

**Fort Dodge Community
School District**



**Substitute Handbook
2020-2021**

Application

All substitutes must complete an online employment application for consideration. The link for Substitute Applications is <https://www.applitrack.com/fdschools/onlineapp/default.aspx?Category=Substitute>.

Selection

The selection process for substitutes includes an interview, reference checks, and a background check.

Licensure

All substitute teachers must possess a license from Iowa's Board of Educational Examiners. Here are examples of teaching licenses:

- Substitute License: The substitute license is valid for five years. Substitute teach for a contracted teacher out on leave in any subject grades PK-12. May serve in one position up to 90 days (long-term sub).
- Substitute authorization: A substitute authorization allows an individual to substitute in grades PK-12 for no more than 5 consecutive days and no more than 10 days in a 30-day period in one job assignment for a regularly assigned teacher who is absent, except in the driver's education classroom. Only the BOEE may approve exceptions to this.
- Initial License: Holds substitute authority including long-term subbing.
- Standard License: Holds substitute authority including long-term subbing.
- Master Educator: Holds substitute authority including long-term subbing.

See the Board of Educational Examiner's website at <https://www.boee.iowa.gov/license-types-and-applications/license-and-authorization-information> for details on licensure.

College Transcript

Teachers and paraeducator substitutes with 60 college credit hours (or more) or a teaching license, must submit a copy of the license and a copy of official transcript showing earned credits and degree(s) to Human Resources upon hire. For Paraeducator substitutes, this may increase the hourly pay rate.

Physical Examination

All substitutes must submit evidence of successfully passing a physical examination upon initial employment.

Employment Eligibility Verification Form (I-9)

This form will be provided by Human Resources. You must furnish your (1) U.S. passport (or Certification of United States Citizenship, Certificate of Naturalization, unexpired foreign passport with attached Employment Authorization or Alien Registration Card with photograph) or (2) State issued driver's license (or U.S. Military Card) AND your original Social Security Number Card (or birth certificate issued by State, country, or municipal authority, or an unexpired INS Employment Authorization) upon hire.

Child and Dependent Adult Abuse Identification and Reporting Course (Teachers & Paras Only)

A certification of completion of both the Child and Dependent Adult Abuse Identification and Reporting courses are required. Training must be completed within six months of initial employment and it must be renewed prior to expiration.

Right To Know (Hazardous Materials Training)

Upon hire, substitutes are required to complete training on hazardous materials, emergency response, and accident avoidance.

Bloodborne Pathogens

Upon hire, substitutes must complete District training on Bloodborne Pathogens and update this annually.

Asbestos Memorandum

The Human Resource Office will provide you with this memorandum for your signature.

Drug-Free Policy

The Human Resource Office will provide you with this memorandum for your signature.

SUBSTITUTES MUST COMPLETE ALL DOCUMENTS LISTED AND SUBMIT TO HUMAN RESOURCES PRIOR TO ACCEPTING SUBSTITUTE ASSIGNMENTS.

Assignment

The District has the right of assignment. During the preparation period of the regularly scheduled teacher, the Substitute teacher may be required to fill in for a different teacher.

Substitute Assignment

The District uses an automated electronic substitute system (Absence Management - AESOP). Substitutes may access the system either via telephone or on-line. Training on use of the automated system must be completed prior to accepting assignments.

A generic account has been created that will allow access to login to any District computer, and gain access to the AESOP system using the link on our District Homepage <http://www.aesoponline.com>. This will not grant access to other District technology. For assistance, please contact the Human Resources Office (personnel@fdschools.org) for assistance.

For access to Aesop while in one of the schools, please log in to any available District computer with the following information. Username - fdcsub Password - aesop247

Dress Code

Substitutes and employees are to serve as positive role models for the students who come in contact with them during and after school hours. All substitutes are expected to dress as professionals on a daily basis, in business like attire, appropriate for the position assigned. Clothing should be neat, clean, in good taste and not detract from the learning/educational environment of students. Visible tattoos that are obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational environment need to be covered. Friday is spirit day – you can wear jeans with Dodger attire.

Arriving at Assigned School

Check in with the building secretary upon arrival. Teacher and Paraeducator hours vary slightly by building. Carefully check the assigned work hours on the AESOP job assignment. If there is an unforeseen emergency and you are unable to arrive on time, notify the building secretary immediately.

Butler Elementary (945 S. 18 th Street)	574-5882	Riverside Elementary (733 F Street)	574-5740
Cooper Elementary (2420 14 th Avenue)	574-5830	CARES/PRIDE (104 S. 17 th Street)	574-5667
Duncombe Elementary (1620 6 th Avenue N)	574-5623	Fort Dodge Middle School (800 N. 32 nd Street)	574-5711
Feelhaber Elementary (1300 14 th Avenue N)	574-5680	Senior High (819 N. 25 th Street)	574-5777

Ask the building's office personnel how to report on student attendance, inquire about any special instructions or planned activities and identify a contact person if you need assistance (e.g.: behavior problems, etc.). Determine if the regular teacher has any special duties that you will need to perform.

