

SUBSTITUTE HANDBOOK 2011 – 2012



Thank You from Loving Schools' Staff and Administrators!

TIPS FOR THE SUBSTITUTE TEACHER

Be pleasant.

Be firm and fair.

Deal with each student in a kind and just manner.

Be self-confident.

Maintain dignity.

Respect each student.

Be enthusiastic.

Be prepared (when possible).

Have a sense of humor but don't overdo.

Make directions clear and concise.

Be professional.

Be prompt.

Avoid threats.

Follow normal classroom procedures.

Do not leave students unsupervised.

Support school policies.

Do your best.

TABLE OF CONTENTS

INTRODUCTION	3
CHECKLIST FOR SUBSTITUTE TEACHERS	4
CLASSROOM MANAGEMENT	5
DURING CLASS TIME	5
EMERGENCIES	6
END OF DAY	6
PROFESSIONAL ETHICS	6
DISCIPLINE	7
CONTACT INFORMATION	8
JOB DESCRIPTION	8
TERMS OF EMPLOYMENT	8
EVALUATION	8
FINGERPRINTING	9
APPLICATION	8
REQUIREMENT FOR EMPLOYMENT	9
SUBSTITUTE COMPENSATION	9
PAYMENT PROCEDURES	9
CHANGE OF ADDRESS	10
CONTACTING SUBSTITUTES	10
REQUIRED WORK HOURS	10
IMCLEMENT WEATHER	10
SCHOOL MEAL PRICES	10
ORIENTATION AND TRAINING	11
STAFF DEVELOPMENT	11
LICENSURE	11
REQUIREMENT FOR ARRIVAL AND DEPARTURE	11
REMOVAL FROM SUBSTITUTE LIST	11
SUBSTITUTE ASSESSMENT	12
SUBSTITUTE EVALUATION	13
ACKNOWLEDGEMENT OF UNDERSTANDING	14

INTRODUCTION

We appreciate the contributions substitute teachers make to our school system and welcome you to the substitute staff. Please let us know how we may be of assistance to you. This handbook is designed to acquaint you with policies and procedures used in the Loving Municipal Schools System. The information contained in this handbook is not intended to create or constitute an expressed or implied contract between the substitute and Loving Municipal Schools.

MISSION

Each individual of Loving Municipal School District, in partnership with our community, is committed to graduating students that are responsible, caring and productive citizens, who will have the skills to compete and obtain employment in a global work environment.

VISION

Challenging all students to meet their potential in an ever-changing society.

CHECKLIST FOR SUBSTITUTE TEACHERS

Report to the office first

- Introduce yourself if you are in the school for the first time.
- Check-in with secretary and receive initial instructions.
- Ask if there are any schedule changes for today.
- Verify check-out procedures.
- Pick up attendance.
- Pick up room key.
- Substitute must arrive in sufficient time to do duty for absent teachers as needed.

Emergency procedures of the school

If you do not know or it's not provided in the lesson plans, please ask the principal.

Lesson Plans

- Be prepared to teach.
- Follow the lesson plans left by the regular teacher as closely as possible.
- It is a great help to receive good lesson plans, however if there are any problems, ask the principal for assistance.

Classroom schedule

- What is today's class schedule?
- When do the students' eat lunch?
- When do the students' have recess (elementary)?

Classroom management

- Maintain discipline.
- Be consistent and accentuate the positive.
- Review class rules or discuss rules to be followed while the regular teacher is out.

You should:

- Never read books, magazines or newspapers in the classroom unless it is part of the instructional program.
- Avoid discussing and comparing situations in one school while serving in another.
- Treat all information confidentially.
- Dress neatly and appropriately for each and every assignment.
- Complete the Substitute Evaluation Form before leaving the building.
- Never use a cell phone during scheduled work time/instructional time.
- Advise the Central Office of changes in your availability and/or assignment preferences or restrictions.
- Substitutes need to report to the main office during planning periods for a work assignment.

CLASSROOM MANAGEMENT "THE FIRST FIVE MINUTES"

1. Begin teaching before the bell rings.
2. Have something for students to do – all of them – as soon as they enter the room!
3. Whatever the task may be, it should:
 - Be simple – at least the first part should not require a long explanation
 - Be a quiet activity – such as reading or writing
 - Be part of the total learning experience – not "busy work"
 - Be ready before class begins.
4. Never waste time by making plans or preparing materials during class time.
5. Be sure students know:
 - When to sharpen pencils
 - When and where to get needed materials
 - How much time, talking, and movement are acceptable in "getting started."
6. Follow the same general format each day:
 1. Get them busy as soon as possible.
 2. Vary the assignments.
 3. Encourage the habit of immediate work.
7. Periodically check on yourself:
 - Are you planning for the entire period?
 - Are you utilizing those first five minutes?

