



**"DUTIES AND RESPONSIBILITIES
OF SUBSTITUTES"**



CAVE CREEK UNIFIED SCHOOL DISTRICT
community inspired • globally prepared



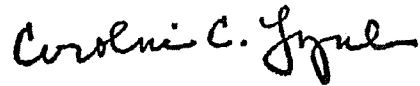
Welcome to CCUSD!

Dear Valued Substitute,

Welcome to Cave Creek Unified School District. Your services are valued and your job is to ensure the continuity of quality education for our students. Please review this handbook carefully, as it will help you be successful in your role with our district.

Thank you for your dedication to the students of CCUSD!

Respectfully,

A handwritten signature in black ink, reading "Carolni C. Jyul". The signature is written in a cursive style with a large, stylized initial 'C'.

Director of Human Resources

DUTIES AND RESPONSIBILITIES OF SUBSTITUTES

1. The substitute teacher is expected to be on duty the full day/half day and to perform the duties as assigned by the principal or the designated representative. You may be asked to substitute for another class during your teacher's off period, or assume other duties as required by the school principal or his/her designee.
2. The substitute teacher should endeavor to preserve the regular routine of the classroom, to perform all of the duties of the regular teacher, and to follow lesson plans provided by the regular teacher, unless otherwise instructed by the principal, administrative assistant or designated representatives. If lesson plans cannot be located, the administrator, upon notification, will provide alternative activities or ask you to see a peer teacher.
3. Once you arrive at the campus and sign in at the front office, ask for the location of the lesson plans, alternative plans to use, or who will be assisting you with the task in the event that no lesson plans are available. Ask for information pertinent to emergency procedures and your role in the event of a drill or emergency. Under no circumstances are you to leave the students alone unless properly relieved of your duties. **DOORS ARE TO REMAIN LOCKED AT ALL TIMES.**
4. A substitute teacher placed in a long-term assignment may call for assistance from the campus principal. You become the teacher of record and may have access to iVisions.
5. The substitute should not receive money from students unless instructed to do so. If money is collected, he/she should deposit it with the administrative assistant before leaving the building.

Substitutes should not lend students money for any purpose. If a substitute has occasion to confiscate an item of value from any student, or a cell phone, the substitute is responsible for the article until it is turned in to the principal.

6. The substitute shall not leave the building during the school day without permission from the principal or designated representative and have signed out and in.

7. A short summary of the day's activities should be prepared by the substitute teacher and left in the Lesson Plan Folder for review by the regular teacher.

8. The substitute shall not use a cell phone, read a personal book, or use a personal computer while on duty. The substitute is there to conduct a period of instruction. Follow the lesson plan. If no lesson plan is available, notify the principal immediately for

further instruction or see a peer teacher.

9. The substitute teacher should attend faculty or grade level meetings only if requested to do so by the principal or designated representative.

10. The substitute is expected to dress in a manner that reflects professional status and aims to reinforce the student dress code. Specific dress code guidelines may be in place at the campus or office level. A clear distinction should be made between who is the teacher/staff and who is the student. The substitute is the supervisor in charge so dress appropriately. **See sub folder for staff dress.**

11. The substitute teacher is required to clock in at the start of the day and clock out at the end of the day for payroll documentation purposes. The classified substitute is required to clock in at the start of the day and clock out/in for a half hour

lunch and clock out at the end of the day for payroll documentation purposes.

12. The substitute shall not contact parents or send notes home with the students unless authorized by the school principal or designee.

13. The substitute is not allowed to photograph or record students. Recordings include voice, video, photography.

ADDITIONAL SUBSTITUTE RESPONSIBILITIES

- Do not accept an assignment and not show up for duty.
- Do not arrive late for an assignment.
- Do not cancel a job at the last minute; allow enough time for the job to be re-assigned (8 hours).
- When accepting a job from Smart Find Express listen and make note of complete details and confirmation number.

