



USD 507

Substitute Teacher Handbook

2011-12 School Year





Unified School District 507

PO Box 279, 100 Caddo Street
Satanta KS 67870

Phone (620) 649-2234
Fax (620) 649-2668

Dear Substitute Teacher:

We welcome you to the Satanta School District as an important part of our educational team.

As a substitute teacher, you provide an invaluable service to the students and staff and are a vital part of our educational system. We know the demands made upon a substitute teacher are many, requiring a higher degree of initiative, flexibility, and professional expertise on your part.

Facing different situations every day can be a demanding and challenging assignment for substitute teachers. The Central Office, Elementary Office, and Jr.-Sr. High School Office are ready to assist you in providing quality education to our students. Do not hesitate to contact us for assistance.

We appreciate the time and effort that you expend in our classrooms for the benefit of our students. Thank you for your willingness to serve as a substitute teacher. Best wishes for a successful school year.

Sincerely,

Ardith Dunn
Superintendent

Satanta Unified School District No. 507

District Office

Mrs. Ardith Dunn, Superintendent
Mrs. Jill Wahl, Business Manager/Board Clerk

100 Caddo Street, Box 279
Satanta, KS 67870
(620) 649-2234

Satanta Jr.-Sr. High School

Mr. Ron Levan, Principal
Mrs. Shelley Kuehler, Secretary/Financial Manager

100 Caddo Street, Box 69
Satanta, KS 67870
(620) 649-2611

Satanta Elementary School

Mrs. Leanne Tschanz, Principal
Mrs. Nancy Lambert, Secretary

800 Wichita Street, Box 129
Satanta, KS 67870
(620) 649-2612

School Hours

Satanta Grade School

8:00 Students enter the building
8:05 Tardy Bell
3:15 Dismissal

8:00 a.m. – 3:15 p.m.

Satanta Jr. Sr. High School

Jr. High Class Schedule

1 st Hour	8:05 – 8:53
2 nd Hour	8:56 – 9:44
3 rd Hour	9:47 – 10:35
4 th Hour	10:38-11:26
LUNCH	11:29-11:59
5 th Hour	12:02 – 12:50
6 th Hour	12:53-1:41
7 th Hour	1:44-2:32
8 th Hour	2:35-3:23

Sr. High Class Schedule

1 st Hour	8:05-8:53
2 nd Hour	8:56-9:44
3 rd Hour	9:47-10:35
4 th Hour	10:38-11:26
5 th Hour	11:29-12:17
LUNCH	12:20-12:50
6 th Hour	12:58-1:41
7 th Hour	1:44-2:32
8 th Hour	2:35-3:23

8:05 a.m. – 3:23 p.m.

School Meals

	Breakfast Prices	Lunch Prices
Grade 4 Yr. – 6	\$1.25	\$1.75
Grades 7 – 12	\$1.50	\$2.00
Adults	\$1.75	\$3.00

PROCEDURES FOR BECOMING A SUBSTITUTE TEACHER

1. Those wishing to be considered for substitute teacher positions should go to the U.S.D. #507 Central Office, 100 Caddo Street, Satanta, KS 67870 and complete forms.
2. A master list of substitutes is compiled and supplied to the building secretaries
3. It is the substitute's responsibility to update information (address and telephone numbers) with the Central Office.

REQUIREMENTS FOR BECOMING SUBSTITUTE TEACHERS

1. A current Kansas Teaching Certificate or Emergency Substitute Certificate on file. (Cost of certificate and finger printing will be the expense of the applicant.)
2. A W-4 Federal Tax Withholding Form on file.
3. An I-9 Employment Eligibility Verification form on file along with a copy of social security card and driver's license.
4. A State of Kansas Loyalty Oath form on file.
5. Background Investigation Authorization form on file (if needed).

Providing your qualifications meet the standards for employment in the Satanta Schools, your name will be placed on the substitute teacher list.

If a licensed person is not available, a non-licensed person may be placed in the classroom to supervise the pupils but not to teach them. Non-licensed personnel may be employed to supervise pupils in non-instructional activities. They may direct, control or manage. They may be authorized to maintain control in the classroom or other appropriate setting. They may be used in virtually any capacity except that of a teacher. If a non-licensed person is placed in the classroom, licensed staff in the building or the district shall provide any instruction required.

PAY SCHEDULES AND RATES

The current rate of pay is \$95.00 for a full day and \$47.50 for a half day. A full day consists of five (5) or more hours, and a half day is less than five (5) hours.

If a substitute is certified and considered "long term" (worked 10 consecutive days in the same position), the pay may increase at the superintendent's discretion.