During Class time

Under no circumstances are you to leave the classroom unattended.

- In the event of an emergency, ask a neighboring teacher to oversee the class or send a student to the office for assistance.
- The substitute teacher shall not receive money from students unless instructed to do so by the principal. If money is collected, deposit it with the appropriate main office personnel at the first available opportunity. Do not leave money unattended in the classroom. Substitute teachers shall not lend money to students for any reason.
- If a substitute teacher has occasion to take up an item of value from any student(s), turned over to the appropriate main office personnel. These items should be labeled with the student's and the teacher's name. he/she is responsible for the article until it is returned to the student. Be sure to let the regular teacher know about the incident. Avoid holding student valuables because this makes you responsible.
- Students need the full attention of the "teacher". A substitute is responsible for the students and shall not read the paper, magazines, books, etc., while on duty.
- The substitute should make every attempt to preserve the regular routine of the class. The substitute should not feel that he/she is merely 'baby-sitting' or holding things together when the regular classroom teacher is not present.
- The substitute is responsible for keeping an orderly classroom.
- Always receive and dismiss students in an orderly manner.
- Enforce all school and classroom rules without apology.
- Students are not allowed to leave the classroom without a hall pass. Use discretion and caution when issuing hall, restroom, library, counselor, nurse, or office passes.
- Substitutes are expected to monitor halls during class transitions.

- A substitute teacher should not permit a student to leave school grounds without checking with school administration.

EMERGENCIES: MEDICAL/OTHER

All accidents to students on the school grounds, in the building, on the way to or from school, or occurring at any place while the pupil is under the supervision of the school, shall be referred to the school principal and nurse.

NOTE: The school nurse or authorized school personnel must administer medications.

Substitute teachers are not authorized to give any medication to students.

- All unusual requests from parents and students should be referred to the principal. Examples include requests to be dismissed early or to leave the classroom for a special activity.
- Report any unusual happenings to the principal as soon as possible.
- Be familiar with all emergency drill procedures.

END OF DAY PROCEDURES

- At the end of the day, the substitute shall leave a short summary of the day's activities for the regular classroom teacher.
- Sign out at the end of the day on the appropriate document with school office personnel.
- Leave room key with secretary.

PROFESSIONAL ETHICS

The substitute teacher has a professional obligation, even though he/she is not a regular classroom teacher. Keeping this in mind, the following should be observed.

1. The school exists for the students. The first obligation of the substitute teacher is therefore to the student.
2. The substitute teacher is on the same professional level as the classroom teacher and shall remain conscientious toward responsibilities.
3. The substitute teacher shall dignify his/her profession by maintaining a positive attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty and service.
4. Under no circumstances shall a substitute teacher criticize a regular teacher, administrator, or student in the presence of other teachers, students, or members of the community.
5. When serving in an assignment, the substitute must remember that substitute teaching is a position of public trust. Confidential information concerning any student cannot be disclosed.
6. The substitute teacher shall use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms of the various schools in which they teach.
7. A substitute teacher shall observe the same rules of confidentiality that professional school district personnel must observe. **DO NOT DISCUSS STUDENT'S CONDUCT, GRADES, OR ABILITIES WITH ANYONE OUTSIDE THE SCHOOL DISTRICT OR WITH UNAUTHORIZED PERSONNEL IN THE SCHOOL COMMUNITY.** This includes discussions regarding your relatives other than your own children, confidentiality still applies.

8. Engaging in conversations of a personal nature otherwise known as gossip with students and staff is prohibited.
9. The substitute teacher should dress appropriately for the assignment. Students DO notice what any teacher or authority figure wears to school. How you dress affects the level of respect which students will give the “teacher”. The standards for appropriate attire will change according to the teaching grade level and the assignment.
10. Substitutes will not be paid for a planning period or for time not worked.

DISCIPLINE

1. Corporal punishment is prohibited at any level.
2. Never touch or grab a student.
3. The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to good learning.
4. When individual students cause behavior problems which are disruptive, the substitute should use the intercom system to notify the office or send disruptive students to the office with a note explaining the circumstances. If necessary, the “teacher” should request that the principal come to the classroom. The substitute should never leave the classroom unattended!!!
5. Firm, fair treatment of all pupils, combined with explicit explanation and direction will preclude many disciplinary problems.
6. Avoid negative reinforcement such as punitive, non-instructional, time-wasting tasks like writing sentences, or other intimidating and humiliating correctives.
8. If you need assistance, ask another student to get a teacher or the principal.

