

LARUE COUNTY PUBLIC SCHOOLS



INSPIRE. EMPOWER. ACHIEVE.

2023 - 2024

SUBSTITUTE HANDBOOK



OUR VALUE STATEMENT

We believe all students can learn and succeed.

We believe student success is the shared responsibility of the home, school, and community.

We believe students thrive in a positive learning environment that ensures safety, stimulates personal growth, and challenges their abilities.

We believe academic, social, and emotional learning are all critical.

We believe in developing leaders and good stewards of the community through life-long learning.

We believe decisions must be made in the best interest of students.

We believe exemplary role models build relationships and provide a positive culture and learning environment for students.

We believe in preparing students for success in a diverse society.

Substitute Employment Information

Selection and Hiring Procedure of Substitute Personnel

The following are needed in order to be considered as a substitute teacher.

1. Completed application online, including name, address, phone number and email of all references.
2. Copy of one of the following: (1) Kentucky Teaching Certificate, (2) Certificate for Substitute Teaching, (3) Official college transcript of all undergraduate work showing a Bachelor's degree, **OR** (4) Official college transcript of all undergraduate work showing a minimum of 64 semester hours **and** at least a 2.45 GPA. If you do not have a Kentucky Teaching Certificate or Certificate for Substitute Teaching, the Board of Education will apply for an Emergency Substitute Teaching Certificate upon employment.
3. Completed I-9 form.
4. Completed medical examination with a tuberculosis risk factor assessment.
5. Participation in Professional Development or other training as prescribed by the Principal.
6. A state/federal background check is required on all new employees as well as Child Abuse/Neglect background check. Contact Human Resources for access to each process.
7. Substitute instructional assistants must complete items 1,3,4,5 and 6 and have one of the following:
 - a. A copy of their high school diploma or GED and passing score on the Kentucky Paraeducator Assessment (KPA) attached with application. KPA assessment can be taken at the Board of Education, Human Resources Office.
 - b. College transcripts showing completion of at least 48 credit hours attached with application.

Substitute Teacher Salary Schedule

Substitute personnel are paid based upon educational qualifications. Classified Instructional Assistants are paid based on the hours and position they work. Please refer to the salary schedule located on the website: Departments, Human Resources, Salary Schedules.

Substitute Responsibilities

Performance Responsibilities for Substitute Teachers

1. Report to the school's office no later than 15 minutes prior to the scheduled start time of school. Also, be prepared to remain at your assignment for at least 15 minutes after the end of the school day.
2. Wear an ID badge at all times while in district buildings and on district property.
3. Sign the substitute teachers' payroll sheet.
4. Substitute teachers are to follow the lesson plans and the instructions provided by the classroom teacher.
5. The substitute teacher should leave the classroom teacher a brief summary of the day's activities. The brief summary may explain student attendance and/or behavior or any other information that may be helpful to the teacher.
6. Substitute teachers are responsible for the pupils, equipment, and materials assigned to their care.
7. The substitute teacher should **never** leave the classroom unattended.
8. A substitute teacher should not permit a student to leave the school grounds without checking with administration.
9. Substitute teachers are to remain at assignment until the end of the school day, even if your last period is planning.
10. Substitute teachers should be prepared to accept positions other than the one they originally agreed to and should **also be prepared to accept "other duties as assigned."** **Substitutes are not guaranteed a planning period.**
11. Keep the Board of Education informed of any change in status or availability for assignment.

The Board of Education delegates to the person holding this position the **REASONABLE AUTHORITY** necessary to carry out the duties and responsibilities listed for this position.

Substitute Personnel Assignment

Our school district utilizes the Frontline Absence Management system to automate the calling and assignment of substitute personnel. Upon employment, you will be assigned a school email address and an Absence Management account will be created for you so you can accept job assignments.

Receiving/Accepting an Assignment

Substitutes may accept assignments one of three ways:

- 1) Login into your Absence Management account to accept available jobs.
- 2) Accept an available job by phone either by receiving a phone call about an available job or dialing into the Absence Management system to see what jobs are available. You must make sure you have your PIN# for this option. This will be given to you after your Absence Management account has been established.
- 3) A teacher or school substitute coordinator may contact you individually to fill a job and then they will assign you to the position in the Absence Management system. Once assigned you will be able to see that job under the "Scheduled Jobs" tab on your home page.

Absence Management splits each day into two calling periods: the Morning Call Period and the Evening Call period. During the morning call period, you will only receive calls for absences occurring that day. During the evening call period, the system will call for absences occurring within the next two days. Calls are made morning and evening Sunday through Thursday. On Friday, only morning calls are placed for that day's absences but no evening calls are placed. On Sunday, only evening calls are placed.