Teacher Substitute Classroom Preparations

- Check the teacher's mailbox to see if there are items you may need and then go to your assigned room.
- Introduce yourself to other staff.
- Locate the substitute folder and review the teacher's daily schedule, lesson plan book, seating charts, grade book, textbooks, and other needed materials.
- Make no changes in the seating arrangement or other parts of the room organization. The

exception would be for a different grouping of students for instructional purpose.

- Supervision of the halls between class is a responsibility for all teachers. As students come into the building/classroom or leave the building/classroom, please be outside of your room.
- Follow the lesson plans that the regular teacher has written.

Paraeducator Substitute Classroom Preparations

- Introduce yourself to other staff.
- Confer with the classroom teacher to determine your responsibilities and schedule for the day.

Important Considerations for All Substitutes

- Review fire drill regulations and exit procedures. The signals and procedures for fire and tornado drills differ in each building. Be sure you know the correct procedure for each building and for the room to which you are assigned.
- Maintain a high standard of professionalism and abide by confidentiality regarding student performance and behavior.
- Effective classroom management is a prerequisite for quality learning to occur. Exhibit confidence, and treat students with respect. Any unusual disciplinary problems should be brought to the attention of the classroom teacher or the administrator.
- When substituting for an extended period of time, you are to attend scheduled meetings. When in doubt, ask the administrator of the building.
- If any person comes to your room and requests the release of a student, that person should be directed to the administrator. Students who are to be released must have the approval of the administrator.

Classroom Management

Teachers and Paraeducators are expected to assume responsibility for classroom management. Teachers are charged with the responsibility of informing students about proper building procedures and rules of conduct as well as correcting students' misconduct.

Every reasonable effort should be made to resolve management problems before students are referred to the office. Occasionally, inappropriate student behavior may occur which warrants the removal of a student from the class. Exclusions from a classroom are to be immediately brought to the attention of the school's office personnel. Conditions which may lead to the removal of a student from a class would include the following: Disruption of the educational process in the room or safety concerns.

The removal of a student should only be initiated after other attempts to correct or discipline the student have failed. At all times staff are to exhibit professionalism, sound judgement and respect for others.

In order to provide for the safety and security of all students, an employee may use reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- to quell a disturbance or prevent an act that threatens physical harm to any person;
- to obtain possession of a weapon or other dangerous object within a student's control;
- for the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3;
- for the protection of property as provided for in Iowa Code section 704.4 or 704.5;
- to remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises;
- to protect a student from the self-infliction of harm;
- to protect the safety of others.

Review and follow the District's Student Discipline Policy 500.5 and Physical Restraint Policy 500.5A.
<https://www.fdschools.org/district/board-of-education/policies-and-procedures/500-series/>

At the End of the Assignment

Hours vary slightly by building. If the last hour of the day is prep time and all work is completed for the classroom, check with the administrator or secretary to be assigned supervision. **The substitute is not to leave prior to the end of the work day unless it has been approved by the administrator.**

Teacher Substitutes:

- Before you leave, grade as much of the assigned work as possible.
- Provide a written summary of the work completed, or not completed, as well as any other information that would be helpful to the teacher, including individualized and group dynamics.
- Check out at the end of the day with the building secretary is required.
- Contact the building secretary if you have any questions.
- Check with the building principal or secretary at the close of the day to provide any information concerning any behavior in the classroom.

Paraeducator Substitutes:

- Check out at the end of the day with the building secretary is required.
- Contact the building secretary if you have any questions.

Rate of Pay

A daily teacher substitute's rate of pay is \$120.00 a day. All substitute teachers will receive this amount for the first ten (10) continuous days of a specific teaching assignment. On the eleventh (11th) day in the same assignment and continuing thereafter on the specific teaching assignment, the substitute teacher will be placed on the regular salary schedule commensurate step zero on the Teacher's BA Base.

If a person is scheduled to substitute, has reported in at the assigned building, and then school is cancelled (e.g.: inclement weather), the substitute will be paid on the basis of one day or one-half day whichever most closely reflects time worked. You must check in/out with the building secretary.

Paraeducator substitute's base rate of pay is \$12.70 per hour. An additional \$.40 per hour will be added for 60 college credit hours or more from an accredited institution of higher education. Another \$.30 per hour will be added for paraeducator certification or teaching license. A copy of the paraeducator certificate, teaching license, and transcripts must be on file in the Human Resource Office to receive the higher rate of pay.

Custodial substitute rate of pay is \$15.00 per hour.

Secretarial substitute rate of pay is \$14.19 per hour.

Payroll Dates

Substitutes are paid for the number of days indicated on the electronic time sheets. Therefore, please be sure to check in and out each day you sub with the building secretary. Any questions relative to paychecks or withholdings should be directed to Pam Gollob, in the Business Office, at 574-5648 or (pgollob@fdschools.org).

