

Substitute Teacher Manual



Troy City Schools

Rev 8/2011

Dear Substitute Teacher:

Welcome to the professional staff of the Troy City School District. Your services to both students and teachers are important and very necessary. The job of substitute teaching is one of great challenge. It calls for alertness, resourcefulness, stamina, and dependability. There will be occasions when you will receive very short notice regarding the need for you to substitute. There may be other times when the regular teacher will be unable to leave adequate plans of the work to be done. Whatever condition might exist when you enter the classroom, it is your responsibility to provide a strong educational program for our students.

This booklet was prepared to assist you. I hope that it will provide a sense of direction as you work with our young people. Thank you for being a part of our staff.

Eric Herman, Superintendent
Troy City Schools



THE TROY SCHOOLS



Concord School (K-5)	Mrs. Linda Lamb, Principal Home Ph: 1-419-991-8515 Mrs. Kim VanKirk, Secretary Mrs. Linda Bertke, Secretary
3145 W St Rt 718 School Ph: 332-6730 Hours: 8:45 AM – 3:30 PM	
Cookson School (K-5)	Mr. Brian Stephey, Principal Home Ph: 937- 552-7270 Mrs. Dawn Wagner, Secretary
921 Mystic La School Ph: 332-6740 Hours: 8:45 AM – 3:30 PM	
Forest School (K-5)	Mr. Alan Zunke, Principal Home Ph: 335-3313 Mrs. Susan Morrett, Secretary
413 E Canal St Building Phone:	
Heywood School (K-5)	Mr. Maurice Sadler Home Ph: 937-524-2509 Mrs. Beth Hart, Secretary
260 Ridge Ave School Ph: 332-6750 Hours: 8:45 AM – 3:30 PM	
Hook School (K-5)	Mrs. Penny Johnson, Principal Home Ph: 937-698-4893 Mrs. Barbara Mencsik, Secretary
729 Trade Square, West School Ph: 332-6760 Hours: 8:45 AM – 3:30 PM	
Kyle School (K-5)	Mrs. Katherine Weaver, Principal Home Ph: 937-648-1717 Mrs. Tracy Kropp, Secretary
501 S Plum Street School Ph: 332-6770 Hours: 8:45 AM – 3:30 PM	
Van Cleve School (6th gr)	Mr. Paul Keller, Principal Home Ph: 937-492-6390 Mrs. Deb Elam, Secretary
617 E Main Street School Ph: 332-6780 Hours: 7:35 AM – 2:20 PM	
Troy Jr High School (7-8)	Mr. Dave Dilbone, Principal Home Ph: 937-335-0124 Mr. Nikki Jones, Asst Principal Mrs. Diana Davis, Secretary Mrs. Michele Powell, Secretary
556 N Adams Street School Ph: 332-6720 Hours: 7:30 AM – 2:45 PM	

Troy High School **Mr. Ron Phillis, Principal**
151 W Staunton Rd Home Ph: 937-339-0024

School Ph: 332-6710 Mr. Shawn Gainer, Asst Principal

Hours: 7:30 AM – 2:45 PM Mr. William Overla, Asst Principal

Mr. Jeff Sakal, Athletic Director

Mr. Jeff Schultz, Dean of Students

Mrs. Sharon Babcock, Food Service Director

Mrs. Christine Schreiber, Secretary to the Principal

Mrs. Candy Straughn, Receptionist/Secretary

Mrs. Teresa Herman, Secretary to the Athletic Director

Mrs. Pam Klatte, Guidance Dept Secretary

Mrs. Michele Copas, Food Service Secretary



BOARD OF EDUCATION MEMBERS

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Mr. George Dearth, Board Member

