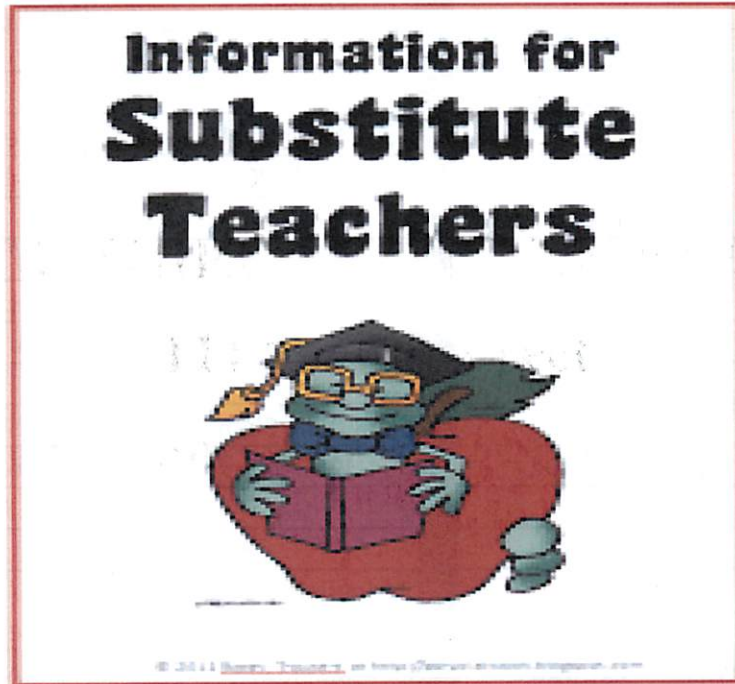


# **SUBSTITUTE TEACHER HANDBOOK**



**HAMPSHIRE COUNTY SCHOOLS**

**111 School Street**

**Romney, WV 26757**

**304-822-3528**

March, 2019

**HAMPSHIRE COUNTY SCHOOLS**  
**111 School St., Romney, WV 26757**  
**PHONE 304-822-3528 FAX 304-822-3540**

<b>Superintendent's Office</b>		<b>Augusta Elem.</b>	Brenda Ompps, Principal
Jeffrey Pancione	Ext. 121	304-496-7001	Melanie Hott, Secretary
Shirley O'Dell, Secretary	Ext. 120		
		<b>Capon Bridge Elem.</b>	John Ferraro, Principal
<b>Attendance/Student Support/Child Nutrition</b>		304-856-3329	Marci James, Secretary
Amy Haines, Director	Ext. 151		
Crystal Casto, Secretary	Ext. 150		
		<b>John J. Cornwell Elem.</b>	Nicole Morris, Principal
<b>Curriculum</b>		304-492-5520	Jeannie Milleson, Secretary
Deborah Hartsock, Director	Ext. 141		
Crystal Casto, Secretary	Ext. 140		
		<b>Romney Elem.</b>	Patti Lipps, Principal
<b>Finance Office</b>		304-822-3018	Debra Belt, Secretary
Denise Hott, CSBO	Ext. 133		
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Tammy Lewis, Secretary	Ext. 132	304-496-7069	Laurie Thorne, Secretary
<b>Human Resources</b>			
Terrie Saville, Director	Ext. 111	<b>Springfield - Green Spring Elem.</b>	Nicole Morris, Principal
Carolyn Henderson, Secretary	Ext. 120	304-822-4317	Tammy Bittinger, Secretary
<b>Special Education</b>		<b>Capon Bridge Middle</b>	Ann Downs, Principal
David Simanski, Director	Ext. 191	304-856-2534	Christy Stump, Asst. Principal
Suzy Nichols, Psychologist	Ext. 180		Christine Daugherty, Secretary
Regina Haines, Secretary	Ext. 190		
		<b>Romney Middle</b>	John Watson, Principal
<b>Technology</b>		304-822-5014	Christy Stump, Asst. Principal
Lori Gnegy, Director	Ext. 160		Vacant, Secretary
Julie Crawford, TIS	Ext. 165		
Phillip LeMasters, TSS	Ext. 143	<b>Hampshire High</b>	DiAnna Liller, Principal
		304-822-5016	Orie Pancione, Asst. Principal
<b>Maintenance</b>			Megan Fuller, Asst. Principal
Al Foster	Ext. 170		Letisha Grapes, Secretary
			Lisa Shockey, Secretary
<b>Transportation</b>			Amy Whaley, Secretary
Calvin Davis, Supervisor	304-496-1501		
Linda Anderson, Secretary	304-496-1504		

