SUBSTITUTE TEACHER HANDBOOK

Table of Contents

Welcome to Tuba City Unified School District

Welcome to Tuba City Unified School District. We are excited that you've chosen to join our team as a Substitute Teacher. We believe you will be an excellent fit for this position. As it's going to be your first day at the new job, we have made this plan to help you settle in quickly.

First, you will visit the HR Department and sort out your paperwork. Our HR staff will tell you about our company's policies, our work culture, etc.

Next, you will settle at your work site to meet the building Principal and then go on an informal tour of the school to meet the team.

This job has great flexibility for your schedule and opportunities to choose where you would like to work. You will be able to help the school district continue the education to our students.

Should you need any assistance, our office is open Monday – Friday, 8:00 a.m. - 5:00 p.m.

Sincerely,

Human Resources Department

Tuba City Unified School District

A commitment to providing quality education

Mission Statement:

At Tuba City Unified District, we strive to be transparent, compassionate and positive so that our students' innate abilities of a growth mindset, respect, and academic achievement rises above all challenges.

Vision Statement:

Transforming our resilient WARRIORS into positive and successful lifelong learners

Our Motto:

Stronger Together

INTRODUCTION

This district is a public school with the High School (Grades 9-12), Elementary Schools (Grade K-5), Junior High School, Two Satellite Schools-Dzil Libei and Tsinnabaas Habitiin Elementary (Grad K-5), and Alternative School.

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.

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 contacts 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 note that you do not ACCEPT a teaching assignment from a FRIEND, A REGULAR TEACHER, OR ANYONE OTHER THAN THE SCHOOL SUSTITUTE COORDINATOR. 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 from 7:30 a.m. to 3:00 p.m. with a 45-minute lunch break.

Upon your arrival at the school, check in with the school receptionist/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 case of emergency. In addition, you will also be notified about any departure from the usual daily schedule. You are required to sign in and out on a timesheet and always have your ID badge when on duty.

RELEASING A STUDENT:

If a person not connected with the school weeks information about a child, or permission to take a 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 is from 7:30am to 3:00pm, 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, "checkout" with the school receptionist/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 you 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 Human Resources Office, Phone (928) 283-1009 or 1005.

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

GENERAL EMPLOYMENT INFORMATION:

Substitute teachers are paid as follows:

	Emergency Certified (non-degreed)	Regular Sub. Certified (Degreed)	Standard Teacher Certified
Daily rate:	$110.00	$120.00	$130.00
5+Consecutive days in the same class	$120.00	$130.00	$140.00
20+Consecutive days in the same class	$140.00	$150.00	$160.00
Additional flat rate for Cameron or Gap assignment	$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 20th day.

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

The payroll report for the time you work is submitted the End of the pay period on a Friday. The checks are issued on the regular district pay day every other Friday in the regular pay schedule.

A work assignment that requires more than six (6) hours will be considered a full day, if less, pay will be calculated by the hour. Checks can be picked up at the District Office or assigned schools.

Substitute Teacher Pay – Full Day Daily Rate: Over 4.5 hours
Substitute Teacher Pay – Half Day Rate: Under 4.5 hours

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

1. Federal Income Tax
2. State 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 paycheck for this payment.

INJURIES ON THE JOB:

As employees of Tuba City Unified School District No.15, a substitute is insured under the Workers' 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 substitute 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 any 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.

Substitute Requirements:

- Substitute Teachers must hold a valid Arizona Teaching, Substitute Certificate or an Emergency Substitute certificate.
- Substitute Teachers must hold a valid IVP fingerprint card from Arizona Department of Public Safety.
- It is the Substitute's responsibility to make sure they provide Tuba City Unified School District a copy of his/her certificate and fingerprint clearance card as well as maintain credentials.
    - The original certificate must also be turned in to us so that we can send it to Coconino County to be stamped for payroll purposes.