Mr. Stephen Lucas, Board Member

Mr. Doug Trostle, Board Member

Mr. Tom Yenney, Board Member

Mr. Craig Jones, Treasurer



ADMINISTRATION

Mr. Eric Herman.....Interim Superintendent
Mrs. Marion Stout.....Business Manager/Dir of Human Resources
Mr. Jeff SakalAthletic Director
Mrs. Sharon Babcock.....Food Service Director
Mr. Brian KoopmanDirector of Transportation
Mr. Tytus Jacobs.....Director of Facilities and Maintenance



SUPPORT STAFF

Mrs. Jackie Spraul, HR Secretary 332-6015
Mrs. Krista Magill, Payroll 332-6014
Mrs. Kris Thompson, Payroll 332-6013
Mrs. Cathy Godwin, Substitute Caller..... 339-4988

SALARY RATES AND REGULATIONS

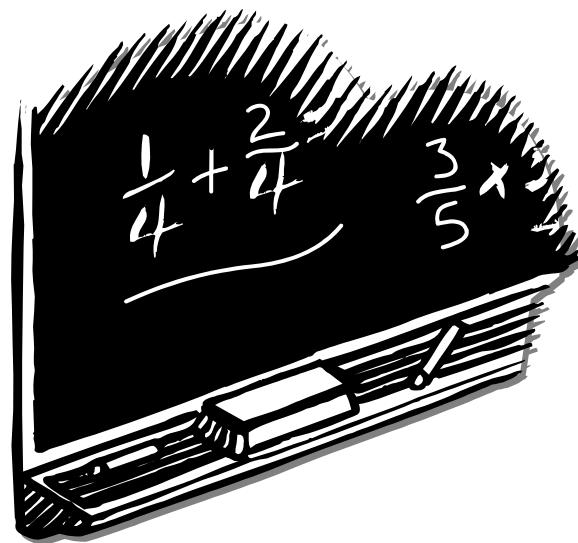
1. Substitute teachers with at least a bachelor's degree and proper certification/licensure will be paid at a rate of \$75.00 per day for casual subbing.
2. Continuous services by a substitute teacher with at least a bachelor's degree beyond 30 days in any one classroom will be paid at the substitute teacher's regular place on the salary scale based upon training and experience, but not to exceed the fifth step on the salary scale.

An interruption of as much as a day will cause the wage to revert to the \$75.00/day rate.

3. A substitute teacher who starts with the opening of school and serves continually in the same classroom for a period of 31 days or more will be paid at the substitute teacher's regular place on the salary scale based upon training and experience, but not to exceed the fifth step on the salary scale.
4. Substitute teachers will be expected to arrive at the assigned building in accordance with the building principal's instructions to prepare and teach daily assignments, maintain discipline, and to carry out all functions of a regular teacher to the satisfaction of the administration.
5. Teachers employed as substitutes on a casual day-to-day basis are not entitled to sick leave or other fringe benefits granted to regular teachers.
6. The superintendent reserves the right to make any adjustments or changes in this schedule deemed necessary to carry out the best interests of students and school. When the need for a substitute teacher requires beyond the degree and proper certification:
 - ★ Special training, experience, and preparation in a specialized field or subject matter area, and/or
 - ★ Excessive time commitment for duties other than those routine expectations of classroom, teaching (i.e. semester exams, parent/teacher conferences, extra-curricular activity supervision), and/or

- ★ When the substitute has in the past been in the full-time employment of the board of education, and/or
- ★ Has demonstrated successful teaching in like situations, and/or
- ★ Has not been professionally inactive to the detriment of their teaching knowledge and skill, then

The administration may immediately place the substitute teacher at his/her place on the salary schedule, not to exceed the fifth step.



PAYMENT OF SALARY

Payments are made twice a month. (Any questions concerning your pay should be directed to the Payroll Department.)