## SUBSTITUTE TEACHER GUIDELINES & RESPONSIBILITIES

### WELCOME

Welcome to Hampshire County Schools. Your efforts and services as a substitute teacher are needed and appreciated. Your services are critical to maintaining the educational progress of students and helping Hampshire County fulfill its mission of educating and preparing each student to succeed in a changing world.

### ID BADGES

All substitutes are issued and **are required to wear** a Hampshire County Schools ID Badge. Badges are to be worn in a visible manner when on school property.

### CHANGES TO PERSONAL INFORMATION

Please notify Terrie Saville, Director of Human Resources at 304-822-3528 Ext. 111 ([tjsaville@k12.wv.us](mailto:tjsaville@k12.wv.us)) or Carolyn Henderson, Executive Secretary 110 ([cjhender@k12.wv.us](mailto:cjhender@k12.wv.us)) or email Rhonda Park, Payroll Coordinator, [Rhonda.park@k12.wv.us](mailto:Rhonda.park@k12.wv.us) of any change in your address, email address or telephone number.

### COMPENSATION (based on WV State Salary Scale and is subject to change.)

- ❖ Substitute teachers earn a \$129.34 (2018-2019 scale) daily rate, based on BA degree and 0 years of experience.
- ❖ Long-Term Substitutes, working for the same classroom teacher in a position that requires planning for, implementing, and evaluating instruction, grading, parental communication, etc, for 30+ consecutive days, earn \$173.48 (2018-2019 pay scale) per day based on BA degree and 0 years of experience.
- ❖ Pay days are the 10<sup>th</sup> and 25<sup>th</sup> of the month.
- ❖ Days worked from the 26<sup>th</sup> of the month through and including the 10<sup>th</sup> of the following month will be paid on the 25<sup>th</sup> of the month.
- ❖ Days worked from the 11<sup>th</sup> of the month through and including the 25<sup>th</sup> of the month will be paid on the 10<sup>th</sup> of the following month.

### DUTY DAY

**Substitute assignments are for either a full day or half day.** Substitutes may be expected to work any/all duties within the work day without extra compensation so long as the substitute receives no less than a 30 minutes duty free lunch during a full day assignment. Substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.

Substitutes are expected to use the entire scheduled time in service to the school system. Except for long-term assignments, substitutes are not entitled to a planning period and substitutes may be assigned other duties during these periods. If no assignment is made when the substitute checks in at the beginning of the day, the substitute should report to the school office during the planning period for an assignment.

**School start times vary by building.** Please listen to SEMS/SmartFind Express or check the SEMS website to read additional information and for the exact start time of the job. Half day assignments generally end after four (4) hours of substitute duty. If the shift goes beyond four hours, please refer to the building or program administrator for further instruction.

For full day assignments, all necessary tasks, corrections, notes for the teacher, evaluation, etc. must be completed. It is the substitute's responsibility to learn the student dismissal time for each school by inquiring with the school office upon duty check in. If this work has not been completed, substitutes may leave after fulfilling the assigned four (4) or eight (8) hour shift.

## TWO HOUR DELAYS

In order to alleviate confusion with substitutes on when to arrive on these days and to establish some uniformity, the substitute should report to their assignment at 8:30AM or as soon as safely possible. By doing this, substitutes will have time to look over plans and make the necessary adjustments to the schedule for the day.

## PREPARATION

Note the following when you accept an assignment from SEMS/SmartFind Express:

- a. Name of teacher for whom you will substitute
- b. Name and location of school
- c. Time classes begin
- d. Lesson plans or notes left by the teacher

When you arrive at the school, please obtain the following information from the school office:

- ❖ Person whom you can call upon for assistance
- ❖ Any special duties you will have

## CELL PHONE USAGE

Cell phone usage, including calls, texting, or internet usage **is prohibited** during times of student instruction or supervision. When you check in for an assigned shift, the substitute will be asked to provide your cell phone number which may be needed during a building emergency.

