



Maize USD #266
District Office

Substitute Teacher Handbook



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Revision

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Table of Contents

Revision	i
Table of Contents	ii
1 Purpose.....	1
1.1 Antidiscrimination Statement.....	1
2 Application Process.....	2
2.1 Required Training.....	2
3 Substitute Arrangements.....	3
3.1 Notification of Assignments	3
3.2 Reasonable Assurance Statement.....	3
4 Substitute Expectations and Responsibilities	4
4.1 FERPA	4
4.2 Professional Responsibility	4
4.3 Duty Day	4
4.4 Transitions.....	5
4.5 Substitute Teaching Do and Do Not.....	5
4.6 Emergency Procedures.....	6
5 Compensation	7
5.1 Long Term Pay.....	7
6 Substitute Teacher Acknowledgement.....	8



1 Purpose

This manual offers current and prospective employees general guidelines about the Employment practices of Maize USD 266. The Education Support Center is happy to provide the current full policy statement of any policy summarized in this manual. While every attempt is made to keep this manual up to date, all policies and practices are subject to periodic review and modification. This manual is to be considered informational only. It is not intended to create any contractual or other legal rights. If you have any questions about specific practices or policies, please contact the Maize Educational Support Center at 722-0614 for clarification.

Dear Substitute Teachers:

USD 266 is happy to have you on the official list of substitute teachers. The job you do is very important! This handbook is designed to familiarize you with the many aspects of substitute teaching in USD 266. We hope it will answer any questions you might have.

The valuable service you provide is greatly appreciated and needed. Substitute teachers are an integral part of our instructional team.

We wish for you a rewarding experience as a substitute teacher in our schools. As you assume your assigned tasks, be assured that the building administrators, teaching staff and the substitute coordinator are all ready to assist you in any way. If you have any questions or concerns, please let us know. We want you to feel like a part of our staff!

Thank you,

Maize Public Schools

1.1 Antidiscrimination Statement

Maize Public Schools do not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs, activities and as to employment. Persons having inquiries concerning the district's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, the Age Discrimination Act may contact the Human Resources Department at 905 Academy, Maize, KS 67101, 316-350-2028.



2 Application Process

Applications must be submitted electronically through the website. Applications will be accepted only during times when the "Teacher Substitute" position is posted on the district website. This posting will be posted and removed several times throughout the school year and as need determines.

- 1) Apply at www.usd266.com - Join Our Team
- 2) Apply for a [Kansas Emergency Substitute License](#)
- 3) Job Applications will be screened by the Substitute Coordinator
- 4) Candidate will receive an electronic new hire checklist
- 5) Candidate will meet with Human Resources to finalize new hire paperwork
- 6) New Hires will receive a post-hire checklist to complete that includes required training videos.

2.1 Required Training

All employees are required to complete annual training(s). These are part of the Post-Hire Checklist and also distributed electronically on an annual basis.



3 Substitute Arrangements

Substitute arrangements for all Maize Public Schools will be made by the Substitute Coordinator through the Absence Management system. Your name will be placed on an official list of substitutes after you have been approved to substitute teach for Maize Public Schools. No substitute teacher can be employed until he or she has been approved.

3.1 Notification of Assignments

The Absence Management System will post and notify substitutes of open assignments. The substitute can see open assignments, future assignments, and past assignments within their account in Absence Management.

3.2 Reasonable Assurance Statement

Substitute teaching is a seasonal, as-needed position. Maize USD 266 does not utilize substitute teachers during times when school is not in session. Unless otherwise noted by either party, substitutes have reasonable assurance of returning to the active sub list following any scheduled school breaks. The Substitute Coordinator will use the email address on file with the district to survey substitutes as to their intent to return. No response will be considered a response of "no."



4 Substitute Expectations and Responsibilities

4.1 FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records. As an employee at Maize USD 266, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s) information about a student – unless your position specifically authorizes and requires you to do so.
- You must not acquire or collect any information from a student's record that you do not need in order to do your job or perform the duties assigned to you.
- You must not share information about students that you may have learned while performing your work. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) is a violation and may result in disciplinary action up to and including termination from your position.
- It is your responsibility to keep any information obtained in your workplace confidential. Your signature of receipt of this handbook indicates that you have read and understand your responsibilities as stated under the Family Educational Rights and Privacy Act Confidentiality Agreement and that you agree to comply by the terms of this Confidentiality Agreement.