The following deductions will be made from all payroll checks:

Internal Revenue
City Income Tax
Teacher's Retirement
State Income Tax
School District Tax (if applicable)

ARRIVAL AND DEPARTURE OF SUBSTITUTES

The substitute teacher should come directly to the principal's office for instructions when s/he arrives at the assigned school. Substitute teachers should arrive at the assigned building at least 1/2 hour before the start of school. S/he should also make a checkout visit to the principal's office at the completion of the day to:

- Determine if the regular teacher will return
- Sign substitute form in order to be paid
- Leave assignments for next day

CHOICE OF BUILDING AND GRADE

Substitute teachers are permitted to select the buildings and grades where they would prefer to teach. Every attempt will be made to honor these requests. However, it is possible that on a certain day a substitute may be asked to teach in a building or grade that has not been specified.

Please note: the fewer restrictions a substitute makes with regard to the buildings and grades desired, the more assignments s/he can expect.

PROCEDURE FOR NOTIFYING SUBSTITUTES

Please—never accept any teaching assignment directly from a teacher. No teacher has the power to engage a substitute. In the case of a regular teacher's illness during a given day the principal may call on you to complete the day's assignment. In all instances, the substitute will be contacted directly by the substitute caller, the principal or the principal's designee.

DISCIPLINE

You are the key to succeed in the classroom. Students follow your lead. The first impression you give young people—your voice, your mannerisms, etc., set the tone for the day. The first ten minutes in a room can often determine if your teaching experience will be a success or failure. Each substitute teacher should use every effort and skill at his/her disposal to encourage good conduct on the part of the students. Treating them with courtesy and respect, and exhibiting a fine sense of justice and fair play in all relationships is very important. Each Troy teacher has a *Discipline Plan* that should be followed by the substitute teacher as closely as possible.



DUTIES OF THE SUBSTITUTE

Substitute teaching is one of the most difficult assignments a professional can undertake. Duties vary according to daily assignments and teaching situations. Specific duties of substitute teachers are:

1. **To teach.** This involves using lesson plans that have been left by the regular classroom teacher. If these plans are sketchy and not clear the substitute teacher should have general lesson plans that s/he may adapt to.
2. **To perform duties** that have been assigned to the regular classroom teacher whose place the substitute is filling, unless the building principal has made other arrangements. This may include playground duties, lunchroom duties, hall duties, and other assignments.
3. **To maintain control** of the classroom at all times.

4. **To discipline** in accordance with the policy of the Troy City Schools. Whenever a different situation arises, the building principal should be contacted for assistance.
5. **To comply** with all school rules, regulations, and policies. This means remaining on duty during the length of the school day, taking care of reports and records, reporting accidents to office, etc.
6. **To practice** professional ethics in all relationships with students, parents, teachers, administrators, and others.
7. **To report** to the regular teacher any pertinent information concerning procedures used and assignments made.
8. **To cooperate** as completely as possible with all school personnel.
9. **To adjust** as quickly as possible to the routine of the various schools in which s/he teaches.
10. **To report** any changes in personal address or telephone number to Human Resources as soon as possible.
11. **To make certain** the classroom is in satisfactory condition before leaving for the day.
PLEASE BE SURE TO CHECK WITH THE PRINCIPAL'S OFFICE BEFORE LEAVING THE SCHOOL.
12. **To indicate** on the teacher's plan book the progress made during the day, and any other information pertinent to the day's activities. It is also suggested that any test or quiz originated by the substitute should be graded and the papers placed on the desk for the regular teacher to use if s/he so desires. It is also recommended that the substitute correct any workbook assignments or written work done during the day exclusive of tests planned by the regular teacher.

The substitute teacher plays a large role in the success of an educational program. We certainly feel that a substitute should attempt to move the program forward whenever s/he is called upon to teach, and not to be content with simply marking time. Every attempt should be made to make every day an interesting and worthwhile educational experience. It is conceded that the role of the substitute is a very difficult task, with adjusting to new daily routines, to new curricula, to new students with individual problems, to meet different situations and to readily adjust to them. With all this in mind, we certainly want to express our most sincere appreciation to each and every one of you, and thank you for making a better educational program available to the students of Troy.