Students should not be allowed to use his/her cell phone as a free time activity when finished regular assignments.

## DRESS CODE

While Hampshire County Schools does not have a school-wide dress code, substitutes are hired as professionals and expected to dress in a professional manner. Each building or program administrator may have special days on which a more relaxed dress code may be in effect (e.g., school spirit days).

## EMAIL

Substitutes on long-term assignments will be issued a school email account. Please contact Lori Gnegy [lgnegy@k12.wv.us](mailto:lgnegy@k12.wv.us) regarding a school email account.

## INTERNET ACCESS

Substitutes on long-term assignments will be provided the school network and internet access.

## RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

- ❖ In the regular teacher's absence, you are the teacher.
- ❖ It is the substitute's responsibility to move the learning process forward and maintain continuity in instruction.
- ❖ As a substitute teacher you are charged with the welfare of the children. It is expected that the substitute will maintain good order wherever assigned and will create classroom conditions conducive to a good learning situation. As a qualified substitute teacher, you have the responsibility to adhere at all times to the same high standards of conduct and professionalism expected of all teachers.
- ❖ Substitute teachers are expected to hold in professional confidence any information about the school (pupils, parents, teacher, principal) which might be gained while substituting.
- ❖ Individuals seeking information about a child or who come to the classroom asking that a child be released from school must be directed to the office.
- ❖ Children are not to be released from the classroom without official notice from the principal's office.
- ❖ The roles of a substitute teacher are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. A substitute teacher has the same responsibilities and the same duties as the regular teacher, including bus duty and playground supervision.
- ❖ Substitute teachers should, as far as possible, follow any lesson plans and instructions left by the classroom teacher.

- ❖ Any supplemental activities should be relevant to the class curriculum.
- ❖ Substitutes do not have the authority to make changes in daily curriculum except in emergency situations.
- ❖ Discipline should be maintained and students are to be held accountable for their work classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. If discipline problems arise, the principal must be notified.

## SUMMARY

- ❖ Report to the school office at the designated starting time for that building. The work day times for professional staff are given in the assignment information contained in SEMS/SmartFind Express.
- ❖ Leave a brief report for the teacher of materials covered and work completed.
- ❖ Report any accidents or unusual discipline problems to the principal immediately.
- ❖ Leave the room in good order.

## LESSON PLANS/CLASSROOM INFORMATION

- ❖ The substitute can expect that the classroom teacher has prepared and left sufficient lesson plans to carry you through your assignment.
- ❖ The substitute's preparation consists of arriving at the school early enough to prepare before classes begin. If the substitute finds that the instructions left for you are inadequate, you should immediately inform the building principal.
- ❖ The regular classroom teacher should supply the following for the substitute:
  - Class lists (according to reading/math groups and/or various classes and/or homeroom)
  - Daily Schedule
  - Individual student schedules for student mobility (i.e. library, speech, resource room)
  - Emergency Management Procedures
  - Up to date seating charts with comments regarding student leaders for classroom assistance and students of special situations (including learning disability, physical defects and behavioral problems).
  - Any additional responsibilities of the individual teacher (i.e. grading and distribution of papers, supervision duties, breaks and special disciplinary measures).
  - Contingency lesson plan (when a lesson plan cannot be followed).
  - Building characteristics, including student behavior and expectations, location of lunchroom and lounge, restroom, audio/video equipment and other educational technology, and guidelines for lunch duty and hall patrol.
  - If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information.
  - If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact the building principal as soon as possible.