- Wear your red badge holder, containing your ID badge at ALL times.

PERSONAL PROPERTY

The school district is not responsible for any loss or damage to a substitute's property while on the school campus. It is suggested you keep all personal items put away and not left out on the desk in the view of the students.

PROFESSIONAL ETHICS

1. The substitute has a professional obligation to behave like the regular classroom teacher/staff and shall use caution in expressing personal opinions. Be mindful of current happenings on campus.
2. Under no circumstances shall a substitute criticize a District employee or a student in the presence of school personnel or students.
3. The substitute must avoid comparing one school with another or

comparing the children in one school with those in another school.

4. Schools exist for the student's benefit. The first obligation of the substitute is to maintain a safe and orderly learning environment for students.

5. Be prompt and businesslike in making and keeping the agreement to work.

6. Compliments, complaints, comments, and/or questions should be directed to the principal.

STUDENT ILLNESS OR ACCIDENT

1. If a student becomes ill or suffers an accident while under the supervision of the substitute, call the health office. The student shall be escorted to the health office. If the situation appears serious, do not move the student. Send for the principal or nurse, or send a student for help.

2. A substitute shall never administer any sort of

medication to a student. All medications are logged and administered in the health office.

FIRE AND EMERGENCY DRILLS

The substitute should be familiar with emergency drill procedures and lead the class in proper participation during a drill or emergency situation. Upon checking in for his/her assignment for the day, the substitute should obtain from the school administration, the procedures in effect in the event of emergencies or drills. DOORS ARE TO BE REMAIN LOCKED AT ALL TIMES. NO EXCEPTIONS.

CLASSROOM INSTRUCTION

1. The substitute teacher is responsible on behalf of the regular teacher for all students, equipment, and materials assigned to the regular teacher. When you arrive at your classroom do a brief inventory of the items on hand.

2. The substitute teacher shall make every attempt to administer the lesson plan of the regular classroom teacher. Substitute teaching is not a "babysitting" job. If no lesson plan is available, ask for the emergency lesson plans that teachers should have available. The emergency lesson plan and activities may be kept by the school's office. If no emergency lesson plan is available, either ask for assistance from the Dean of Instruction of the school, or designee administrator. Have an emergency lesson plan available as part of your personal resource kit.

3. The substitute teacher should arrange for a parent conference only after consulting with the school principal about an issue or concern regarding a specific student. Parent-teacher conferences should not be an issue for a substitute working the assignment just for one day. The school principal or designee would be

making the pertinent decisions.

4. If feasible on an assignment of more than two days, the substitute may consult with the principal or designee about contacting the regular teacher.

5. The substitute teacher must complete one classroom assignment before starting another classroom assignment. If no classroom assignment is available, contact other teachers for guidance on current assignments due by the type of class.

6. Check with teacher for grading. The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher. Any written work assigned beyond the lesson plans of the regular teacher should be graded and left for the teacher to review. On long-term assignments, such work should be graded and properly recorded unless otherwise directed.

7. The substitute should refrain from discussing topics (including personal anecdotes) that are not relevant to the day's lesson plan. Especially stories of a personal nature.

8. In addition to the general information given above, the substitute teacher is expected to comply with assignment-related instructions from the principal or designee.

DISCIPLINE

1. Upon arrival at the campus, the substitute must request, obtain, and review a copy of the school's campus policy on discipline and a copy of the school's classroom management plan.

2. The substitute shall never administer corporal punishment to any student. This is ground for legal action against the substitute. Do not touch students at any time.

3. The substitute is expected to maintain a level of student discipline in the classroom, which is

conducive to good learning.

4. A substitute teacher may, by an email or call, send a student to the principal's office. This action could have serious consequences for the student. A student may be sent to the office with a request for the principal to come to the classroom. The substitute should not leave the class unattended. The substitute should check with the school's office for the campus guidelines for the campus that pertain to handling referrals.