SCHOOL ADMINISTRATORS AND SCHOOL CONTACT INFORMATION

Dr. Kris Baca
Superintendent
(575) 745-2005

Dr. Marty Carpenter
High School Counselor
(575) 745-2030

Mr. Jesse Fuentes
High School Principal
(575) 745-2025

Mr. Mark A. Barela
Middle School Principal
(575) 745-2055

Mrs. Lynn Vasquez
Elementary School Principal
(575) 745-2075

Ms. Diane Walters
Administrative Assistant
(575) 745-2005

Mrs. Maggie Buendia
Elementary Secretary
(575) 745-2070

Mrs. Veronica Carrasco
Middle School Secretary
(575) 745-2050

Mrs. Sheila Martinez
High School Secretary
(575) 745-2020

JOB DESCRIPTION

TITLE: SUBSTITUTE TEACHER

PRIMARY FUNCTION: Provide quality instruction that enables each student to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher (or provides substitute services as a custodian, secretary or assistant).

REPORTS TO: Principal/Administrator

ESSENTIAL FUNCTIONS:

1. Reports to the building administrator or school secretary upon arrival at the school building.
2. Reviews all lesson plans and schedules to be followed prior to students' arrival.
3. Maintains the established routines and procedures of the designated school and classroom.
4. Teaches the lesson outlined and described by the absent teacher.
5. Consults with the administration or grade level teacher to get a clear understanding of the schedule and assignment.
6. Assumes the responsibility for maintaining a positive classroom climate and demonstrates enthusiasm for the teaching/learning process.
7. Practices and promotes positive interaction with and among students.
8. Complies with and supports school policies, regulations and procedures.
9. Completes the Substitute Assessment Form and leaves it for the regular teacher.

TERMS OF EMPLOYMENT: On an as-needed basis.

EVALUATION: Performance on this job will be evaluated by the principal/administrator.

APPLICATION:

<http://www.ped.state.nm.us/Licensure/2011/apps/Internship%20Application.pdf>

FINGERPRINTING:

<http://ped.state.nm.us/Licensure/2010/fingerprinting.html>

REQUIREMENTS FOR EMPLOYMENT

High School Diploma or Equivalency

AND

18 years of age if performing instructional services in grades K-8

OR

21 years of age if performing instructional services in grades 9-12

AND

Verification from an employing school authority that the applicant has completed an approved teacher education program (earned from a regionally accredited college/university)

OR

Possesses a current substitute or standard teaching license from another state

OR

Verification from an employing school authority that the applicant has completed 2 or more of the following:

- Within 12 months of their date of initial employment, has received on-the-job training as a volunteer for a minimum of 3 hours during 3 days
- Has observed 3 hours or more of teaching in a school system and at the grade level in which the substitute will serve
- Has completed a substitute workshop approved by the school district
- Within the past 3 years of application for employment, performed at least 3 hours of instructional services as a substitute teacher in any accredited or recognized NM school
- Has engaged in paid employment in the 3 years prior to applying for substitute licensure and employment verified by the employing authority
- Has completed 60 hours of college credit (earned from a regionally accredited college/university)
- Has completed or is enrolled in college course or program structured to provide primary/secondary school teacher preparation (earned from a regionally accredited college/university)

Download Application: <http://www.ped.state.nm.us/Licensure/index.html>

NMAC Rule: <http://www.nmcpr.state.nm.us/nmac/parts/title06/06.063.0010.htm>

SUBSTITUTE COMPENSATION

Contact: Diane Walters (575) 745-2005

PAYMENT PROCEDURES

Pay checks normally will be issued on 10th and 25th of each month. Pay periods may end earlier than the 15th of each month due to holidays, school closings, etc. If you substitute between the 15th and the last day of the month, your compensation will be provided on the following month's paycheck.

CHANGE OF ADDRESS

It is the responsibility of the substitute to notify Ms. Diane Walters Office of any changes in address or telephone number. Send all changes to dwalters@lovingschools.org or mail changes in writing to:

Loving Municipal Schools
Attn: Diane Walters
P.O. Box 98
Loving, NM 88256

CONTACTING SUBSTITUTES

The building principal or designee will call substitutes as quickly as he/she is aware of the need. If at all possible, substitute teachers will be called the day before they are needed. If called, be prepared to provide a prompt “yes” or “no” response.

REQUIRED WORK HOURS

If you are called to substitute, your required work hours at each school are as follows, assume you have duty requiring report time to be 20 minutes earlier and 15 minutes later:*

School Schedule	Grades	AM	PM
Loving Elementary School Secretary: Maggie Buendia (575) 745-2070	K-5	7:40 AM Duties Begin	3:20 PM Dismissal
Loving Middle School Secretary: Veronica Carrasco (575) 745-2050	6-8	7:45 AM Duties Begin 7:55 AM Bell 8:00 AM Tardy Bell	3:23 PM Bell 3:40 PM Dismissal
Loving High School Secretary: Sheila Martinez (575) 745-2020	9-12	7:45 AM Duties Begin 7:55 AM Bell 8:00 AM Tardy Bell	3:23 PM Bell 3:40 PM Dismissal

INCLEMENT WEATHER PROCEDURES

The decision to close schools due to inclement weather will be made as close to 6:00 AM as possible. When no information is given via radio, television, phone tree, or our website, schools will be open.