At times, you may accept an assignment in advance. When accepting an assignment, be sure to have your record of substituting or calendar available so that you may record the assignment. You can also see your scheduled jobs on your Absence Management homepage under the "Scheduled Jobs" tab. When called for an assignment or accepting an assignment online, you will be given the teacher's name, school, and dates of assignment. Substitutes are strongly encouraged to know the schools in your area. It is the substitute's responsibility to know the starting time of the assigned school and to be on time.

Priority in Making Assignments

The Absence Management system will call substitutes in random order or as dictated by district, school and employee preferred substitute lists.

The system does not begin placing phone calls to substitutes until the absence is still unfilled two days prior to the start of the absence. The one exception is if an employee has set up a preferred substitute as a favorite sub. A call to a favorite sub will go out in the evening call period on the day the absence was created. Absence Management will also email the favorite sub immediately after the absence is created.

An absence is first seen by an employee's preferred subs, held for a time, then released to the school's preferred subs, then held again, then finally released to the remainder of the district's substitutes.

Assignments cannot be guaranteed. The number of days you actually work will be based on your availability. The following criteria are used in making assignments:

- Substitute's availability
- Substitute's location preferences
- Principal's and teacher's preferences

Substitute's Preference

Location Preferences

You will have the ability to set your location preferences within your Absence Management account by selecting the schools for which you want to see available jobs (i.e. you only want to see jobs for the middle and high school but not for the elementary schools).

It must be understood, however, that at some point you may be asked to work in an area or school not listed as one of your preferences. Substitute personnel must understand that different commitments in the district may require you to work in an unfamiliar area such as from an elementary setting to a middle or high school setting.

Day/Time Preferences

If you only have certain days that you can work there are two ways that you can make that known in your account settings.

- 1) You can limit when you are called: The district has default call times, but you can modify those call times to suit your needs (i.e. you only want to receive calls on Monday, Wednesday, and Thursday). You can also turn off the calling feature if you don't want to receive jobs by phone and want to rely solely on logging into your account to accept available jobs. Just know that if you do modify your call times or turn off the calling feature, you may be limiting your number of job opportunities.
- 2) You can add Non-Work Days: If you have certain days of the week you can't work or are going to be unavailable because of vacation, illness, etc., you can add Non-Work days under the "Non Work Days" tab on your account home page. You won't be called or see available jobs on any of your scheduled nonwork days.

Substitutes Requested by Teachers and Principals

Some substitutes may be requested by certain teachers and principals to return to their future assignments. Every effort will be made to accommodate that request. Teachers who request a particular substitute should realize that no guarantees can be made in the assignment of a particular substitute. That substitute could be assigned elsewhere or not available on that day.

Long-Term Assignments

A long-term assignment is when a substitute has served in the same classroom for a particular teacher for more than 20 days without a break in service. On the 21st day of that assignment, the substitute will be paid at teacher's rate for their rank. Long-term assignments are based on teacher/principal preference and substitute certification.

Refusing Assignments

The Absence Management system may place a sub into Reduced Calling Mode (RCM) if a sub receives 60 calls within 30 days but does not accept any jobs over the phone. The system will still notify these subs on a limited basis but will primarily focus on those who regularly accept jobs. Once activated, an administrator or the sub always has the option to reverse this decision and return the sub to the regular call list. A sub can set themselves back to "normal calling" from the "Preferences" tab in the "Call Times" section on their account.

Canceling an Assignment

At times emergencies may cause you to have to cancel an assignment you have accepted. Not all absences will have an option to cancel depending on the start time of the assignment. If you can cancel a job, on your Absence Management account home page under the "Scheduled Jobs" tab, you will see a red "Cancel" button. Select it and

then click “Yes, Cancel Job” to confirm. If there is no “Cancel” button available, then call the school substitute coordinator as soon as possible to have them cancel for you.

Reporting to an Assignment

You are to arrive at your assigned school at least 15 minutes prior to the scheduled start time of school in case of advanced assignments. On the day of notification, you should arrive as close to 15 minutes as possible. You should report immediately to the office and sign the substitute payroll sheet. At that time, you will receive any information regarding the room assignment, specific instructions and any other information pertaining to your assignment. All substitute personnel should familiarize themselves with the rules and regulations pertaining to safety such as fire and safety drills. When you are late, it is necessary to get another teacher to cover for you. Repeated occurrences may lead to schools requesting that you not return for future assignments.

Classroom Duties

Substitute Responsibilities

Substitute personnel should be familiar with their responsibilities as listed in this handbook. All substitute personnel (teachers and instructional assistants) are guests in the classroom and accept their assignment with a professional attitude and as a capable individual. The substitute teacher should follow the lesson plans of the regular teacher as closely as possible. There may be an occasion when lesson plans are not available. The substitute teacher should contact the office or the team leader, if one is available. A teacher’s/assistant’s duties may extend beyond the classroom. Such duties may be lunchroom duty, hall duty, playground duty, etc. Substitute personnel should inquire at the beginning of their assignment as to what extra duties the regular teacher/assistant has if not listed in lesson plans. It is the responsibility of the substitute personnel to be on duty at the assigned place in order to avoid the risk of liability in case of an injury to a student.