4.2 Professional Responsibility

Failure to carry out responsibilities will impact your eligibility to receive assignments.

- Maintain a valid substitute license
- Complete required training annually
- Maintain updated contact information with the district Substitute Coordinator
- Utilize Absence Management to receive assignment information and accept assignments
- Be on time and present for all accepted assignments
- Follow building and district guidelines and procedures
- Be professional in appearance and performance of duties
- Maintain appropriate boundaries with students
- Care for district property and leave things as good or better than you find them
- Always put your best foot forward

4.3 Duty Day

- Plan to arrive early enough to review lesson plans, teaching materials, crisis plans, evacuation maps, and all other necessary materials prior to students arriving. Each assignment is different and requires a different amount of preparation. Arriving 20 minutes or more prior to student arrival is suggested.
- Your duty day is defined by the assignment length accepted. Substitutes shall remain on duty for the duration of the assignment.
- Partial-day assignments may be extended based upon building needs and mutual agreement between the building substitute secretary and the substitute.
- Upon arrival, substitutes must report to the main office and check in with the building substitute secretary.
- Substitutes shall wear district-issued identification on their person while on duty.
- Lunch is according to the teacher's schedule.



- Daily substitutes are not guaranteed plan time. Since planning is done by the classroom teacher, substitutes may be used to fill other needs within the building during a teacher’s scheduled plan time. Long-term substitutes who have assumed planning responsibilities will be afforded regular plan time.
- Substitutes are required to perform all duties as assigned, including but not limited to: lunchroom duty (outside of the sub’s personal lunch), recess duty, bus duty, hallway duty
- Greet students as they enter the room.
- Introduce yourself, even if this is a repeat assignment.
- Take attendance and lunch counts, if applicable, as noted in the sub plans
- Follow the lesson plans left by the teacher.
- Circulate around the classroom. Reduce the occurrence of student issues by not remaining in one location for too long.
- If students are working on computers be sure to position yourself in such a manner that screens are visible to you.
- Keep the classroom neat, clean, and organized. Return items where they were when you began the day.
- Make note of any issues with the lesson plans or teaching materials.
- Make note of any specific student behaviors, positive or negative, that the teacher should be aware of when they return.
- At the end of the day, turn off computers and other electronic devices, make sure windows are closed and latched, make sure materials have been returned to their proper locations.
- When you leave the building, check out with the office secretary both during the day and at the end of the day.
- Do not grade papers unless specifically asked to do so by the teacher.

4.4 Transitions

When moving students from one location to the next, it is important to consider the following:

- Age of students- Elementary students should be walked to their destination and delivered to another adult before you leave. This includes special classes, lunch, recess, etc.
- Time- Follow the schedule left by the classroom teacher. Arriving early or late disrupts others’ days and may create unnecessary hardships.
- Destination- Plan accordingly for the distance of travel and the destination. If going outside during winter, be sure students wear jackets.
- Courtesy- Hallways are quiet places. As a rule, it is more effective to lead a class to a destination rather than follow. This allows for stopping and starting as needed to maintain appropriate speed and volume.

4.5 Substitute Teaching Do and Do Not

DO	DO NOT
Greet students as they enter the room	Sit behind the desk until class starts
Introduce yourself in a kind and courteous manner.	Attempt to scare or intimidate students
Follow teacher lesson plans	Decide for yourself that the lesson plan left is not what the students need



Keep students on task by circulating around the room, asking questions, offering assistance	Sit behind the desk while students work
Be kind and friendly	Overshare or allow students to ask questions of a personal, political, or religious nature.
Dress for the assignment. Wear appropriately fitting clothing that allows movement. Wear comfortable footwear as the expectation is that you are moving around the room most of the day.	Wear clothing that expresses personal religious or political views, advertises alcohol or other inappropriate materials, is provocative, restricts movement.
Shake hands, fist bump, high 5, side hug if student initiated (as health and safety allow)	Rub shoulders, hug face to face, allow students to sit on your lap
Follow classroom restroom and hall pass procedures	Allow students to leave the room to “go see other teachers”
Compliment students’ efforts and successes	Be negative, derogatory, or insulting
Assist students with their work	Complain to students about how different school is now compared to back in your day
Allow students to have learning conversations	Allow conversation that is derogatory, inappropriate, abusive to others
Address and report any behaviors that are not acceptable	Ignore things because you are only there for the day
Accept a variety of assignments, including special education, physical education, art, music, etc. preconceived notions provided by others	Decline assignments based on a lack of personal experience or
Treat each day as an interview for your next assignment. Teachers talk, and being added to preference lists increases the demand for you and your skills	Have off days that impact your reputation

