarding assignments are given to the substitute by the principal when reporting for duty. Regular teachers are fully informed of their responsibilities in preparing their classes for working with a member of the reserve team.

There is a sign-in form in each building office. Please sign this form in that particular building each time before reporting to the classroom.

CLOSING THE DAY'S WORK

The substitute is requested to make a brief written report for the regular teacher, secure the classroom before leaving the building, and return keys, lesson plan books, and other materials to the office.

THE SUBSTITUTE EXPECTS TO FIND IN THE CLASSROOM:

A well-organized, well-oriented plan for the day, which includes the names of texts and page numbers listed.
The daily schedule showing physical education period, noon duty, and lunch and dismissal time. An up-to-date, easy-to-read seating chart will be of benefit.
A teacher's guide and manuals on or near the desk.
Procedures taken for fire and emergency drills.

If those materials are not available, the substitute should notify the building principal.

THE CLASSROOM TEACHER EXPECTS THE SUBSTITUTE TO:

Follow the regular plans and schedule as closely as possible.
Check and correct workbooks and papers which the students have done, as is designated by the teacher.
Maintain a neat, orderly, attractive environment.
Leave a statement of the work covered, together with any comments about special difficulty or outstanding cooperation, work completed, work unfinished.
Keep accurate attendance records.
Maintain good room discipline.
Leave equipment in proper place.
Refrain from discussing teachers' methods or ideas in front of the students.
Check teacher's mailbox for bulletins, announcements, special arrangements, etc.
Become acquainted with the building rules and regulations.
Call on any teacher(s) nearby for help on any particular problem if principal is not available.
Contact the teacher if the assignment lasts more than three (3) days.
Close windows, fix shades, turn off lights, and lock doors before leaving.

THE SUBSTITUTE EXPECTS THE PRINCIPAL TO:

Escort him/her to his/her teaching station if it is his/her first experience in the school and unlock the door.
Locate the plan book, attendance register, seating chart, and daily lesson schedule.
Explain events, changes in routines, and program -- fire drill, special money collections, special events, inclement weather procedure, etc.
Inform him/her how to obtain supplies or equipment.
Relate to him/her if his/her work is satisfactory; or if unsatisfactory, suggest ways for improvement.
Explain location of restrooms, study halls, library, cafeteria, faculty room, or special building information.
Give information concerning fire and emergency drill directions, toilet privileges, hall permits before, during, and after school, and handling irregularities.

THE PRINCIPAL EXPECTS THE SUBSTITUTE TEACHER TO:

Arrive as soon as possible on the first day of assignment. Thereafter, arrive 30 minutes before the start of the school day, as is expected of the regular staff.
Report to the office immediately upon arrival and inquire about any special directions for the day with regard to daily schedule, bulletins, lesson plans, reports to be completed, drill procedures, and other pertinent information.
Check teacher's mailbox and room keys, if available.
Be familiar with and follow emergency and fire drill procedures.
Report at end of day to inquire if services will be required the following day.
Maintain high standards of ethics in your relationship with other teachers.
Report any serious behavior cases to the principal instead of trying to handle them yourself.
Refer any student to the office whose attire or personal hygiene causes you concern.
Attend faculty meetings if on a long-term assignment.

CLASSROOM RESPONSIBILITIES

Direct any outsider seeking information about, or permission to take a child from the room, to the office.
Follow the program as outlined by the regular teacher.
Be prompt in releasing your students from their scheduled activities.
Notify the principal immediately in the event of a student's illness, injury, or accident.
Abide by seating arrangements or any other part of the room organization.

Organize and label completed student work. These papers are to be left in the teacher's desk or mailbox, with appropriate explanation.
Check ventilation and lighting and adjust as needed.
Leave room neat and in order. Close windows, turn off lights, and lock door before leaving.
Supervise your students at all times.

HINTS FOR SUCCESS

Use dispatch in getting the class working. Avoid unnecessary and irrelevant talking.
Write directions or lesson plans neatly on the board. This will be a great help in the orderly beginning of a day's work.
Be ready when the bell rings to supervise the passing in and out of the classroom, caring for wraps, and getting settled in seats.
Be an informed substitute; know the school rules.
Take firm control of the class from the beginning.
Physical punishment, sarcasm, ridicule, or hasty decisions are not accepted ways of pupil control.
Use positive rather than negative request and suggestions.
Expect respect and cooperation; be respectful of students' opinions.
Have a positive, enthusiastic attitude toward your assignment.
Visit the schools which you intend to serve. You should observe methods, specific techniques, lesson plans, materials used, and the participation of the students.
Attend professional meetings which occur during your tour of duty, especially those meetings called to aid you in your work.
Attend in-service meetings which regular teachers attend, even though not assigned or serving on regular duty.

A FEW DON'TS TO REMEMBER

Don't show favoritism.
Don't permit nor encourage chorus answers.
Don't criticize nor reprimand a pupil in the presence of classmates.
Don't allow pupils to leave their seats without permission.
Don't belittle incorrect answers.
Don't allow pupils to ridicule the answers of others.
Don't allow pupils to talk without permission.
Don't fail to encourage all pupils to participate.
Don't fail to praise when praise is deserved.
Don't raise your voice in anger.
Don't do all the talking.
Don't allow "yes" or "no" answers when pupils have the opportunity to express themselves.
Don't discuss your personal life in the classroom.
Don't let your appearance distract your pupils.
Don't allow a pupil to discuss his/her family affairs.
Don't leave your classroom unsupervised.
Don't allow any defiance of your authority. Deal with it immediately.
Don't allow pupils to open the teacher's desk.