CLASSROOM TEACHER'S RESPONSIBILITY

1. Class Roll (attendance book)
2. Seating chart and groupings (reading, etc.)
3. Provide lesson plans for all work to be covered.
4. Daily schedule
5. Teacher's manuals
6. Assigned duties (playground, lunchroom, etc.)
7. Give as much advance notice as possible of absence.
8. Notify building principal of intent to return to classroom.
9. Discuss the role of the substitute with each class early in the school year. Encourage all students to cooperate with the substitute. Dignify the status of the substitute.
10. Make available to the substitute any personal information regarding students with emotional or physical problems.

If, for any reason, the above items are not available and are needed the substitute may contact the principal's office for assistance with the problem.

NEEDED CREDENTIAL INFORMATION

All substitute teachers must have the following items on file in the Office of Human Resources:

1. A completed teacher's application
2. Proper Ohio teaching certificate/license
3. A photocopy of a transcript showing grades and degree
4. All necessary forms completed [available at TCS website]
5. Successful completion of a criminal background check

TRANSITIONING CERTIFICATES TO LICENSES

RENEWING LICENSES

SUBSTITUTE LICENSES

*Go to www.ode.state.oh.us, click on "Teaching in Ohio" from left menu.
Scroll down to select "Educator Licensure Applications"*

NOTE: The Ohio Department of Education has again changed requirements for renewing existing licenses. Check with our receptionist at 937-332-6700 to determine whether any fingerprinting will be required.

TO TRANSITION A CERTIFICATE TO A LICENSE WITH COURSEWORK, select the TRANSITION application. Complete the form and mail it, your check, and official transcripts, to ODE. They will no longer return transcripts, but will maintain a permanent, electronic copy of them for future reference. Check with our receptionist as to whether or not you will have to be fingerprinted.

TO RENEW A LICENSE WITH COURSEWORK, select the appropriate application. Complete the form and mail it, your check, and official transcripts, to ODE. They will no longer return transcripts, but will maintain a permanent, electronic copy of them for future reference. Check with our receptionist as to whether or not you will have to be fingerprinted.

TO RENEW AN EXISTING SUBSTITUTE LICENSE, select the appropriate application. Complete the form and return it and your check to our Human Resources Office. Check with our receptionist as to whether or not you will have to be fingerprinted.

TO APPLY FOR YOUR INITIAL SUBSTITUTE LICENSE BECAUSE YOU DO NOT HAVE COURSEWORK TO RENEW AN EXPIRING LICENSE, select the SUBSTITUTE LICENSE, LONG-TERM AND SHORT-TERM application. Complete the form and bring it, your check, and official transcripts* to our Human Resources Office. ODE will no longer return transcripts but will maintain a permanent, electronic copy of them for future reference. Check with our receptionist as to whether or not you will have to be fingerprinted.

*If you currently hold either a K-8 or 1-8 certificate, you may apply for an Early Childhood long-term substitute license without transcripts. Applicants wishing any other kind of license [Middle Childhood, HS, or Special] must provide official transcripts.

You must have applied for the renewal of an expiring certificate/license no later than the first day of school if you wish to remain active on the substitute list.

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**If you are unable to continue as a TCS substitute teacher, please send a letter of resignation to our Human Resources Office, 500 North Market St, Troy, Ohio 45373**  
~ or ~  
**email your resignation to [spraul-j@troy.k12.oh.us](mailto:spraul-j@troy.k12.oh.us)**

## ETHICS FOR SUBSTITUTE TEACHERS

1. The substitute should keep his/her relationship with the school administrators, teachers, and students on a professional basis.
2. Consider all records confidential. Please do not discuss them socially.
3. Avoid comparing situations in one building with situations in other buildings.
4. Deal impartially and without prejudice with each individual child. Respect their confidence in you.
5. Criticism of the regular teacher to the students or other teachers is a breach of professional responsibility.

*Thanks for your help!*

