

# **TUBA CITY UNIFIED SCHOOL DISTRICT NO. 15**

**TUBA CITY, ARIZONA 86045**

## **SUBSTITUTE TEACHER HANDBOOK**

The contents of this handbook are presented as a matter of information only. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between Tuba City Unified School District No. 15 and any one or all its employees.

In conflict between Governing Board Policies and this handbook, Governing Board Policies shall govern.

### **INTRODUCTION:**

This district is a public school with the High School (Grades 9-12), three Primary Schools (grades K-3), an Intermediate School (grades 4-6), and Junior High School (grades 7-8).

The school district covers approximately 3,000 square miles located in Coconino County, and on the Navajo Reservation. The Hopi Reservation is located a short distance east of Tuba City. The ethnic make-up of the pupils is about 80% Navajo, 15% Hopi, and 5% Anglo and other.

### **APPLICATION:**

There are three general requirements for substituting in this district. You must have a valid Arizona Teacher Certificate or a Substitute Teacher Certificate, a telephone at home, and your own transportation. Emergency Substitute requires an AA degree or at least 60 Semester hours from accredited college or university.

A Basic Arizona Teacher Certificate allows you to substitute teach an unlimited number of days each year. A Substitute Teacher Certificate requires a BA degree (in any field) and limits you to 120 substitute days per year. For information on application for certification, contact the Arizona State Board of Education, Teacher Certification Unit, 1535 West Jefferson, P.O. Box 6490, Phoenix, Arizona 85005-6490, Phone: (602) 542-4367. A fingerprint clearance card issued by Department of Public Safety is required when application is made for certification.

Upon applying as a substitute, you must present your certificate. Also, a copy of your college transcripts must be included with the completed application form.

Applications are made at the Personnel Office, Phone: (928) 283-1001, Extensions 1008 or 1009.

### **CALL FOR SUBSTITUTE:**

When we find that we are in need of a substitute, the school substitute coordinator, with a list of prospects, starts telephoning. Most calls are made early in the morning on the day of employment. It is not necessary for you to accept an assignment on each call. However, substitutes who are dependable and regularly accept assignments become those individuals whom the school substitute coordinator contact most often.

As a substitute you may register for teaching on certain days of the week only and/or in certain grades or schools. But keep in mind; these restrictions limit the opportunity for assignments.

**Take care that you do not accept a teaching assignment from a friend, a regular teacher, or anyone other than the school substitute coordinator. He/She is the only one who can officially authorize you being placed on the payroll.**

**ARRIVING AT SCHOOL:**

The working hours for all teachers including substitutes are employed from 8:00 a.m. to 4:00 p.m. with a 45 minute lunch break.

Upon your arrival at the school, check in with the school secretary. This is where you will receive the necessary information concerning location of the classroom, lesson plans, general procedures, extra duties, location of restrooms, and staff lounges and procedures to be followed in cases of emergency. In addition, you will also be notified about any departure from the usual daily schedule.

**RELEASING A STUDENT:**

If a person not connected with the school seeks information about a child, or permission to take the child from the room, refer that person directly to the principal. The principal will determine whether or not the child should be excused and will notify you of the decision.

Under no circumstances should a child be released without permission of the principal.

**BEFORE LEAVING FOR THE DAY:**

The arrival and departure time for teachers is from 8:00 a.m. to 4:00 p.m., and you will be expected to observe the rules of the school district and the school at which you are assigned regarding the length of your day.

When you have completed your work, "check out" with the school secretary. Turn in any school materials which have been given to you during your period of substitution.

Substitute teachers are automatically terminated at the end of each day of substitution unless notified.

**REMOVAL FROM THE SUBSTITUTE TEACHER LIST:**

Upon request you may remove your name from the active substitute teacher list. The removal may be made for any specified period of time. Such requests are made in writing to the Personnel Office, Phone (928) 283-1001, Extensions 1008 or 1009.

It is the responsibility of the substitute teacher to keep the district informed as to availability. It is also imperative that you keep the Personnel Office apprised as to your current address and telephone number.

GENERAL EMPLOYMENT INFORMATION:

Substitute teachers are paid as follows:

	<u>Emergency Certified (Non-degreed)</u>	<u>Regular Sub. Certified (Degreed)</u>	<u>Standard Teacher Certified</u>
<u>-Daily rate:</u>	\$80.00	\$90	\$100.00
<u>-5+ consecutive days in same class</u>	\$90.00	\$100.00	\$110.00
<u>-20+ consecutive days in same class (long-term)</u>	\$110.00	\$120.00	\$120.00
<u>Add. flat rate for Cameron or Gap assignment</u>	\$20.00	\$20.00	\$20.00

**\*Requires written evaluation and must have a favorable recommendation by the building Principal to continue as a long term substitute after the 20<sup>th</sup> day.**

Substitute teachers are not entitled to Sick Leave and Personal Business Leave, and Life and Health insurance benefits.

The payroll report for the time you work is submitted every Monday. The checks are issues on the regular district pay day; every other Friday in the regular pay schedule.

We are required by Federal/State law to withhold a percentage of your salary.

Deductions are made for:

1. Federal Income Tax
2. State Income Tax
3. FICA (Social Security)

A substitute does not qualify for membership in the Arizona Retirement System, so no funds are withheld from a substitute’s pay checks for this payment.

A work assignment that requires more than six (6) hours will be considered a full-day, if less, pay will be calculated on an hourly basis. Checks can be picked up at the District Office.

INJURIES ON THE JOB

As employee of Tuba City Unified School District No. 15, a substitute is insured under the Workman’s Compensation Fund of Arizona. Any injury while in the normal course of duties as a substitute teacher should be reported immediately to the school principal.

EQUAL OPPORTUNITY

The Tuba City Unified School District No. 15 is an Equal Opportunity Employer and has adopted Indian Preference in Employment.

## **PROFESSIONAL ETHICS:**

**Confidentiality:** All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on the child's development for the professional staff.

It is essential that, as a teacher you are careful not to divulge any confidential information which has been received from contact with children and other people in the profession.

**Responsibilities:** Certificated substitutes are responsible for knowing the principles of child development, accepted teaching technique, the education program, and the rules and regulations of the Tuba City Unified School District.

**Understanding:** As a substitute, you will observe many situations and modes of operation. We hope you will keep in mind that teachers do not all work in the same manner. Every effort must be made to carry on the program of the regular teacher and to fit in with the existing schedule, including carrying out campus supervision assignments of the teacher for whom you are substituting.