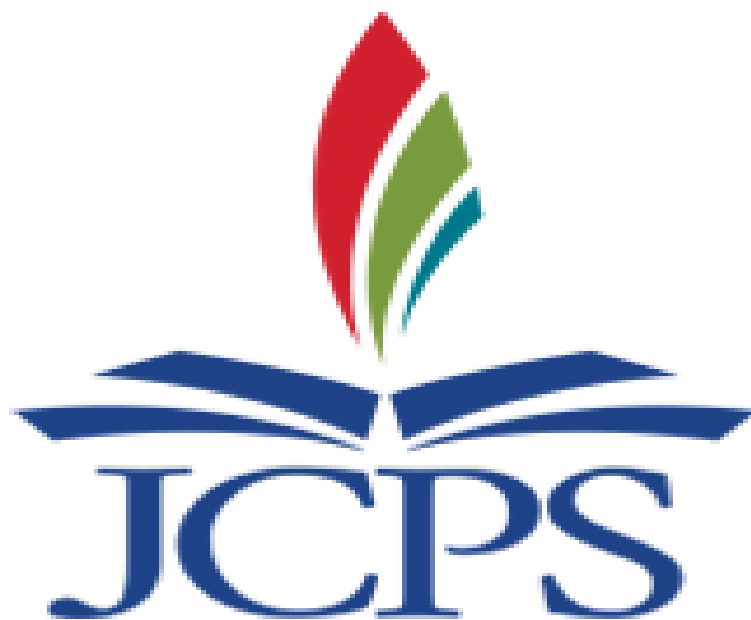


JCPS ADMINISTRATOR GUIDE

Substitute Handbook



Mission

To challenge and engage each learner to grow through effective teaching and meaningful experiences within caring, supportive environments.

Substitute Handbook

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Welcome

The Substitute Center is a support center for District substitute staffing needs. The sub center is also responsible for maintaining the automated substitute call-out system; Absence Management, for certified full-time permanent teachers as well as classified positions (except bus drivers, custodians, and nutrition workers). We are always here to assist you and look forward to serving your needs so that you can better serve students. To meet the ever-increasing demands, the Human Resources department has developed incentive programs, procedures, and information on attendance benefits. We welcome your input concerning programs and procedures and need your help to be successful.

Substitute Center Staff **502-485-3110**

Hours of Operation – Monday – Friday (7:30 a.m. – 4:30 p.m.)

**Office available to accept phone calls at 6:00 a.m. when school is in session*

Brandy Hatcher, Substitute Center Specialist

Amanda Tricase, Clerk ~ (Long-Term & Auto Sub Assignments)

Amanda True, Clerk ~ (Classified Subs)

Christopher Haygood, Clerk ~ (Classified Sub NSA, Custodian, SNTA's)

Kayla Wilson, Clerk ~ (Certified Sub Teachers)

Theresa Jackson, Clerk ~ (Absence Management Support)

Absence Management Calling System ~ (24 hours) **1-800-942-3767**

Action Steps and Information to Prepare for Substitutes

- 1 **Greet and orient your Substitute Staff!** Room visits to show support are very helpful.
- 2 Assign a staff member to answer questions, “put out fires,” introduce the substitute to other staff, briefly go over school rules and procedures, and give building layout.
- 3 Provide succinct discipline procedures for substitutes.
- 4 Identify desired student performance and behavior when there is a substitute.
- 5 Provide an opportunity to provide your substitute with feedback at the end of the day.

Substitute Folders

The effectiveness of a substitute is greatly influenced by the materials and expectations left by the classroom teacher and/or staff.

A substitute folder is a good way to keep these materials together. It should include:

- Plan of the school building
- **Up-to-date** class list and seating chart
- Attendance procedures
- Hall passes—procedures
- Adequate lesson plans – complete, understandable, and **engaging (to include any special IEP needs)**
- Emergency procedures
- Discipline suggestions/procedures for substitutes
- Office Phone Number
- School Policies

A substitute teacher’s effectiveness can be further enhanced if an administrator “stops by” the room periodically to show support and reinforce expectations. Remember; the Substitute Teacher needs support from the school administrators and staff to be successful!

Absence Reporting

A call to Absence Management does not replace school procedures for reporting absences. If you want your staff to contact you or a designated staff member to report an absence, inform your team of this procedure. In addition, the absence needs to be either created online or called into Absence Management to request a substitute. The request for a substitute should be made as soon as possible and no less than one hour before school begins to increase the probability of filling the assignment. Late calls severely limit the possibility of finding a substitute; and if a substitute is assigned, he/she will be late.