## CLASSROOM ETHICS

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of Hampshire County Schools. **Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students.**

## END OF DAY REPORT

- ❖ It is essential that the regular teacher be fully aware of classroom activity during your assignment.
- ❖ It is the substitute's responsibility to collect all assigned written work. You should leave a report on attendance for the teacher.
- ❖ A written report on what the students accomplished, how the class responded and any problems the substitute encountered should be left for the teacher.
- ❖ If the substitute is not provided with adequate plans, work materials or anything else needed, the substitute should report this fact to the classroom teacher and the principal.
- ❖ If the substitute was not able to follow lesson plans, if an assignment could not be completed or if the substitute has to rearrange schedules, leave a note explaining why.
- ❖ The substitute, the teacher, and the principal will be required to complete the **Substitute Evaluation Form** at the end of each assignment.
- ❖ Unsatisfactory evaluations will be submitted to the Human Resources Office for review and possible action.
- ❖ **Substitutes must sign out at the end of the day in the school office.**

## CERTIFICATION:

**You are responsible for meeting the requirements to renew your substitute permit.  
There are two ways to obtain the coursework for renewal.**

### **1. WVDE WVlearns Substitute Permit Renewal Online Training Coursework**

WVDE will provide the following course for Substitute Renewal: *Classroom Mangement Substitute Renewal*. There is no cost the the course participant. <https://wvde.state.wv.us/elearning/schedule.php>

2. EPIC (formerly RESA) <https://www.epicresa8.org> There is a fee for this and it is a two-day training.

Once completed, bring the certificate of completion to the Human Resources office to complete the renewal process.

## Hampshire County Schools Substitute Quick Reference Card

System Phone Number **304-906-2446**

Help Desk Phone Number **304-822-3528 ext. 110/111**

ID \_\_\_\_\_

PIN \_\_\_\_\_

### System Calling Times

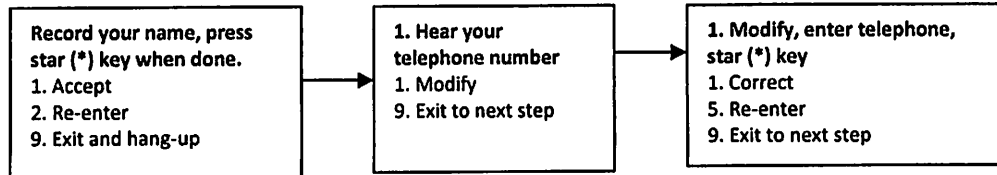
Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 a.m.	5:00 – 11:00 p.m.
Saturday	None	None
Sunday	None	5:00 – 11:00 p.m.
Holidays	None	5:00 – 11:00 p.m.

### Substitute Call-in Registration

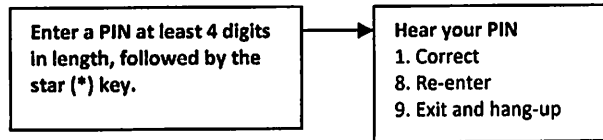
Enter your Access ID, followed by star (\*) key.

Enter your PIN, followed by star (\*) key. If you do not have a PIN, enter your Access ID followed by the star (\*) key.