Arizona Department of Education
Certification Unit

Substitute Certificate: Grades K-12

1. The certificate is valid for six years and is renewable by reapplication
2. Certificate entitles the holder to be a Substitute Teacher in the temporary absence of a regular contract teacher.
3. An individual who holds a valid Arizona Teaching or Administrator certificate shall not be required to hold a Substitute certificate to be employed as a Substitute Teacher.
4. The individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to 120day of teaching in the same school year.
5. The requirements for initial and reissuance are:
    - A Bachelor's degree from an accredited institution. Official transcript(s) required.
    - A photocopy of your valid Arizona IVP fingerprint card.

Emergency Substitute Certificate: Grades K-12

1. The certificate is valid for two school years or part thereof and expires on the following July 1st.
2. The certificate entitles the holder to substitute teach only in the district that verifies an emergency employment situation exists and in the temporary absence of a regular contract teacher.
3. The individual holding only an emergency substitute certificate shall not be assigned a contract teaching position and shall be limited to 120 days of teaching per school year.

The requirements for INITIAL ISSUANCE are:

1. High school diploma, General Education Diploma or associate's degree
2. A verification from the school district superintendent that an emergency employment need exists.
3. Valid fingerprint clearance card
4. $60.00 check or money order

The requirements for REISSUANCE are:

1. Two (2) semester hours of academic courses since last issuance OR thirty (30) semester hours total (Official Transcripts Required)
2. Verification from the school district superintendent that an emergency employment situation exists, and
3. A valid fingerprint clearance card issued by the Arizona Department of Public Safety. See attached IVP Fingerprint Clearance Card information.

Substitute Teacher Guidelines and Expectations

Hours Worked and Time Recording: Under the law, the U.S. Fair Labor Standards Act, every employer is required to keep certain records on their employee compensation practices. These include the accurate recording of time by the employee on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to make sure that (1) accurate records are kept, (2) employees are not working without recording their time, and (2=3) the District will not be in violation of the law, we need to make sure that all employees are aware of the time record requirements. To do this, and to have proof for the U.S. Department of Laor, the Statement of Understanding must be read and signed by the employees. A copy of this Statement will be retained in the personnel files. If an employee is unwilling to sign the Statement and comply with the time recording requirements, then the employee will have to be disciplined, which can include termination.

Employees are not permitted to start work early. They are to be at their work location to begin work at the starting tie. Employees will be expected to aide by the designated lunch periods and clean-up times each day.

The normal work week begins on Monday and ends on Friday. Employees cannot volunteer to work overtime. Substitutes are only to be on the clock when they are with students in class.

Arrival and Dismissal

- Arrival time at all schools is no later than 7:30 a.m., unless otherwise stated in the assignment. This will allow you the proper amount of time to review any lesson plans given for the day, as well as to review discipline procedures and resolve any other difficulties that may arise prior to the start of school.

- All Substitute Teachers are required to check in at the front office and must check out at the end of the day by signing in and out. **Please notify the Administrative Assistant prior to leaving school grounds.**

- Monday – Friday – Regular School Days, you will be expected to work Teacher hours 7:30 a.m. to 3:00 p.m. unless the assignment of the day states otherwise. The school day for students will begin at 7:45 a.m. and ends at 2:50 p.m.

- Report to the office Administrative Assistant or the building Principal upon arrival to the school. The custodian or security will open the classroom door, the lesson plans in a Substitute Teacher binder, as well as any relevant information that pertains to your assignment.

- At the end of the day, make sure to return the Substitute Teacher Binder, and any other materials that were used for the day, back to the main office.

- If you are a long-term Substitute or in an assignment for more than one day consecutively, you are required to sign in and out every day, but please meet with the Administrative Assistant to determine their procedure(s) for the binder.

- Substitute Coordinator arrives on duty at 7:00 a.m. A teacher called out that morning to principal or an assigned person at the school site will call the Substitute Coordinator for a substitute.