Absence Management (AM)

All substitute positions that fall into the category of Certified Teachers, Classified Instructional, Clerical Support, and In-School Security Monitors **must** be assigned through AM. If no substitute is required, please select “**No**” to indicate that a Substitute is NOT required for the assignment.

****NOTES ARE IMPORTANT**** Please clearly indicate the Subject area and/or assignment for Certified Teachers and any specific or special job duties for Classified Staff within the notes area of Absence Management. This MANDATORY information ensures Substitutes know what type of assignment they will be accepting.

DOUBLE CHECK FOR ACCURACY** When logging the assignment online, please verify that the Location is the correct physical location (where the Substitute needs to report) for the assignment, confirm that all fields have been completed **including** the notes, and make sure that you’ve received a confirmation number before logging out or hanging up.

Be careful to make sure you are selecting the correct assignment type. It is absolutely imperative that you select the appropriate job type. Extra Person Substitutes should ALWAYS be indicated as **Extra Person/Help**. Sub extra help assignments are not eligible for incentive payments. Creating a job under an incentive eligible job title can create confusion, distrust, and escalation for the Substitute, your location and the district. It’s also a good idea to discuss the job with the Sub when they arrive to your location. Remind them whether or not the assignment is an incentive eligible to build trust and open communication.

The Substitute Center staff is available at the hours listed on page 1 to help you.

Extended Duty – Substitute Teachers

Substitute teachers are to assume all of the responsibilities of the teacher they have replaced unless otherwise advised by the school office within the normal 7.0 workday. Substitute Teachers are not expected to work extended duty unless the school day is extended for a natural disaster or an emergency arises at the end of the day; for example; a lockdown. However, the principal should consider the level of effectiveness of a person who is not familiar with the building, the procedures, or the students.

Time & Attendance

It is the responsibility of the location to pay substitutes reporting to your location. As a reminder, Time & Attendance and Absence Management are **not** connected. Payroll will not automatically be submitted because a substitute was attached to a job in Absence Management. Please be sure to reconcile your jobs daily in Absence Management to verify which subs actually reported and worked for your location.

Classified vs Certified Subs

Certified Substitutes are ones requiring any license or Certification with the State (ie Teachers, Nurses, Mental Health Practitioners, etc). Classified Subs do not require certification and typically fall under the category of clerical, security, classroom assistants, cafeteria workers, housekeeping, bus drivers, bus monitors, etc.

Not all employees will have access to Absence Management. Positions like Resource Teachers, Counselors, and other school administrators who do not have classrooms would not require a Sub. If you have an employee who is not showing up in Absence Management and you feel like they should be able to request a sub, contact the sub-center at 485-3110 for assistance.

Two Substitutes for One Assignment

In the event two substitutes arrive for one assignment, the substitute assigned through AM has the assignment. Please contact the Substitute Center immediately at 485-3110. The other substitute may or may not be offered another assignment.

Evaluations

Please complete and submit evaluations for substitutes so that we may applaud successful classroom management skills and provide support for substitutes who may need additional assistance. Most problems may be solved by speaking with the substitute; others may need to be referred to the Substitute Center. If problems are severe, please *specifically* document the deficiencies and forward the evaluation to the Substitute Center. See “Forms” Section of Handbook. Please fax to Sub Center at 313-2705. Please contact the Substitute Center Supervisor when allegations are reported to the Compliance and Investigations office and/or CPS.

Requesting a Specific Substitute

Requests for a specific substitute may be made by creating a “preferred substitute” list for your location and selecting the substitute specifically to be called first for an available assignment at your location. The Substitute Center cannot give substitute phone numbers.

AM will attempt to contact the requested substitute each hour during call-out until 8 p.m. the night before the job start date, and one time the morning of the assignment. At that time the job will be released and offered to other substitutes.

You may assign a specific Substitute to an assignment. If you do, you **MUST** make sure prior arrangements and communication concerning the assignment with details have already been established beforehand. AM will not make a reminder call to a Substitute that is already *assigned* to an assignment.

Requesting Substitutes to Return

School staff may ask a substitute to return the next day if the substitute is not already assigned. The assignment ***MUST*** be entered in AM with an active Job #. A job extension may be done by modifying the job end date. Contact the Center at 3110 if you need help.

Substitutes Who are Late

It is not always possible for a substitute teacher to be on time, as this depends upon when the substitute accepted the assignment and how far he/she has to travel.

If a substitute has not arrived within a reasonable length of time (1hour), you should call the substitute's home. (AM tells you the substitute's phone number and name when giving a summary of the day's jobs.) Please report late substitutes to the Substitute Teacher Center and submit an evaluation by fax to 313-2705.