#### Name does not exist



#### PIN is not valid

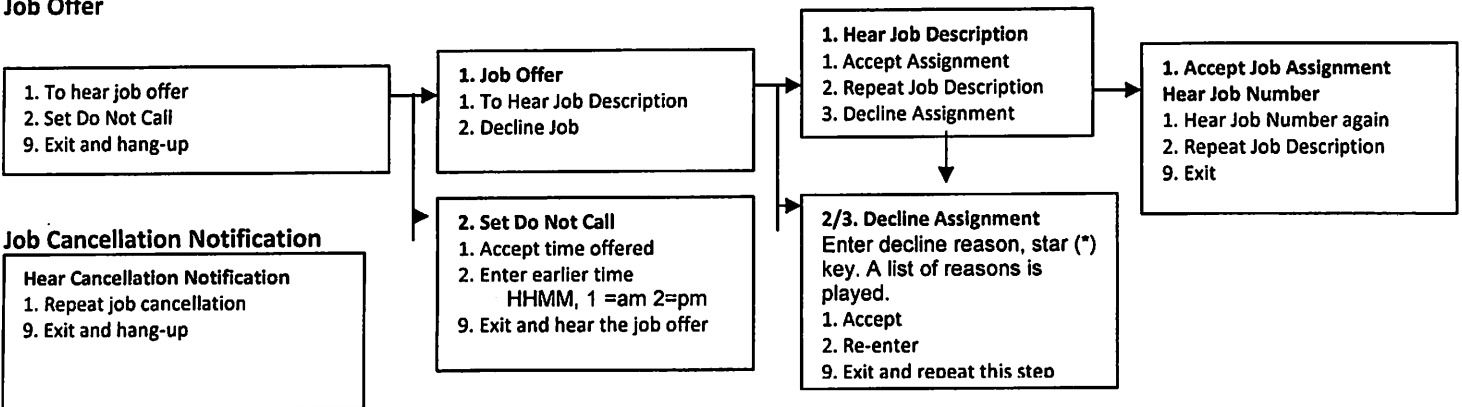


### System Call-Out (for Job Offers and Cancellation Notifications)

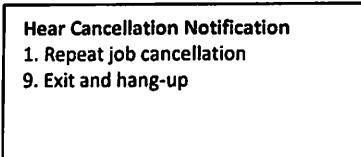
Enter your Access ID, followed by star (\*) key. Enter your PIN, followed by the star (\*) key, *or*

