

Washington County Public Schools

Substitute Teacher Handbook



Ted Casler, Human Resources Manager

10/19/2010

It shall be the school board policy that no present or prospective employee be discriminated against because of race, color, religion, national origin, age, or sex. Qualified candidates will be recruited, selected, and employed by the division without discrimination in any employment practice.

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INTRODUCTION

This handbook is designed as your guide to success as a substitute teacher in the Washington County Public Schools. The contents are arranged to guide you through different processes and help you find answers to problems that may occur.

We believe substitute teachers can be a positive influence for the school system by adding variety and fresh approaches to our academic excellence. We sincerely hope the information in this handbook will serve to stimulate greater goals for the school system's substitute teaching program and serve our goal of "Providing the World's Best Education."

Welcome

As a substitute teacher, you are one of the most vital parts of our school system. It takes a special kind of person to be a successful substitute teacher – A person who earnestly cares about children, is patient, creative and versatile.

As you perform your work in the classrooms, you may find that you have suggestions that may contribute toward the improvement of our schools and we strongly encourage you to submit all suggestions. We feel confident you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our most sincere and best wishes as you join us in "Providing the World's Best Education."

SCHOOL DIVISION INFORMATION

School Board Members

Harrison District	Mrs. Elizabeth Lowe (Chairman)
Tyler District	Mr. Billy Brooks (Vice-Chair)
Madison District	Mr. Bucky Boone
Monroe District	Mr. Dayton Owens
Jefferson District	Mr. Curtis Burkett
Wilson District	Mr. Herschel Stevens
Taylor District	Mr. Tom Musick

Administration

Superintendent (Interim)	Mr. Jim Sullivan
Assistant Superintendent	Dr. Foney Mullins
Director of Finance & Human Resources	Ms. Melissa Caudill
Supervisor – High Schools	Mr. Gary Catron
Supervisor – Middle Schools	Ms. Belinda Mullins
Supervisor – Elementary Schools	Dr. Janet Lester
Supervisor – Special Education	Ms. Connie Phillips
Supervisor – Career & Technical Education	Dr. Barry Yost
Coordinator – Special Education	Ms. Lisa McCoy
Coordinator – Math & Testing	Ms. Amy Merrihue
Coordinator – Federal Programs	Ms. Tammy Williams
Manager – Human Resources	Mr. Ted Casler
Manager – School Nutrition	Ms. Francine Ivery
Manager – Transportation	Mr. Tom Williams
Manager – Information Technology	Mr. Jason Lester
Manager – Maintenance	Mr. Patrick Buchanan
Comptroller	Ms. Tamrya Spradlin

School Information

Level	School	Principal	Phone
Elementary	Abingdon Elementary School	Mr. Andy Cox	739-3400
	Greendale Elementary School	Ms. Sherry King	739-3500
	High Point Elementary School	Ms. Ann Cunningham	642-5600
	Meadowview Elementary School	Dr. Beth Litz	739-3900
	Rhea Valley Elementary School	Ms. Debbie Anderson	739-4200
	Valley Institute Elementary School	Ms. Beverley Fifer	642-5500
	Watauga Elementary School	Dr. Ann Abel	739-3600
Middle	Damascus Middle School	Mr. David Lambert	739-4100
	E.B. Stanley Middle School	Ms. Kathy Laster	739-3300
	Glade Spring Middle School	Mr. Scott Allen	739-3800
	Wallace Middle School	Dr. Fred Keller	642-5400
High	Abingdon High School	Mr. Chad Wallace	739-3200
	Holston High School	Mr. Jimmy King	739-4000
	John S. Battle High School	Mr. Jeff Hawkins	642-5300
	Patrick Henry High School	Mr. Keith Perrigan	739-3700
Technical, Resource and Skill	Adult Skill Center	Mr. Ken Litton	676-1948
	Technical School	Mr. Brian Johnson	739-3140
	William N. Neff Center	Mr. Brian Johnson	739-3100

For directions to or more information on each school go to www.wcs.k12.va.us → Schools

School Day

Students	
Elementary	8:30 a.m. – 2:55 p.m.
Middle School	8:20 a.m. – 3:10 p.m.
High School	8:15 a.m. – 3:05 p.m.
Technical	8:25a.m. – 2:50 p.m.

Teachers & Substitutes	
Elementary	8:00a.m. – 3:30 p.m.
Middle School	8:00a.m. – 3:30 p.m.
High School	8:00a.m. – 3:30 p.m.
Technical	8:00a.m. – 3:30 p.m.