Long Term/Temporary Appointee Assignment Placement – Certified Assignments **ONLY**

Long-term assignments are reserved for Substitute Teachers who are **highly qualified** (hold certification in the corresponding grade level and subject matter of the teacher absence or vacancy). Every effort will be made to provide locations with a list of eligible Substitute Teachers for long-term assignments when requested by the school. However, if there are no available substitute teachers who hold certification in the corresponding grade level, a substitute teacher will be assigned according to the regulations outlined by 16 KAR 2:030 Section 2.

A long-term substitute position is defined as any position that is at least 20 days in length.

According to **16 KAR 2:030** Section 2, to employ a substitute teacher during the temporary absence of the teacher of record for a position, priority in selection and employment shall be given in accordance with the following order:

1. A teacher who holds appropriate regular certification corresponding to the grade level of the teaching assignment;
2. A teacher who holds regular certification for classroom teaching at any grade level;
3. A teacher who holds the Certificate for Substitute Teaching;
4. Except as provided in subsection (5) of this section, a person certified on an emergency basis for substitute teaching pursuant to 16 KAR 2:120, who shall be called according to the following descending order relating to the amount of college hours completed:
 - (a) A Bachelor's degree;
 - (b) At least ninety-six (96) semester hours of college credit;
 - (c) From sixty-four (64) to ninety-five (95) semester hours of college credit;
5. A person certified on an emergency basis for substitute teaching in a health, technical, or industrial occupation with a minimum of four (4) years of occupational experience in the area to be taught and a high school diploma or its equivalent as determined by evidence of a passing score on the General Education Development Test.

Long Term Eligibility

Long-Term assignments are 20+ days and must be documented using the Long-Term contract provided. Long-term pay goes into effect on the 21st day (and NOT retroactively). You must complete the form and return it to the Sub Center with the Principal's signature. Once received, the Substitute Center will create an assignment with the position number in Absence Management and attach the specified substitute teacher. **Extra Service assignments are not eligible**. Your location can verify the assignment was created via Absence Management. It is the location's responsibility to notify the Substitute Center 1) before a Long-Term assignment starts, 2) when the Substitute has reached their 21st day **AND** 3) when the assignment has ended. This communication is **MANDATORY** to avoid under and/or overpayment.

Only Substitutes in a long-term assignment for a true teacher absence and/or vacancy are eligible to receive the long-term incentive payment. ***Only one incentive will be paid at a time***

Reporting Long-term Temporary Appointee Assignment Placement

The substitute may be in a position for a permanent full-time teacher using sick days, on leave status, or maybe in a vacant position for which the school has a budgeted slot. Beginning on the twenty-first day, the substitute will be paid at the substitute teacher rate times 1.5. Paid leave is not provided to temporary appointees. Temporary appointees receive pay for paid holidays that occur during the assignment but *after* the first twenty days. After working 21 consecutive days for the same eligible assignment, the substitute teacher will receive a one-time \$1,000 in addition to the increase of the normal rate explained above.

Summary of Steps to Report a Temporary Assignment Placement

1. If the substitute teacher for the assignment has been pre-arranged, submit the long-term form to the substitute center by fax (313-2705) or email to Amanda Tricase. Please confirm receipt and approval of the assignment. Ensure that the information requested above is listed on the form.
 - a. The Substitute Center will notify your location if the substitute teacher is not considered highly qualified. However, this should be checked before the form is submitted.
 - b. If the substitute is not highly qualified a list of highly qualified substitutes will be sent to the school. If there are no available highly qualified substitute teachers for the assignment, the location will be notified and the Substitute Center will proceed forward with the request. Please note this will show up on the lead error report. Also, title I schools must send the letter to parents to notify them their child will be taught by a substitute teacher who is not considered highly qualified by EPSB, for the assignment.
 - c. If the principal does not wish to select a substitute teacher from the list of highly qualified substitutes; the Substitute Center will proceed forward with the placement upon written request from the principal. Please note this will show up on the lead error report. Also, title I schools must send the letter to parents to notify them their child will be taught by a substitute teacher who is not considered highly qualified by EPSB for the assignment.
2. Send a copy of the long-term assignment form to Amanda Tricase, when the substitute has worked 20 consecutive days. Include the dates on the copy of the form you previously sent.
3. Send a copy of the long-term assignment form to Amanda Tricase, when the long-term assignment has ended. Include the date on the copy of the form you previously sent.

It is the school's responsibility to notify the Substitute Center when a substitute teacher is eligible for the long-term assignment incentive pay and when the assignment has ended. This notification is the long-term assignment form with dates listed so that the substitute may be entered in the assignment and removed from the assignment and the school's payroll, in a timely manner and avoid overpayment to the substitute teacher. Please note that any overpayments to the substitute teacher not removed from a long-term assignment, will be recouped by the payroll department and the location will be responsible for explaining this to the substitute teacher. Please verify receipt of all forms, because fax machines can encounter challenges, by calling the Substitute Center at 485-3110.