Payroll Deductions

Substitute are subject to payroll deductions required by law such as Federal and State income tax, FICA, Medicare and IPERS, based on individual's information. A withholding on each day's pay is required by Federal and State laws for income tax purposes as well as social security.

Employees who sign up to substitute in the District will have IPERS deducted from their paycheck after their earnings reach \$1,000 for two consecutive quarters.

Pay Stub

You may access your pay stub or W-2 at <http://wl.sui-online.com>. Your user ID is the first 4 letters of your last name & the first 4 letters of your first name. Your password is the last 4 numbers of your social security number.

Inclement Weather

If school is cancelled / has late start due to weather, etc., it is the substitute's responsibility to listen to radio/tv for announcements. Substitutes will not get a call from the District to notify them of the cancellation.

Radio Stations - Alpha Media Stations: K97, Sunny 99.7, 105.9 The Beach, Mix 94.5, KWMT AM 540, 92.1 The Eagle and KVFD, KQWC - out of Webster City, Des Moines Stations through WHO: 1040 WHO, The Bus 100.3, KISS 107.5, Alt 106.3, 1460 KXNO and 96.9 the Bull.

TV Stations - WHO 13, KCCI 8, and WOI 5. Also posted on the District's website: www.fdschools.org, Facebook page: Fort Dodge Community School District and Twitter: @fdcsd

Responsibilities of the Regular Teacher for the Teacher Substitute

The following should be on the desk or be easily located: Detailed lesson plans, a list of student names and seating chart(s), a weekly time schedule of classes (curriculum areas to cover), a list of students in various special groups that are needed to implement the lesson plans (i.e.: reading groups, lab partners), the identification of supervisory responsibilities (e.g.: duty at noon, recess, bus duty, lunch dismissal time, etc.), the fire drill and other emergency procedures, any important or unique information about any student (physical problems, essential health concerns, etc.), and special schedules (e.g.: Band, Title I, etc.).

Identified copies of textbooks, manuals, and workbooks for use in implementing the lesson plans should be easily located. An alternate lesson plan must be available, if the topic(s) to be covered is/are controversial and/or need the careful guidance of the regular classroom teacher.

Resignation from Employment

To be removed as a substitute with Fort Dodge Community School, a written resignation must be submitted to Human Resources including the effective date and the reason for the resignation. During the summer months, each substitute will be surveyed as to whether he/she wishes to be retained as a substitute for the next school year.

Personnel File

You may review your personnel file, upon setting an appointment time in the Human Resources office.

Helpful Hints

Be pleasant.	Have a healthy and professional sense of humor, but don't overdo.
Be firm and fair.	Make directions clear & concise.
Deal with each student in a kind & just manner.	Be professional.
Model good character.	Be prompt.
Maintain dignity.	Avoid threats.
Be patient.	Follow normal classroom procedures.
Respect each student.	Ask for help when needed.
Be enthusiastic.	Never leave students unsupervised.
Talk <u>with</u> students -- not <u>at</u> them.	
Be as prepared as possible.	

Additional Website Information:

Web Link (Pay Stub/W-2s) - <http://wl.sui-online.com>

Absence Management (AESOP) – <http://www.aesoponline.com>

Absence Management (AESOP) help –

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115004472967-Getting-Started-as-a-Substitute>

It is the policy of the Fort Dodge Community School District not to discriminate on the basis of race, creed, color, ancestry, age, gender, sex, sexual orientation, gender identity, national origin, disability, physical attributes, religion, political party preference, political belief, socioeconomic status, veteran's status, actual or potential parental, family or marital status in its programs, services, and employment practices. If you have questions or grievances related to this policy, please contact Dr. Stephanie Anderson, Director of Elementary Education, and Dr. Kirsten Doebel, Director of Secondary Education, Central Administration Office, 104 South 17th Street, Fort Dodge, IA 50501, 574-5678, or contact the Civil Rights Midwestern Division for U. S. Department of Education Office, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. (Alternate for Section 504 is Lynnae Harvey, Director of Special Needs, 574-5675). The District's Compliance Coordinator for Affirmative Action is Lisa Negus, who can be reached at 574-5657 or 104 South 17th Street, Fort Dodge, IA 50501. The District's Designated Investigators of Physical/Sexual Abuse of Students by School Employees are Dr. Stephanie Anderson, Director of Elementary Education, and Dr. Kirsten Doebel, Director of Secondary Education. They can be reached at 576-1161 or 104 South 17th Street, Fort Dodge, IA 50501. The alternate is Lynnae Harvey. She can be reached at 574-5675 or 104 South 17th Street, Fort Dodge, IA 50501. The District's Officers for Harassment Complaints and Allegations are Dr. Stephanie Anderson, Director of Elementary Education, and Dr. Kirsten Doebel, Director of Secondary Education. They can be reached at 576-1161 or 104 South 17th Street, Fort Dodge, IA 50501.

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Fort Dodge Community School District is an equal employment opportunity/affirmative action employer.