APPLICATION PROCESS

1. Completed Substitute Teacher Application
www.wcs.k12.va.us → Employment Information → Job Application Manager → Register
 - a. Personal Information (Name, Address, Phone, etc...)
 - b. Names of Schools attended
 - c. Names and contacts from prior employment
 - d. Personal References (Names and contact information)
 - e. Resume
 - f. Interests and availability

2. Two identification sources
 - a. Social Security Card
 - b. Driver's license
 - c. U.S. Passport
 - d. Other official document that establishes identity

3. Completed HR and Payroll Forms
 - a. **W-4** Federal Tax Form
 - b. **VA-4** Virginia Tax Form
 - c. **I-9** Department of Homeland Security Form
 - d. Drug-Free Workplace Form
 - e. Completed Fingerprints & Child Registry (Cost of \$44.00)
 - f. Certification Form

4. TB Risk Assessment – May be completed at Substitute Orientation

5. Substitute Orientation

Eligibility to Substitute Teach

Washington County Public Schools reserves the rights to deny any applicant. Completion of the substitute training/orientation does not guarantee substitute teaching positions. Further, substitute teachers may be terminated from service at any time.

GENERAL INFORMATION

AESOP: AUTOMATED Educational SUBSTITUTE OPERATOR

AESOP is an automated system used to find substitutes for teachers and other staff during short term, temporary absences. AESOP allows staff to register their own absences using a web site or an Interactive Voice Response phone system. AESOP then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. Unfilled jobs trigger automatic phone calls to qualified substitutes. The administrative management functions of AESOP provide administrators with full information about absences and substitute assignments.

AESOP training is provided to each substitute on day of substitute training/class. You will be provided with an ID # and a Pin # within several days of your completion of the substitute training class. You will then have access to the AESOP system. If you have questions or comments regarding the use of the AESOP system, please contact the Department of Human Resources. For more information on AESOP see the Phone Guide at the end of this Handbook or use your ID # and Pin # to log on to www.aesoponline.com.

In the AESOP system, you may select days and locations you wish to work. Obviously, if you are able to work in any school and five days a week, then your opportunities to substitute are higher.

Active Substitute List

Only those persons on the active substitute list are eligible to substitute teach. The active substitute list is maintained by the Department of Human Resources. A candidate is not eligible for placement on the list until he or she has attended the required training, has been fingerprinted and has completed all employment forms.

To remain on the active substitute list, substitute teachers must notify the Department of Human Resources of their desire to substitute by the beginning of each school year.

Substitute teachers are responsible for notifying the Department of Human Resources of any change in name, phone number, address, teaching preference or request to be removed from active list. The mailing address is:

Washington County Public Schools
HR Department, Substitute Teachers
812 Thompson Dr.
Abingdon, VA. 24210
Phone: 276-739-3010

To request to stay on the active or be removed from the substitute teacher list, or to change information (e.g. name, address, phone, etc...), then log on to www.wcs.k12.va.us → Documents → Forms → Human Resources Forms → Substitute Teacher Form.

Ratings & Evaluation

Feedback by Substitute: When you have completed an assignment, we request you log-in to AESOP and provide feedback to the teacher. In the Feedback Section you will be asked questions regarding student behavior, lesson plans, student absences, notes to teacher, etc...Also, you will be asked to rate the assignment and your experience (1 to 5 stars).

Feedback by Teacher: We request our teachers provide feedback and rate each substitute teacher after an assignment is fulfilled. The ratings are based on classroom management, room cleanliness, following lesson plans, student discipline, etc...The teacher should rate the substitute (1 to 5 stars).

Complaints about Substitute

If a significant complaint in regard to a substitute teacher's performance or behavior is received, then the substitute will be contacted by the Human Resources Department either by phone or by mail. If the behavior reported amounts to a serious breach of duties, the substitute will be removed or suspended from the Active Substitute List. The substitute will be notified by phone or by mail of the action taken and the reason for the action. If the complaint/concern is less serious, then the substitute will be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate actions to address the problem will be decided. If continued complaints are received, then the substitute teacher will be removed from the Active Substitute List. Reinstatement to the Active Substitute List will be made only upon the recommendation of the Superintendent.

An individual school may request that a substitute teacher be restricted from substituting at that school. If the basis for restricting a substitute from a school is reasonable, then the request will be honored.

Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. If several schools request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. The substitute will be notified, either by phone or by mail that such removal has occurred.

Immediate Removal

The following list contains examples of some actions that may subject a substitute to immediate removal.