Additional Substitute Teacher Assignment Options

Auto Substitute

A school may request a substitute to report to the school on days when there is an absence at the school. The substitute will be placed on Auto Assignment listing through the AM computer and therefore assigned to the first absence called in for the school (not filled by the location's Preferred Substitute, when applicable). All assignments must be made through the AM computer.

Although a substitute may be on a location's auto listing, this does not ensure that this particular substitute will always get your assignment. The Auto Substitute is allowed to accept assignments at any location within the district. However, the system will make all efforts to give this substitute the highest priority. The District will pay for the substitute when the substitute is assigned through the AM computer for a teacher who is on sick, emergency, or personal leave. It is the responsibility of the **school to pay** for the substitute when no absence is reported or when the teacher is on professional leave. Compensation is at the substitute teacher Board-approved salary schedule rate.

Preferred Substitute Teacher

The Preferred SubTeacher program was discontinued in 2019.

JOB FAMILY V SALARY SCHEDULE		
SUBSTITUTE TEACHERS SALARY SCHEDULE		
2022 - 23		
RANK	DESCRIPTION	DAILY RATE
I	Master's plus 30 semester hrs	185.0000
II	Master's Degree	175.0000
III	Bachelor's Degree	165.0000
IV	96 semester hours plus	155.0000
V	64-95 semester hours	145.0000

Incentives

Substitute Teacher Incentive Pay:

- \$20.00 per day for substituting for an Exceptional Child Education certified teacher position
- \$20.00 per day for substituting for an Early Childhood certified teacher position
- See Temporary Salary Adjustments Schedule for additional Critical Need stipends for the 2022-2023 school year

Temporary Appointee (Long-term) Assignment:

- After working 20 consecutive days for the same absent certified teacher, the substitute teacher's pay will increase by 1.5 the normal rate, with other incentives removed, beginning on day 21 until the end of the assignment.
- After working 21 consecutive days for the same absent certified teacher, the substitute teacher will receive a one-time payment of \$1,000 in addition to the increase in the normal rate explained above.
- Temporary Appointees are not eligible the following sub incentive pays at the same time they are receiving the 1.5 pay increase: \$20/day ECE Sub, \$20/day Early Childhood Sub, Temporary Critical Needs Incentives.

Incentive pay ends at the end of each school year. Incentive goals must be met each new school year.

The 2022-23 Substitute Teacher salary schedule reflects an increase of 0%

Munis Group/BU: SUBW and SUB7

For the full list of Temporary/Substitute Classified Salaries, please click the following:
<https://www.jefferson.kyschools.us/sites/default/files/Salary%20Schedule%20Temporary%20Salaries.pdf>