Enter the star (\*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

#### Job Offer

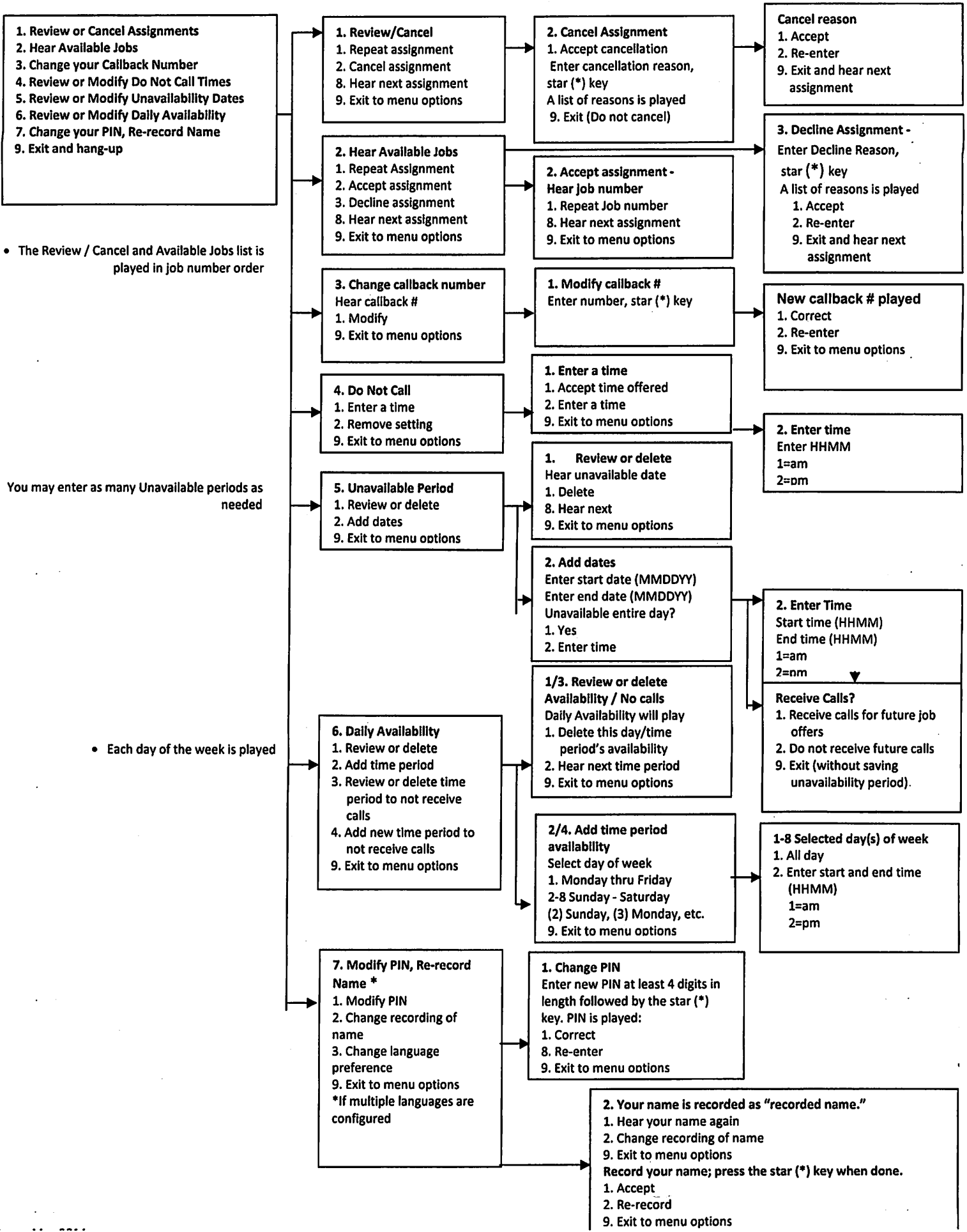


#### Job Cancellation Notification



**Substitute Call-in:**

Enter Access ID, followed by the star (\*) key, Enter PIN, followed by the star (\*)key, then listen to announcements.





## HAMPSHIRE COUNTY SCHOOLS

### Job Description

<b>POSITION:</b>	Substitute Teacher
<b>IMMEDIATE SUPERVISOR:</b>	Principal
<b>FLSA STATUS:</b>	Exempt
<b>EMPLOYMENT TERM:</b>	On an as needed basis for the school term
<b>SALARY:</b>	Pursuant to WV Code §18A-4-7, in accordance with Hampshire County Substitute Teacher Salary Schedule, commensurate with experience and education level
<b>EVALUATION:</b>	Performance in this position will be evaluated by the building principal/immediate supervisor
<b>JOB SUMMARY:</b>	Provide appropriate instruction to students and insure that the students meet the learning objective and standards for the appropriate grade/subject level.

#### PERFORMANCE RESPONSIBILITIES:

- Report to building principal and her/his designee upon arrival at the school building
- Review with the principal or department head all plans and schedules to be followed during the teaching day
- Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned
- Utilize teaching aides effectively and satisfactorily
- Make effective use of the lesson plans outlines by the regular teacher and/or develop appropriate plans
- Maintain good room appearance and physical condition; ascertain that students take care of the equipment and furniture including technology
- Maintain a positive climate in the room
- Develop a good student-teacher relationship
- Have adequate knowledge of subject matter
- Demonstrate poise and professional appearance
- Have a good voice quality and use correct grammar
- Have good attitude toward teaching and the profession
- Engage in effective communication with students, staff and parents
- Show initiative and dependability; report to assignment a minimum of 25% of the times called
- Follow the time schedule for reporting to the school and departing from the school as the regular teacher
- Work cooperatively with the administration and teachers in the school
- Consult, as appropriate, with the building principal before initiating any teaching or other procedure not specified by the regular classroom teacher
- Report, in writing, on the day's activities at the conclusion of each teaching day
- Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
- Perform other related tasks as assigned by the principal

**QUALIFICATIONS:**

Hold or be eligible for teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2, Long-Term or Short-Term Substitute Teaching Permit; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those with which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

***The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which effect employee productivity, safety, or judgment in the workplace will not be tolerated.***

RECEIPT OF THIS JOB DESCRIPTION IS ACKNOWLEDGED THIS DATE:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SUBSTITUTE TEACHER REPORT

Substitute Teacher's Name: \_\_\_\_\_ School: \_\_\_\_\_

Substituting for : \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Substitute Teacher:	To be completed by Regular Teacher:
Were lesson plans available? Yes/No	Implemented lesson plans? Yes/No
Completion of lesson plans:	Completed necessary record keeping? Yes/No
Report on classroom management problems encountered	Left notes regarding the day? Yes/No
Report on record-keeping responsibilities	Left room in order? Yes/No
Any other pertinent information that is necessary for the classroom teacher to know	General Comments:
Substitute Signature:	Teacher Signature:

To be completed by building principal:
Arrive on time/complete duties? Yes/No
Satisfactory/unsatisfactory performance
Comments:
Principal Signature: <span style="float: right;">Date:</span>