- Using profanity in the presence of students;
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom;
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises;
- Insubordination;
- Willful violation of school rules/regulations;
- Willful refusal to follow instructions and or lesson plans left by the classroom teacher; or
- Any other inappropriate behavior.

Pay Schedule (Policy GCE-R)

Your pay is calculated by the number of days reported from AESOP:

- Pay dates are run on the 10th of each month.
- See the pay schedule posted on the WCPS' website.
- Be sure to sign-in at the School Office.

Pay Rates

Regular Substitute	
Full-Day	\$70 per day
½ Day	\$35 per day

Long-Term Substitute	
Full-Day	\$169.85 per day
½ Day	\$85.00 per day

INSTRUCTION

Classroom Ethics

Information obtained about students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability. 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 the entire Washington County Public School System.

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 without prior permission from the principal.

Duties, Responsibilities and Expectations

NO visitors or guests (child or adult) may come to school with a substitute.

Substitute Teachers are employees of the Director of Academic Operations and work under the direction of the school principal. All substitute teachers are expected to arrive on time and to remain on the job until all students have been picked up by parents, been put on the bus, or have otherwise been dismissed. Substitutes should arrive at time noted on page 4.

At the beginning of each day of employment:

- The substitute is to report to the office of the school in which he/she is to substitute.
- The substitute must sign in each day and secure a visitor/substitute badge. This badge must be returned to the school office at the end of the assignment.

Appropriate Attire

Substitute teachers are expected to dress professionally and appropriately:

- All substitutes should dress modestly and present a neat, clean appearance.
- Blue jeans, sweat pants, sweatshirts and shorts should not be worn except on "field day" or for some other special activity as directed by the principal.
- Blouses, shirts or tops that reveal the midriff or chest may not be worn.
- Hats and caps are not appropriate for wear inside the buildings.
- Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco or any other type of message that may cause a disruption or disturbance in school may not be worn.
- Clothing that contains obscene or suggestive language may not be worn.

Classroom Management Skills

Be Prepared

- Arrive early
- Obtain needed administrative information
- Become familiar with the classroom
- Locate needed teaching material
- Ask principal about extra duties (bus duty, lunch duty, etc...)

Take Charge of the Classroom

- **NEVER LEAVE STUDENTS UNATTENDED!**
- Start the class decisively
- Take roll efficiently
- Give direction concisely

Clarify Expectations Regarding Student Contact

- Follow the classroom discipline plan
- Give specific directions regarding desired behavior
- Give specific feedback about actual behavior
- Circulate frequently through the classroom

Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of the class

What to Expect from the Regular Teacher

Except in an unplanned absence, the regular classroom teacher should supply the following:

- Lesson plans;
- Materials necessary to teach lesson plans;
- Class schedule and teacher schedule when it deviates from the class;
- Class roll;
- Seating chart;
- Room committees;
- List of students with special needs or disabilities;
- Location of supplies/materials; and
- Name of nearby teachers who can be of assistance.

If you are substituting for an unplanned absence, then 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, the please contact the school principal as soon as possible.

Student Pick-Up

- Know procedures for escorting students to bus pick-up/parent pick up.
- Elementary Substitutes – no elementary substitute teacher may leave before all his/her students have been picked up at end of day.

HANDLING CRISES

Handling Accidents, Illnesses and Injuries

- Do not touch a student where he/she is bleeding, even if you use gloves. Provide the student with tissue or paper towels, instructing them to hold it on their wound.
- If appropriate, send the student to the office or nurse's station for further care.
- If the situation is an emergency, dial 911.
- Adhere to Universal Precautions training at all times.
- Do not administer medicine of any kind to students. (No aspirin, cough medicine, prescription or non-prescription drugs.)
- If you or a student in your classroom is injured (no matter how insignificant the injury), then you **must report** the injury to the principal immediately.

Inclement Weather

- Listen to local radio/television station for instructions on reporting times.
- Know the procedures for dismissing students early.
- Inquire about extra duties during times of inclement weather.

Response to a Crisis

Each school has a comprehensive crisis, emergency management and medical emergency response plan.

Crisis in your classroom

- Notify building principal immediately
- Get help from a neighboring teacher (if possible)

Crisis in the school

- Lockdown will be announced
- Check hallway and bring any student into your classroom
- Lock the classroom door
- Direct students to a place that cannot be seen from doorway glass
- Turn off the lights
- Everyone should remain silent
- Wait for Principal to announce "All Clear."