Accessing Absence Management



Jefferson County Public Schools • Louisville, Kentucky

PARENTS | STUDENTS | ADULT STUDENTS | BUSINESS | COMMUNITY MEMBERS | EMPLOYEES | MEDIA

EMPLOYMENT

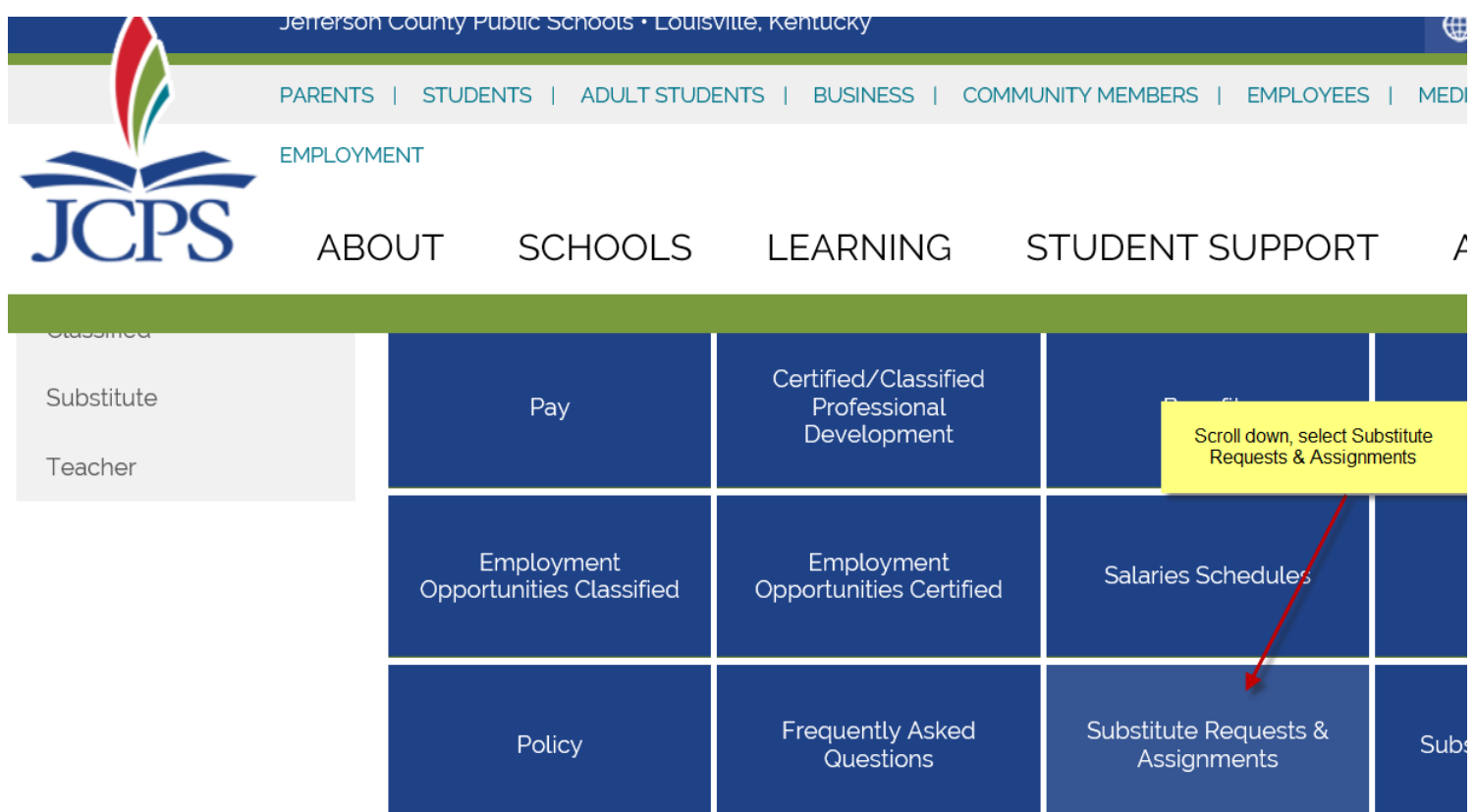
ABOUT SCHOOLS LEARNING STUDENT SUPPORT

From the homepage, click employees

How to Apply
 Inclement Weather
 JCPS eSchool
 School Choices
 School Finder
 School Profile Pages

School Performance Data
 School Safety
 Jefferson County High School
 Transportation Services
 School Contact List

Meals



Jefferson County Public Schools • Louisville, Kentucky

PARENTS | STUDENTS | ADULT STUDENTS | BUSINESS | COMMUNITY MEMBERS | EMPLOYEES | MEDIA

EMPLOYMENT

ABOUT SCHOOLS LEARNING STUDENT SUPPORT

Classified	Pay	Certified/Classified Professional Development	Salaries Schedules
Substitute	Employment Opportunities Classified	Employment Opportunities Certified	Substitute Requests & Assignments
Teacher	Policy	Frequently Asked Questions	Substitute Requests & Assignments

Scroll down, select Substitute Requests & Assignments



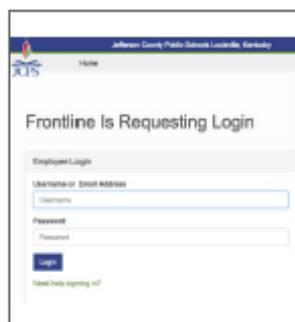
ABO

Substitute Requests & Assignments

Select Absence Management

- **Absence Management**—Substitute request line for Early Childhood bus monitors, clerks, teachers, instructional assistants, lunchroom office assistants, and lunchroom monitors
- **SmartFind Express**—Substitute request line for custodians
- Absence Management—JCPS Substitute Quick Reference Guide
- **SmartFind Express/eSchool Solutions**—Substitute request line for Nutrition Service assistants

Absence and Substitute Management



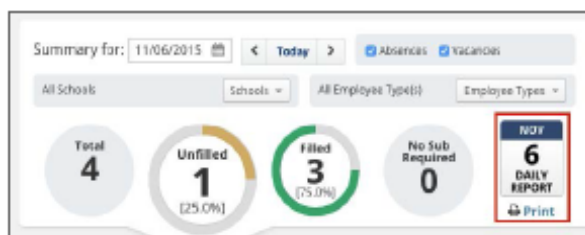
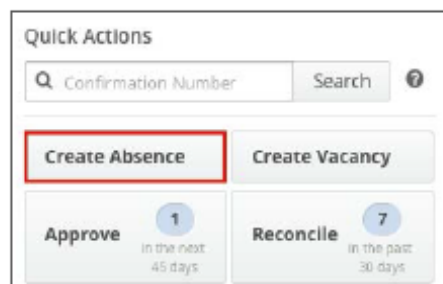
LOGGING IN ON THE WEB

To log in to the absence management system, login via the JCPs employee page OR type <http://jcps.me/frontline> in your web browser's address bar.