4.6 Emergency Procedures

Emergency procedures are clearly defined in the USD 266 Crisis Folder that can be found in every classroom in the district. Take time to familiarize yourself with these procedures. As a substitute you will work in various locations. Review evacuation routes and shelter locations for each assignment. Routes and shelters are based on traffic flow and occupancy.

- All occupants MUST participate in all emergency procedures, no exceptions.
- The classroom Crisis Folder is to be taken with you should an evacuation from the room become necessary.
- If a Crisis Folder cannot be located, let the office know immediately.



5 Compensation

HOURS	PAY
0-2	25%
2-4	50%
4-6	75%
FULL DAY	100%
CHSM FULL DAY	120%

Reference the pay calendar to see when each day worked will pay out. Days worked can be viewed in Frontline and paystubs can be viewed in Skyward. Report any discrepancies to the Sub Coordinator.

The Superintendent has the authority to temporarily increase the rate of compensation should circumstances require.

5.1 Long Term Pay

Long-term pay begins after the 10th consecutive day for the same teacher.



6 Substitute Teacher Acknowledgement

Substitute Teachers are required to electronically sign this statement annually, acknowledging the receipt of the handbook and the other provisions stated below. These acknowledgments will be kept on file in the Human Resources office.

- 1) I will review and follow the Crisis Plan and Emergency Procedures of the building I am working in.
- 2) I will spend a few minutes at the beginning of every assignment familiarizing myself with the building's discipline policies and classroom management strategies and agree to follow procedures accordingly.
- 3) I will seek permission from the principal or classroom teacher I am substitute teaching for prior to using the classroom or building computers.
- 4) I have read, understand, and agree to follow board policy on Acceptable Use of Computers, Networks, Internet, and other Online Service. I will not open or print documents that belong to the teacher or other staff members without prior permission or use the Internet for personal use (e.g., personal email accounts, stock market quotes, shopping etc.).
- 5) I am familiar with and agree to follow the guidelines set forth in The Board of Education Harassment Policies.
- 6) I will follow the lesson plans the teacher prepares for me. If I do not understand the plan, I will seek clarification from the building contact person or building principal.
- 7) I will leave the classroom teacher notes at the end of my assignment detailing the extent to which I completed the lesson plans, things covered that were not part of the lesson plans, names of students who were helpful, names of students who presented challenges, and all other information that will help the teacher understand exactly what went on in the classroom in their absence.
- 8) I am entitled to a lunch period not to exceed thirty minutes. If I leave the building, I will notify the building secretary.
- 9) I am required to report on time and stay for the duration of the assignment. Tardiness and attendance will be monitored and dealt with accordingly.
- 10) I understand that classroom telephones are to be used for school purposes only except in emergency situations and that cell phones will be turned off and not allowed to interfere with classroom instruction.
- 11) I understand that using inappropriate or vulgar language, calling students names, and/or referring to them in a derogatory manner of any sort is prohibited.
- 12) I will not touch a student inappropriately.
- 13) I understand that eating during classroom hours is unprofessional and will be reserved for scheduled breaks.
- 14) I agree to be attentive in class and engage students in learning at all times.
- 15) I understand I am not entitled to a planning period unless I have taught in the same position for more than ten days.
- 16) Refusal to cover an additional class during the regular classroom teacher's planning period will constitute insubordination.
- 17) I will not leave students unattended.
- 18) I will leave the classroom in the same order in which I found it. All debris and trash will be put in the proper receptacles.
- 19) I will follow dismissal procedures per teacher instructions.

I have read, understand, and agree to follow the policies, procedures, and guidelines outlined in the Substitute Teacher Handbook, as well as all other board policies.