Safety/Evacuation Procedures

- If you are not provided with a copy of the school's emergency procedures when you arrive to substitute, then please request this information at the office.
- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency. Fire/weather drill routes are posted in all classrooms.
- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate building.

BODY FLUIDS AND BLOOD BORNE PATHOGENS

A. Procedures

1. **Blood** (cuts & abrasions, nosebleeds, menses, contaminated needle)
 - a. Use proper First Aid procedures. Information available in nurse's office. If student or staff is able, have them, upon instruction, wash clean their own wound.
 - b. Use disposable gloves when available. Remove gloves, put them in plastic bag, wash hands with soap for 15 seconds under running water using proper hand washing procedures. Dry with paper towels.
 - c. If no gloves are available, wash hands with soap for 15 seconds under running water. Dry with paper towels.
 - d. Do not use needle to remove splinters.
 - e. No injections will be given in school. Sharps will be disposed of by the student or staff member.
 - f. Be cautious if assisting a diabetic with a blood test and use disposable gloves. Do not recap lancet. Lancets should be disposed of by the student or staff member.
2. **Feces, urine, vomit**
 - a. Use disposable gloves. Remove gloves, put them in plastic bag. Wash hands for 15 seconds under running water. Dry with paper towels. Procedure for washing hands attached.
 - b. If no gloves are available, wash hands with soap for 15 seconds under running water. Dry with paper towels.
3. **Respiratory Secretions (saliva, nasal discharge)**
 - a. Use disposable gloves. Remove gloves, put them in plastic bag. Wash hands for 15 seconds under running water. Dry with paper towels. Follow proper washing procedure.
 - b. If no gloves are available, wash hands with soap for 15 seconds under running water. Dry with paper towels.
 - c. Use plastic thermometer covers with thermometers when taking temperatures. Dispose of covers immediately in plastic bag. If student is able, have him\her remove cover and place in plastic bag.
 - d. Thermometers should be cleaned in a soap solution and then replaced in zephrian chloride solution holders.
4. **Eating, Drinking, Smoking/Other**

Eating, drinking, smoking, applying cosmetics or lip balm and contact lens handling are prohibited in work areas where there is a reasonable likelihood of occupational exposure. Also, food and drink should not be stored in close proximity to where blood or potentially infectious materials are present.

B. Follow-up

- a. Dispose of gloves in plastic bag. The custodian will dispose of plastic bags in a proper manner. Use disposable gloves.
- b. Rinse non-disposable items (towels) used to wipe up body spill and place in plastic bag. Use disposable gloves.
- c. If presoaking is required to remove stains, use gloves to rinse or soak item in cold water prior to bagging.
- d. If it is necessary to change a child's clothing, the clothing containing body fluid should be placed in a sealed bag and sent home for laundering. Use disposable gloves to do this procedure.
- e. Contaminated disposable items (tissue, paper towels) should be handled with disposable gloves.
- f. Any non-disposable items contaminated by a body spill should be cleaned with soap and water and disinfected. Disinfectant should come from custodian.
- g. Countertops should be wiped with bleach solution = 1 part bleach to 10 parts water, or an approved disinfectant after dealing with any spill.

POLICIES

Washington County Public Schools' Policy Manual

Found at: <http://wcs.k12.va.us/policies/manual/>

Drug and Alcohol Policy (Policy JFCI)

The Washington County School Board subscribes to the provisions of the Drug-Free Work Place Act for itself and all employees of the Washington County Public School System. A drug-free workplace will be provided by education, record verification, and punishment/required rehabilitation. If the Division Superintendent has reason to suspect an employee is violating drug statutes, then the Division Superintendent is authorized to require a medical test at the school system's expense. The school board will be advised if any such test is positive for controlled substances.

Tobacco Policy (Policy JFCH)

The use of tobacco products is prohibited as outlined in the Virginia Clean Air Act. Smokeless tobacco may only be used outside the observation of children and in places where children are not normally scheduled to be.

Child Abuse and Neglect (Policy JHG)

In accordance with the Code of Virginia § 63.2-100, any teacher or other school employee who has reason to suspect abuse or neglect of a child, including any child who may be abandoned, is a mandated reporter and must immediately report all instances of suspected abuse and neglect to the principal or principal's designee of the school in which the child is enrolled.

Harassment (Policy JFHA/GBA)

The Washington County School Division is committed to maintaining a learning/working environment free from harassment based on gender, sexuality, race, national origin, disability or religion. Therefore, the Washington County School Division prohibits harassment based on gender, sexuality, race, national origin, disability or religion of any student or school personnel at school or at any school sponsored activity.