The Sign In page will appear. Enter your AD Credentials and click Login. If you're having trouble logging in, click the Need help signing in? link next to the "Login" button for more information.

ACCESSING THE DAILY REPORT


The Daily Report gives you an overview of each day's absences, substitutes, and more. Access or print the Daily Report by clicking the Daily Report button on the home page.

CREATING AN ABSENCE

The system is designed to allow employees to enter their own absences, but as an Admin there may be times that you need to enter an absence on behalf of an employee.

To create an absence, click the Create Absence button on the Quick Actions panel. Alternatively, choose Absences > Create Absence from the side navigation bar.

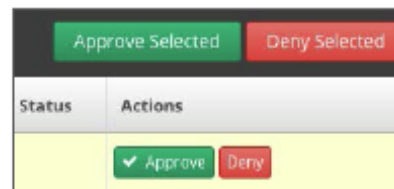
10 Substitute Sign In		
Substitute	Signature	Start/End
Friday, November 6, 2015		
Alice Chan Coal Hill School		Full Day 08:00 AM - 03:00 PM

SUBSTITUTE SIGN-IN REPORT

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on Reports > Absence > Substitute Sign In

APPROVING (OR DENYING) ABSENCES

If you approve absences at your school, you will find a list of absences requiring approval by clicking the Approve button on the Quick Actions panel. On the absence approval page, click the Approve or Deny button next to the absence.



Status	Actions
	<div>Approve</div> <div>Deny</div>

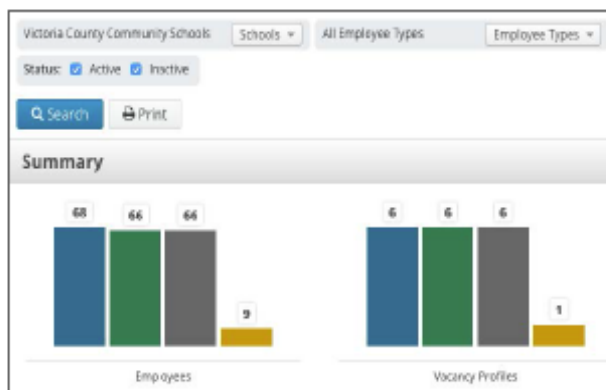
RECONCILING ABSENCES

The system allows you to "reconcile" absences at your school to double-check that the data is correct. This is especially important if you are sharing the absence data with a payroll system.

Click on the Reconcile button in the Quick Actions panel to view absences that need to be reconciled.

PREFERRED SUBSTITUTES

The system gives you the ability to create a list of substitutes that you prefer to work at your school. If your district has given you the permission, you can create and manage your preferred substitutes list by clicking on **Settings > School > Preferred Substitutes**.



PREFERRED SUBSTITUTES

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school. Click **Reports > Employee > Staff List** to access the report. Once you're on the report, set the relevant criteria like employee type, status, etc., and click Search.

CHANGING YOUR PIN AND PERSONAL INFO

Manage and edit your PIN number and personal information by clicking on your name in the top right corner of the site. Then, click **My Profile** or **Pin**.

HELP AND TRAINING RESOURCES

The Learning Center is a great place to access additional training resources, get answers to specific questions, and more! Click on the **Help** tab in the top right corner of the site, and select **Visit Learning Center**.

FORMS

**SUBSTITUTE TEACHER CENTER
LONG TERM FORM – 20 DAYS OR MORE**

School Name:

Teacher's Name:

Teacher's MUNIS ID:

Subject Area:

Reason for long Term:

Start Date:

End Date:

Requested Sub:

Sub MUNIS ID:

Does the Sub hold a valid Kentucky Teacher Certificate (Not a SOE)? Yes ☐ No ☐

If Yes:

Does the KY Teacher Certificate match the Subject area of assignment: Yes ☐ No ☐

**NOTE: If both the above questions are not yes, or if the Substitute holds a SOE, please contact
the Sub Center for Approval.

Has sub accepted possible assignment: Yes ☐ No ☐

Has Principal Agreed to Substitute: Yes ☐ No ☐

Principal (ONLY) Signature: _____

AFTER SUBSTITUTE HAS REACHED 20TH CONSECUTIVE DAY,
FILL OUT THE INFORMATION BELOW AND RESEND THIS FORM.