5. Explicit explanation and direction, plus firm, fair treatment of all students generally diffuses most disciplinary problems in the classroom.

CLOSED CAMPUS

All District school campuses are closed campuses. Once on campus, students are not permitted to leave during the school day for any reason unless permission has been obtained from an

appropriate school official. The substitute should not leave the building or assignment during the day without notifying the school principal or campus contact person.

COMPUTER EQUIPMENT/CELL PHONES

1. Substitute teachers, paraprofessionals, and nurses are to refrain from using personal and/or District computer equipment while in the classroom during an assignment. If the assignment calls for the use of computer equipment, it will be the only instance that you may be allowed to assist in the operation of this equipment.

2. Under no circumstances is the substitute teacher to use the computer belonging to the classroom teacher. Login/entering into the District's computer system is in direct violation of the Acceptable Use Guidelines for Online Access policy.

Failure to comply with given guidelines could result in dismissal from employment with the District.

3. If the assignment left by the teacher calls for the use of computers, please notify the school principal or his/her designee and inform him/her that you are not allowed to access the computer systems and help can be given to you and the lesson plan delivered. Peer teachers may also be of assistance.

4. You may monitor students while at their desk and while they are performing a pre-assigned task on the computer. Movement is encouraged throughout the class.

5. Substitute teachers are not to solicit from students or school staff, information regarding access to the computer systems, i.e., user name and or passwords.

6. Computers and computer systems are constantly monitored for

usage and content, please refrain from using them. Please remain vigilant to your assignments and avoid these pitfalls.

7. Some campuses allow substitutes to use the computers in the school library. Please refrain from doing this. This is the exception rather than the rule. The majority of the campuses will not allow you to use the computers. Do not ask and avoid an unpleasant incident.

8. DO NOT use cell phones or cell phones with cameras while at school. DO NOT take a picture of a student even if he/she agrees to it.

9. Social media guidelines i.e. DO NOT post while on school time and DO NOT post regarding school.

EVALUATION

Regular classroom teachers have the opportunity to evaluate a substitute's performance using the online form. The regular classroom teacher may also be asked to provide

feedback to the principal concerning the success of the classroom under the direction of the substitute. The substitute has the opportunity to write a review of his/her experience in the classroom using the online form.

PRINCIPAL'S RESPONSIBILITY

1. Should a problem occur while the substitute is on duty at a campus, the principal has the responsibility of evaluating the situation and making a recommendation to the Director of Human Resources as to the status of the substitute teacher involved.

2. The principal may request that certain substitutes are not to be assigned to their campus. The principal must call Human Resources with all of the particulars and follow up the verbal request with documentation.

HUMAN RESOURCES RESPONSIBILITY

The substitute is an at-will employee. If the Director of Human Resources determines that it is in the best interest of the students and/or the District, the Director of Human Resources will submit a recommendation to remove a substitute's name from the active list.

UNFAVORABLE REPORTS CONCERNING THE SUBSTITUTE

1. When a substitute receives an unfavorable report from the Principal, Teacher, or Substitute Specialist, the substitute will be asked to meet with the Principal first for due process. Following the due process, the substitute may be placed on probation for a specified time determined by the Director of Human Resources. An unfavorable report during the probationary period will result in the removal of the substitute from the active substitute teacher list.

2. A substitute may be removed from the district's substitute active list for poor performance, misconduct, or not meeting the required 10 days worked for the school year. Untimely return of the "Return to Work" document could also result in being removed from the substitute active list.

3. Any substitute who has not worked or been paid in 12 months will be terminated due to "job abandonment."

POLICY REGARDING SUBSTITUTES:

POLICY GCG:

Part-time and Substitute Professional Staff Employment

POLICY GCGB:

Arrangements for Substitute Staff Members

POLICY GCGB-R:

Arrangements for Substitute Staff Members

POLICY GDG:

Part-time and Substitute Support Staff Employment