- Substitute attendance is important, if an absence/tardiness is unavoidable, it is expected that the substitute communicate directly with the Substitute Coordinator with as much notice as possible to provide enough time to find another substitute. **DO NOT LEAVE VOICEMAIL ON THE OFFICE PHONE.** Long term Substitutes need to contact their supervisor, building Principal at assigned school site.

- You are not allowed to schedule your own assignments with the teacher, Administrative Assistant, or the Principal.

- Be prepared to be shuffled at the assigned school. In the event that another classroom has a need for a sub and that class has a higher priority, you will be placed where needed most. **There will be no assignment switching due to personal preferences/reasons after a commitment to an assignment.**

- Should an assignment get cancelled, the morning of, and you have already arrived at the school, the Administrative Assistant or Substitute Coordinator will check to see if your help is needed anywhere else, either at the same school or at a different school. Otherwise, you will be able to leave.

Substitute Coordinator expectations

- The Substitute Coordinator's preferred way of contact is by the substitute cell phone (calls or texts) anytime I receive a request from the schools (Elementary, Jr. High School, High School, Nizhoni Academy, Tsinnabass Habitiin and Dzil Libei Elementary Schools). This will be anytime of the day to cover the next business day. During my absence from work I will still be in contact with the schools on substitute coverage through email.

- The Substitute Coordinator is the duty site at 7:00 a.m. waiting for calls from the schools requesting a substitute for an absent teacher that calls out for the day. I will call for a Substitute that is available to cover the absent teacher.

- **THE SUBSTITUTE COORDINATOR IS THE ONLY ONE ALLOWED TO ASSIGN SUBSTITUTE TEACHER TO ASSIGNMENTS.** The requests are channeled through the Principal and the assigned person at each school. Teachers are ***NOT*** supposed to call or email the Substitute Coordinator requesting substitute coverage for their time off work. Teachers are supposed to go through the Principal, and the assigned person calls or emails the Substitute Coordinator for the request of a substitute teacher to cover the absent teacher class.

Sick Leave:

- Substitutes will accumulate1 hour of sick leave based on every 30 hours worked for the school district.
- Maximum accumulation of sick leave is 40 hours per year.
- If a Substitute reports to their assignment and finds they are not feeling well, they are to notify the Substitute Coordinator. If it is determined that the substitute cannot complete that day's assignment, sick leave may be applied.
- Substitutes cannot request to use sick leave in advance of work days and/or non-work days.
- Substitutes cannot request to use leave for holidays and/or school breaks whether expected or unexpected (Winter, spring, fall, summer break, snow days, religious events etc.)
- All leave requests must be reviewed and approved by the building Principal.
- There is no payout of sick leave at end of employment.

Badges:

- You must wear your TCUSD ID badge at all times. If it gets lost or damaged from neglect, please report it to the Substitute Coordinator and/or notify the District Office. Replacement badges will cost $5.00 cash (exact change)

Cell Phone and Electronic Device Use (ie. iPads, Laptops, etc.)

- Cell phones and electronic devices should NOT be used at any time during the day and should be kept either on silent mode or turned off.

- If you must use your cell phone, please only use during your lunch break or during class changes.

Lesson Plans

- Follow ad stay with the lesson plan as outlined and described by the absent teacher.
- If it is not part of the lesson plan, do not do it or ask to do it! Only do to what is stated in the lesson plan.
- If you do not understand the lesson plan prior to the start of the school day, please ask a fellow teacher or the Administrative Assistant.

Other Important Information

- Do not use computers for personal use.
- Please keep the classroom clean and organized, leaving it in the condition in which you found it, or better.
- Never leave a classroom unattended
- Never give medicine, of any kind, to a child. If they are not feeling well, send them to the front office to see the Nurse.
- Never keep students after school or class. Verify with the front office to determine if the student is attending an after-school program.
- Be prepared to assist with lunch, recess, and after school duties, as expected from the absent teacher
- During your prep hour, you must remain on campus, unless you have prior permission from the Administrative Assistant or the building Principal.
- You may be asked to sub or help for another class during your designated prep hour. Please verify with the Administrative Assistant that morning.