Date of **Twentieth Day** in Position:

AFTER THE SUBSTITUTE HAS REACHED 20 CONSECUTIVE DAYS,
FILL OUT THE INFORMATION BELOW AND RESEND THIS FORM.

Anticipated LAST day in assignment:

Actual LAST day in assignment: (*please re-send this form with this date AFTER the assignment is complete*)

(For Sub Center Use Only)

Job #:

Approved

By: _____ Date: _____

SUBSTITUTE TEACHER EVALUATION

(Please be specific with your comments)

An evaluation of the effectiveness of substitute teachers is vital to the District's staffing needs. Please evaluate each substitute teacher who **works three or more days** in our school **OR** who is unsatisfactory.

Substitute's Name _____ Social Security Number _____
School Name _____ Location # _____
Date/s of Absence _____ Grade/Subject _____ Teacher's Name _____

*****Please include specific comments made by substitute (attach student/employee statements), if applicable:***

Instructional Performance:

Were lesson plans followed and, if necessary, was substitute able to create a plan or supplement plans?

Pupil/Teacher Relations:

Were students responsive to the substitute's requests?

Professional Attitude:

Did the substitute establish and maintain positive control of class?

Classroom Management:

Did substitute establish and maintain positive control of class?

Work Habits:

Did the substitute arrive on time? Were the room and materials left in an orderly fashion?

Additional Comments/Recommendations _____

This section must be completed by the Principal. Please discuss this evaluation with the substitute if possible. Any substitute whom you wish **NOT to return** to your school must receive a copy of the evaluation which identifies your request and explains the reasons for your decision. Any substitute who receives two unsatisfactory evaluations during a school year may not be re-appointed.

The substitute's overall performance was ☐ Exemplary ☐ Satisfactory ☐ Unsatisfactory

I would like this substitute to return ☐

Do **NOT** send this substitute again ☐

Was CPS contacted? Yes ☐ No ☐

Fax to 451-0637
Substitute Teacher Center

Principal's Signature



CLASSIFIED SUBSTITUTE EMPLOYEE EVALUATION

Employee Name:		Employee ID:	
Title:			
Supervisor:		Location:	
Title:			

All work should be performed in accordance with established standards, methods, and practices.

PERFORMANCE EVALUATION	Unsatisfactory	Needs Improvement	Good	Excellent
Punctuality	1	2	3	4
Follow Instructions	1	2	3	4
Assumes Responsibility	1	2	3	4
Work Habit/Ethic	1	2	3	4
Attendance	1	2	3	4
Skill Set	1	2	3	4

THIS SECTION MUST BE COMPLETED BY THE SUPERVISOR

A substitute may be terminated from employment for a single infraction.

The substitute's overall performance was: Satisfactory _____ Unsatisfactory _____

I would like this substitute to return: _____

Do not sent this substitute again: _____

Suggestions for improvement:

Additional comments:

EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE
Date	Date

Fax to 502-313-2705

Email: jcps.subcenter@jefferson.kyschools.us

AUTO-ASSIGNED SUBSTITUTE TEACHERS

_____ School requests that
_____, _____ be assigned
Substitute Teacher (Signature) Social Security Number

for the _____ school year and report to the school ☐ only on days assigned.

This substitute will be on an auto assignment listing through the AM computer and therefore assigned to the first absence called in for the school (not filled by the location's Preferred Substitute, when applicable). All assignments must be made through the AM computer. It is the responsibility of the substitute to call 485-7777 in the morning to verify they have been assigned.

The District will pay for the substitute when the substitute is assigned through AM for a teacher who is on sick, emergency, or personal leave. **It is the responsibility of the school to pay for the substitute when no absence is reported or when the teacher is on professional leave.** Compensation is at the substitute teacher salary schedule rate. The substitute teacher is eligible for the Three-Tier incentive only after substituting 75/125 days for an absent teacher (days as an "extra" will not count). The substitute is eligible for the Premium Month incentive only if assigned for an absent teacher each school day of the month.

The substitute is eligible for long-term positions (20 or more consecutive days in one substitute assignment) only if the substitute holds Kentucky Teacher Certification. **Please contact the Substitute Center before requesting a substitute to take a long-term position.**

Principal's Signature

Date

Budget Code (Must be used for non-assigned days)

Return to: Brandy Hatcher
Substitute Center
VanHoose Education Center
FAX 313-2705

Effective Date

Sub Daily Rate



Human Resources –Certified

**CERTIFIED LIMITED SPECIAL PROJECTS
STAFF RECOMMENDATION FORM**

Name of Teacher candidate being recommended:

Last four of Social Security number for recommended teacher candidate: _____

Date teacher last worked for Jefferson County Public Schools: _____

Requested effective date of hire _____

Area(s) of certification:

Subject area assigned: _____ Grade level: _____

Note to Principal: If the areas of certification do not match the subject area assigned, please ask the candidate to provide documentation of the training completed to qualify for this assignment (please attach).