SCHOOL MEAL PRICES

- Adult lunches are \$3.00. To purchase a lunch a ticket must be purchased from the school’s secretary. No cash will be accepted at the cafeteria.
- Lunches are to be eaten in the cafeteria or teachers’ workrooms.

ORIENTATION and TRAINING

The school district will provide a substitute teacher orientation program four times a year. Substitutes will be notified of the time and place of these activities. (You are required to attend 3 of the 4 trainings.)

Training Schedule	Time	Location	Status
July 26, 2011	9:00 - Noon	Middle School Library-Required Training	Required for Returning and New
Sept. 06, 2011	3:30-5:00 PM	Board Room	Required for New
Jan. 3, 2012	2:00-5:00 PM	Board Room	Required
Feb. 28, 2012	3:30-5:00 PM	Board Room	Required

STAFF DEVELOPMENT

Substitute teachers may participate in staff development workshops offered by the Loving Municipal Schools for regular teachers.

LICENSURE

It is the responsibility of the substitute teacher to contact the Certification Division of the Public Education Department to renew their New Mexico substitute teaching license.

For additional information contact:

New Mexico Public Education Department <http://ped.state.nm.us/>

REQUIREMENT FOR ARRIVAL AND DEPARTURE

Upon arrival and departure substitutes are required to clock in and out using district issued ID cards. Time clocks at the Middle and High schools are located in the Teacher's Workrooms. The Elementary time clock is located in the main office. The substitute is asked to check with the administration or school secretary on arrival and before leaving in the afternoon.

REMOVAL FROM THE SUBSTITUTE LIST

Substitute teachers may be removed from the approved list for any of the following reasons:

1. Failure to notify the Human Resources Office of changes in address or phone number.
2. Health reasons including invalid tuberculin reports or positive tuberculin results.
3. Unacceptable criminal record documented by the State Police Department.
4. Unsatisfactory performance as evidenced by an unsatisfactory evaluation or complaints from the school system.
5. Failure to accept assignments on the days that you have indicated you can substitute.
6. Any other reasonable and just cause.

**LOVING MUNICIPAL SCHOOLS
SUBSTITUTE ASSESSMENT**

Substitute's Name _____ Teacher's Name _____

Subject/Grade Level _____ Date _____

I. To be completed by the substitute teacher:

1. Please Circle Y (yes) or N (no)

- Y N Clear lesson plans were provided for all classes.
- Y N Sufficient activities were planned for each period.
- Y N Class roll and seating charts were provided.
- Y N Where necessary, special directions concerning instruction, students, and other duties were clearly stated.
- Y N Student's behavior was satisfactory and students stayed on task.

2. Briefly describe any questions or problems you had during the day.

II. To be completed by the regular teacher:

1. Please circle Y (yes) or N (no)

- Y N Lesson plans were followed by the substitute.
- Y N Work and other materials were returned as requested.
- Y N Feedback on instructional program and behavior was provided.
- Y N The room was left in a clear, orderly fashion.

2. Briefly describe your degree of satisfaction with the work of the substitute teacher.

Substitute's Signature: _____ Date: _____

PLEASE SUBMIT THE COMPLETED FORM TO THE SCHOOL PRINCIPAL

SUBSTITUTE EVALUATION

Substitute's Name:

School/Department:

Subject/Grade/Position:

Substitute For:

Date(s) of Assignment:

Rating Scale: **1**=Excellent **2**=Satisfactory **3**=Fair **4**=Unsatisfactory

Rating Comments	Excellent	Satisfactory	Fair	Unsatisfactory
Substitute effectiveness				
Arriving on time				
Following instructions/lesson plans				
Leaving room/office in order				
Leaving summary of the day for employee				
Classroom management/office management				
Response to students/department staff				
Rapport with other teachers/department staff				
Staying to end of day				

Evaluator's Comments: (Required if any of the ratings identified above are (3) Fair or (4) Unsatisfactory)

Complete this section if applicable:

_____ Substitute's performance was excellent. Please place on our "**preferred**" list.

_____ Substitute's performance was unsatisfactory. Please place on our "**do not call**" list.

Principal

School

Date

*After review, turn into Diane Walters.

ACKNOWLEDGEMENT OF UNDERSTANDING

This is to verify that I have received a copy of the Loving Municipal Schools Substitute Teachers Handbook. I understand that the handbook I received contains specific information, rules, and consequences that are extremely important to me and that I must read and complete this form to acknowledge my understanding of district guidelines. I also understand that any changes to district policy or law could cause changes to the content.

Employee's Name (please print) _____

Address _____

Employee's Signature _____ Date _____