Paychecks are issued on the 15th of each month for the preceding month's work. In the event the 15th falls on a weekend or during a non-school day or holiday, direct deposit employees will have money transferred on the fifteenth and all other employee checks will be mailed out on the fifteenth.

All substitute teachers are encouraged to take direct deposit.

DISTRICT PROCEDURES FOR OBTAINING SUBSTITUTE TEACHERS

Arrangements for substitute teachers will be made by the building secretaries. Persons holding a teaching certificate will be called before those holding an emergency substitute certificate. If you have questions regarding your assignment, you may contact:

Elementary	Nancy Lambert	(620) 649-2612
Jr.-Sr. High School	Shelley Kuehler	(620) 649-2611

If you are scheduled to substitute in our district and have an emergency arise which will prevent you from working, please call the building secretary in the building in which you are to work in order for them to schedule someone else. If you have been scheduled to substitute and are later not needed, the building secretary will contact you as soon as possible. If you arrive to work and are not needed, you will be paid for the time you were scheduled to work.

Most calls for substitute teachers occur early in the morning on the day the substitute is needed. It is not required that the substitute accept each assignment for which he or she is called, however, it is important that the substitute be available on most occasions. Those who work regularly are most appreciated and often receive the most opportunity to work. The substitute may request to work certain days or a certain levels; however, too many limitations restrict the opportunities for assignment. In crucial times of need, we hope that the substitute will be available and assist where needed.

NUMBER ONE EXPECTATION: TO TEACH

First and most importantly, we expect our substitute teachers to teach. You assume the demanding and critical role in the education of the children in the Satanta schools. The cumulative effect of the substitute teachers over the course of a year is very significant to the educational process. You are an important person to us and we expect you to do your best.

Because of the challenge in going into a teaching assignment with little planning and preparation, it is important that you have the following qualities:

- A positive attitude
- Be enthusiastic
- Be dependable and flexible
- Become acquainted with the responsibilities. Policies and procedures necessary to
- Maintain the highest possible standards of service to our students
- Be prompt
- Maintain the interest of the students
- Follow the plans prepared by the regular classroom teacher
- Fulfill all teachers' responsibilities
- Observe school policies in regard to grading, discipline and safety
- Maintain professional standards
- Notify Principal if assistance is needed

THE WORK DAY

Substitute teachers are to observe a professional day. Except in non-feasible situations, the substitute is to be on duty by 8:00 a.m. and remain on duty until 3:30 p.m.

Substitutes should be available to the school during planning periods. They should not go home or leave the building to take care of personal business during that time. Substitute teachers hired for a “daily” assignment are still expected to be available to students for questions and additional assistance, as well as, to the school for supervision of students or help in any other ways that the building principal deems necessary.

The substitute teacher should sign in with the building secretary upon reporting to work. Necessary information will be given at this time. At the conclusion of the day, the substitute teacher should always check out with the building secretary.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

You are expected to accept all classroom and special duties of the regular teacher.

Emphasis is placed upon the need for regular teachers to provide adequate lesson plans for the substitute teacher. Please follow the classroom teacher’s lesson plans as precisely as possible. Often, even with the best-made plans, situations change or work is accomplished faster than anticipated by the absent teacher. It is suggested that the substitute teacher have alternative activities prepared in case the regular plans are not sufficient.

Before students arrive, review the lesson plans and other information available. Greet students as they arrive and be prepared.

Follow building procedures for reporting and recording absences and tardies.

NEVER leave students unsupervised for any reason.

Confidentiality is a must. All school records and reports must be handled with care and treated as confidential. Professionalism and confidentiality are important characteristics to maintain.

Dress in a manner that meets the expectations of the assignment, but convey a professional image and respect for your duties. Be on time when reporting or returning after lunch.

DISCIPLINE

Students are expected to observe guidelines and regulations at all times. The substitute teacher is expected to maintain discipline in the classroom. Be firm, business-like, and fair in discipline. Should you have difficulty with discipline, seek the assistance of the principal or other administrative personnel in charge. At no time are you to administer corporal punishment.

Satanta U.S.D. #507

Job Description

TITLE: Substitute Teacher

QUALIFICATIONS: Standard Substitute: Kansas Certification and Bachelor's Degree

Emergency Certificate: Kansas emergency substitute certification and at least 60 college credit hours

REPORTS TO: Building Principal

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal or secretary all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described as prepared by the absent teacher.
5. Consults, as appropriate, with the building principal before initiating any teaching or other procedures not specified in the teacher handbook.
6. Assumes responsibility for overseeing pupil behavior in the classroom, during lunch and recess as assigned.
7. Leaves any written reports necessary on the activities of the day.
8. Follows all policies, rule, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Performs any other duties as may be assigned by the principal.

