

Responsibilities at School Sites

Your service as a Substitute Teacher is important. You have the responsibility of maintaining the regular instructional program in the classroom. Below is a list of responsibilities and guidelines to ensure a successful day.

Reporting

Substitute Teachers report first to the site Office Manager and/or the school Principal early enough to check-in for the absent teacher, secure room keys, attendance accounting information, bus duty assignments, the substitute folder, and other necessary materials.

Information for Substitutes

School sites are encouraged to provide the following information appropriate to the assignment:

- Name and room number of teacher for whom you are substituting
- Bus duty schedules
- Name of teacher next door
- Location of the teacher's workroom, lounge, and rest rooms • Daily bell schedule, including recess, lunch, and physical education periods
- Emergency drill information
- Special events schedule
- Attendance accounting information
- Lunch procedures
- First Aid procedures
- Bus information as needed
- Names of children with special issues
- Recommended disciplinary procedures
- Lunch money collection procedures
- Names of dependable pupils
- A map of the school and playground
- Special school plan instructions

Hours of service

Substitute Teachers observe the same hours of service as a regularly assigned teacher at the school to which they are assigned. Substitute teachers are expected to report to their assignments in a timely manner. You are expected to be at the site early enough to pick up keys and prepare for the day before class begins. CUSD will make every attempt to notify substitutes early enough in the day to enable them to report to the school by the specified time so they can be properly prepared to begin the teaching day. Adjustments in the rate of pay will be made if a substitute arrives late, leaves the school before the scheduled dismissal time, or declines to work during a prep period.

Attendance Accounting

Attendance figures must be accurate. Make sure that you are aware of how to collect and report attendance.

Instruction Materials and Lesson Plans

The instructional materials designated by the regular teacher are to be used. The lesson plans of the regular teacher are to be followed. Lesson plans are left in the class room or are given to you when you arrive at the office. Please make notes on the lesson plans to indicate progress made and areas covered.

Classroom Control

Maintaining order and desirable working conditions in the classroom are a substitute teacher's first priority. A positive approach is always recommended. A pleasant attitude, a warm feeling for children, respect for others, courtesy, and a sense of humor will help to foster a good room atmosphere. Keeping children actively engaged avoids potential problems.

When children fail to respond to positive methods, further actions may be necessary.

DO

- Follow procedures which have been described in the teacher's classroom discipline plan.
- Follow any consequences which may be described in the teacher's discipline plan.
- Leave a list of the names and a description of the behaviors of disruptive students.
- Allow the teacher to determine any further consequences upon return. Do not commit the teacher to a specific plan of discipline, i.e., detention, etc.
- If necessary, send a note to the Principal or Assistant Principal requesting that a disruptive student be removed from the classroom, should the teacher's classroom discipline plan fail to solve the problem.

DO NOT

- Administer any form of corporal punishment.
- Place a student unsupervised outside the room, in the hall, or on a bench.
- Send a student directly to the office for disciplinary action. Wait for the principal or designee to escort the student out of the class.
- Deprive a student of an entire recess period.
- Send a note home without the Principal's approval.
- Keep students after school without notifying the Principal.
- Allow students to leave the classroom without a hall pass.
- Leave the class unattended to go anywhere.
- Distribute food or candy to students.

Supervision of Pupils

Students are to be supervised at all times in the classroom. Children are to be supervised on the playground and during the physical education period. **At no time should students be left unattended.**

Bus Schedules

All children riding a bus must be excused from class in order to load the bus on time. Elementary aged children are to be taken to the bus loading zone.

Emergency Drills

Procedures for emergency drills, including signals, evacuation routes, etc., are located in a conspicuous place in the classroom. Becoming familiar with this information prior to the start of the school day is essential.

Special Class Activity Schedule

The schedule is to be checked prior to the start of the school day, and pupils are to be sent to the designated locations. Special events and/or special instructional programs for designated pupils should be reviewed prior to sending students to their designated locations.

Disaster Service Worker

As public employees, substitutes are disaster service workers pursuant to Government Code 3100 and 3102. In the event of natural, manmade, or war- caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources, substitutes are subject to disaster activities assigned by a supervisor.

Supervision of Pupils

Students are to be supervised at all times in the classroom. Children are to be supervised on the playground and during the physical education period. **At no time should students be left unattended.**

Responsibility

The Substitute Teacher is directly responsible to the school principal, who is to be kept informed of any problems regarding pupils, the instructional program, or parents. Parents are not to be contacted without the prior approval of the school principal.

Non-Teaching Duties

Substitute teachers are expected to cover non-teaching duties usually assigned to the regular teacher during a day of service. Non-Teaching duties may also be assigned by and or for the office staff. This includes supervising students during recess and lunch periods, or completing cross-walk duties.

Preparation/Conference Periods

Unless assigned other duties by the principal, during the teacher's preparation/conference period you are responsible for completing any preparation of materials, duplicating, or grading of papers as directed in the teacher's lesson plans. **You may be asked to cover another teacher's class during this time; this time is considered part of your regular work day.**

Room Environment

Proper heating, ventilation, and lighting are to be maintained in the classroom. The room is to be maintained in good order and supplies are to be used carefully. **The last few minutes of the day should be used as a clean-up period so the room is ready for the next day or the next teacher. Class sets of books should be returned to shelves and arranged neatly. Desks should be aligned in an orderly fashion.**

Room Safety

Doors are to be locked before leaving the room at recess, lunch, or physical education. Keys are not to be given to pupils.

Pupils Leaving the School Grounds

No pupil is permitted to leave the school grounds without the prior authorization of the school principal or designee. Pupils are not to be sent home to get forgotten books or homework at any time.

School Records and Information

School records are confidential and are to be treated in a discreet and professional manner. Individual children, other teachers, and school situations are confidential and not to be discussed.

Medications Policy

Schools follow district procedures for handling students with ongoing medical concerns. The following policies are generally followed, but are by no means hard and fast rules:

1. Students under the age of 18 who need to use an inhaler tell their teacher (or sub) or other school personnel of their need. They then go to the office to get and use the inhaler.
2. Students who take medication regularly tell the teacher (or sub) that it is time for their medication. They then go to the office for their medication. If a student forgets to go, the school office will call for the child.
3. The teacher of a student with serious medical conditions will generally leave note in their lesson plans explaining the condition, what support is needed and how the substitute should respond.
4. **Do not distribute food or candy to students.**

Telephone Usage

Classroom phones are to be used only for important school business, not for personal calls. Do not use phones or cameras to take photos of students. **Do not use your personal cell phone during class time.**

Classroom Visitors

Classroom visitors (children) are not permitted unless authorized by the school principal or designee. Parents who visit must register in the office prior to their visit, and secure a visitor badge.

Inclement Weather

School hours remain the same during inclement weather. Special instructions regarding recess and lunch on these days are issued by each school.

Ending Assignment

Substitute Teachers must return room keys, ID badge, the substitute folder, and other materials at the close of the teacher's day. Substitutes should leave notes for the teacher, summarizing the events of the day and progress made.