Teacher’s Schedule and Lesson Plans

Teachers are required to leave lesson plans for the substitute teacher in the event of their absence. The lesson plans may be left in the office, on the teacher’s desk, or with a member of the teacher’s team. It is important that the substitute follow the regular teacher’s plans as closely as possible. Do not change the plans unless told to do so. Follow the teacher’s schedule. The teacher’s schedule may differ from class period to class period. Be sure to read over and follow the teacher’s plans. The plans should be left in a manner in which the substitute can understand them and be able to follow. In many substitute folders, the teacher may leave a list of students who can be relied upon to assist the substitute – use them. You may find these students can be a big help in assisting you with the daily activities.

Classroom Management

The substitute should strive to maintain good classroom management. In many instances loss of control of a class will seldom occur if students are made aware that certain actions are inappropriate and unacceptable and that such behavior will not be excused. The substitute should emphasize that a well-ordered classroom is a more pleasant setting for learning. In the event a disturbance does occur, the substitute should try to dispel the action as soon as possible. Some ways are: to use eye contact, or to speak to the student privately. The substitute should never engage in a verbal confrontation with a student. If the situation becomes such that the substitute cannot control the situation, he/she should call for an administrator as quickly as possible. Do not use corporal punishment.

Substitute Professionalism and Evaluations

Professionalism

All substitute personnel are expected to maintain a high standard of professionalism. As a substitute, you are taking the place of another professional. Substitutes should not entertain rumors about the school, staff or students. Substitutes should not criticize the regular teacher in any manner in front of the students. The substitute is placed in the classroom to carry out the plans of the regular teacher, not just to maintain order. The substitute should understand that the classroom activities will require all of their attention: therefore, they should not bring personal work to the classroom. The substitute should maintain a professional image in personal appearance and attire.

Dismissal from Substitute Roster

A substitute may be removed from the substitute roster for any or all of the following reasons:

1. Unsatisfactory evaluations (where no apparent improvement has been made after conferring with the Board of Education)
2. Unprofessional and or any unethical behavior.
3. The substitute has not accepted any sub assignments for a period of one year.

Retired Personnel

Retired teachers may substitute a total of 129 days per school year. We recommend that all retired teachers, who are substituting, keep accurate records of the days worked so that KTRS is not affected.

Retired classified personnel do not have a limit on the number of days they can work.

Retirement Systems

Teachers Retirement System (TRS)-all certified substitute teachers will contribute to the Teachers Retirement System. Substitute Teachers do not contribute to Social Security.

Kentucky Public Pensions Authority (KPPA)-classified substitutes will contribute to the Kentucky Retirement System as well as Social Security.

Change of Address and Telephone Number

It is very important that if you change your address or telephone number that you notify the Board of Education in writing. If your address changes and the office does not have your current address, this may delay financial documents or other correspondence sent to you. Should your phone number change, you again need to notify the Board of Education so that your records may be updated. The Absence Management system calls you based on the phone number we have on file. An incorrect phone number may result in missed job opportunities.

Requesting to be Placed on Inactive Status

Should you desire to be placed on inactive status, you should notify Human Resources at the Board of Education. Send an email or letter with the inactive date/s so your records can be accurate.

Resignation

Should a substitute desire to resign he/she should complete a letter of resignation and return it to Human Resources at the Board of Education.

Inclement Weather

During periods of inclement weather such as snow or ice, substitute personnel should listen to the local radio and watch the TV stations to see if there will be school or if school has been canceled.

Letter of Reasonable Assurance

In the spring, normally around April, a letter of reasonable assurance is mailed to each substitute asking them to indicate their wishes concerning employment for the following school year. Failure to return the letter does NOT remove your name from the substitute list.

Employment Benefit

Workers Compensation Insurance

The LaRue County Board of Education provides Workers' Compensation Insurance for all employees. This coverage provides protection in the event of illness or injury as a result of employment with the LaRue County Schools. All injuries must be reported to the main office of the assigned school within 24 hours.

Liability Insurance

The LaRue County Board of Education provides liability insurance coverage for all employees. The coverage includes bodily injury and personal injury. It does not include coverage for illegal actions or negligently intentional actions, which result in injury. Professional Liability (errors and omissions) coverage is also provided.

Harassment/Discrimination/Title IX Sexual Harassment

The LaRue County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the workplace or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator (TIXC) as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/03.262**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

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