Certified Limited Special Project positions are designated for JCPS Retirees. These positions are not district funded. Please identify the funding source account code of which this position will be paid. (Account Code) _____

☐ I acknowledge that the funding source Director is aware and approves the use of these funds for this position.

Principal's signature

Date

School or Department

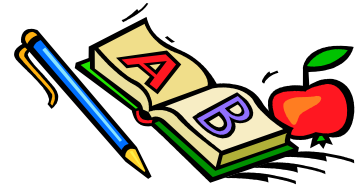
Please forward this recommendation form to:

JCPS Substitute Center
VanHoose Education Center
Fax # 502-313-2705

Rev 6.10.21

Substitute WELCOME Kit






Substitute Teacher Information



Hello and Welcome to (Insert School Name)!

I have left lesson plans for you and all the information you should need today. This packet contains information that you may find useful. If you have any questions or run into any problems please contact my teaching partner _____ in Room _____. I'm sure he/she will be able to help you out.

The school dress code policy is always business casual. No open toe shoes or shorts allowed.

Important Times in our Day		
Event	Time	Notes
School Begins 	9:00 a.m.	Students are marked tardy if they are not in the room by 9:05.
Morning Recess 	10:30-10:45 a.m.	If it is raining students have indoor recess. No a.m. recess on gym mornings.
Lunch 	12:30-1:10 p.m.	Walk student all the way to the cafeteria.
Afternoon Recess 	2:30-2:45 p.m.	If it is raining students have indoor recess. No p.m. recess on gym afternoons.
Dismissal 	4:05 p.m.	Students must follow their everyday routine unless they have a note from home.

Contacts in the School		
	Name	Location/Phone
Principal		
Secretary		
Custodian		
Helpful Staff		
Helpful Students		

My Class List

[illegible]

Important Phone Numbers



Front Office (Sub Ambassador) _____

Security _____

Health Services _____

Emergency Services _____

Cafeteria _____

Library _____

Our Everyday Class Routines

(And other things they just may try to fool you on!)



Routines	
Classroom	After a lesson is taught, students are to work quietly. They may leave their desks to work in another area such as the reading corner, different tables that are available and the floor.
Restroom	Students may use the restroom during work time. They are not to leave the room while instruction is taking place, stories are being read, directions are being given, etc. unless absolute emergency.
Pencil sharpener	
Water fountain	
Recess/Break	Students eat first, then go out to play. Your lunch is duty free after you deliver them to the cafeteria and make sure they are doing what they need to do.
Lunch	Walk students all the way to the cafeteria in a straight, quiet line.
Hall & Hall Passes	
Students who finish early	Students may read from their book box, write in their writer's notebook or work on monthly enrichment packs they have in their desks.
Computer/iPad use	
Before leaving	Desks must be cleared off completely and all papers, trash, pencils off the floor. Chairs should be put up on their desks.
Bus duty	
Dismissal	
Notes:	

EMERGENCY PROCEDURES

The **emergency drill and evacuation procedure signs** are located on the wall next to the sink. There is a large green folder hanging by the door with very specific directions for every type of emergency drill possible.



Fire (Drill) Instructions





Tornado (Drill) Instructions:



Other Emergency Instructions

Code Red/Complete Lockdown

Code Yellow/Building Lockdown

Code Green/Building Evacuation (non-fire)

Classroom Management Ideas

Quiet Signal: _____

Other Signals: _____

Acceptable Rewards: _____

Discipline Techniques:

- If the class is getting a little loud, put on the classical music cd (on my desk) on a volume level where the music is just a little louder than the students. They normally quiet as soon as they hear the music. Lower the volume a bit every few moments and their noise level will follow.
- Write **RECESS** on the board and erase one letter each time the class is disorderly. If all six letters disappear, so does recess!
- For individual student behavior problems, please have them move their clip on the stoplight from green to yellow. A second infraction and they move to red. Students on yellow at recess time miss five minutes and students on red miss their entire recess.
- If a student is misbehaving, being disrespectful, etc, have them come up to your desk and write their name on the behavior log along with what they did. (Help them with the reason in case you get an "I don't know.") The physical act of having to come and write their own name down is usually enough to scare them straight!



Classroom Behavior Log



Date	Name	Behavior

Please use this sheet to make note of any behavioral issues you have. It is important that you indicate the students name and date of the incident.

Recess Schedule



	Mon	Tues	Wed	Thurs	Fri
a.m.					
lunch					
p.m					

Special Schedule



	Mon	Tues	Wed	Thurs	Fri
PE					
Music					
Art					
Spanish					
Library					