



SUBSTITUTE TEACHER GUIDE

**To be used in conjunction with
DCSD's Employee Guide and Board Policies**

Address: 620 Wilcox Street, Castle Rock, CO 80104
Phone: 720-433-1280 Email: suboffice@dcsdk12.org
Website: [DCSD Licensed Substitute Program](#)

Welcome to Douglas County School District! We are excited that you have chosen to be a part of our team as a licensed substitute teacher. In this guide you will find answers to some commonly asked questions for substitutes, as well as general guidelines for having a successful experience in the classroom. Thank you for the valuable contribution you make to our schools!

GENERAL INFORMATION

Active Status: Substitute teachers must work twenty (20) days in the school year in order to retain active status and remain in the DCSD Substitute Pool. Daily sub jobs, as well as long term assignments, count towards the twenty (20) day requirement. Substitutes that do not meet the twenty (20) day requirement will be removed from the DCSD Substitute Pool and would be eligible to reapply the following school year.

Changing Positions: Obtaining any classified or full-time teaching position in the District will be considered a resignation from the DCSD Substitute Pool.

Resignation: Substitutes who terminate their services with the Douglas County School District are requested to submit a written resignation to the Sub Office.

Certification: All substitute teachers must hold a current, active license from the Colorado Department of Education (CDE). Acceptable licenses include: Substitute Authorization (3- and 5-year), Initial Teaching License, and Professional Teaching License.

License Renewals: All licenses must be renewed through the Colorado Department of Education (CDE). For information regarding licensure/renewal, contact CDE at (303) 866-6628 or visit their website at www.cde.state.co.us.

Personal Information: Any changes to legal name, address, phone number, email address, or licensure must be submitted through Workday.

Pay Rates: Are available on the [DCSD Licensed Substitute Program](#) page of the Douglas County School District's main website.

Professionalism should be maintained at all times. Substitute teachers are expected to observe the same ethical codes and standards as all district employees. To review these policies, visit the Board of Education's policy page>G-Personnel from Douglas County's main website. Professional behavior and a good attitude will have a positive effect on your interactions with school staff and students.

Personal appearance and attire are important to maintain a professional environment. Attire should reflect the nature of the position, be neat and clean, and be appropriate for the assignment. Teaching physical education requires different attire than a classroom position. Jeans, hats, or sweats are not acceptable for a regular classroom assignment.

SCHOOL PROCEDURES

Substitute Work Day: Substitute teachers are expected to maintain the same hours as the regular teacher, including plan times. A half day is any job 4 hours or less, and full days are all jobs over 4 hours. Subs should not report late to or leave early from a job site without permission from the school secretary or principal.

Report times vary by site and school level. Substitute teachers must report at the time listed in the job assignment. Preparation time is built into the schedule. Do not arrive earlier or later than the job assignment report time. If there is any reason you cannot report on time, it is critical to notify the school and/or the Sub Office as soon as possible.

Check-in: Report to the school's security area, when applicable, which will require presenting your District Badge or a Photo I.D. Check in at the main office to receive substitute information for the day's assignment; such as lesson plans, duties, keys, and materials for the day. If there is a need to leave the building during the course of the assignment, please notify the main office, and Security, and follow school protocol with sign-out procedures.

Responsibilities: Subs are responsible for the following:

- Location of materials and forms.
- Awareness of schedule and any changes.
- Policies specific to the school (i.e. allergies, electronic device usage).
- Restrict personal cell phone/computer use to scheduled planning period and/or lunch (if no other duties assigned by school).
- Become familiar with the physical building setup including procedures for emergency evacuations, lockdowns, and fire drills. Be clear on procedures if the classroom is a mobile unit. Keys are provided when necessary.
- Know the procedures for a student emergency, such as illness or injury

Confirmation Numbers are issued by Absence Management as soon as a job has been entered. This confirmation number is necessary to cancel a job. Do not accept a job without a confirmation number attached.

Cancellation of an Assignment: All cancellations should be limited to extenuating circumstances beyond your control. HR audits cancellations and substitutes who cancel jobs frequently within the 24/12 hour window may be removed from the substitute pool. Should you need to cancel an assignment within 24 hours of the assignment start time, the procedure below must be followed.

Cancellations within a 24-hour window from the assignment start time: 1) Cancel the job in Absence Management and 2) Call the school to let them know.

Cancellations within a 12-hour window from the assignment start time: 1) Cancel the job in Absence Management, 2) Call the school to let them know, and 3) Call or email the Sub Office.

CLASSROOM PROCEDURES

Lesson Plans: All substitute teachers are required to follow the teacher's specific schedule for the day, including duties and/or supervision. Come dressed for the weather, especially for elementary assignments as you may be outside. Lesson plans may be attached electronically to the assignment in Absence Management. If lesson plans are unclear or unavailable, clarify with another teacher, department chair, or administrator. Follow each school's or teacher's instructions on grading assigned work or administering tests.

Record Keeping: It is important to complete accurate records for the classroom and school. Reporting should be done in the manner requested by the school. Attendance should be taken immediately, so the sub should become familiar with the class roster and/or seating chart(s).

Classroom materials: The substitute teacher maintains responsibility for proper use and care, and clean-up of all classroom materials.

Contacting the teacher: Do not contact the teacher directly unless specifically requested by the teacher or school administrator.

Additional class coverage is occasionally requested of substitutes during their teacher's plan time. Please be flexible and understanding if asked to perform duties in another classroom as this time is not needed for you to plan.

INTERACTIONS WITH STUDENTS

Student Information such as grades, behavior, or medical information is confidential and must be handled as such. If a sub is unclear about a situation, an administrator should be contacted to provide clarification.

Student Injury or Illness should be reported to the office immediately.

Know and administer correctly the policies of students leaving the classroom.

Discipline Problems / Class Disruptions should be handled in an age-appropriate manner and according to school policy. Report significant problems and concerns to the school's administrator. Profanity, negative remarks, or disparaging remarks should never be directed to, or used, toward students.

Physical Contact with Students: Substitutes are strongly cautioned against making physical contact with students for any reason. Physical contact with a student by a person with whom the student is unfamiliar can result in a misunderstanding about the nature and purpose of the contact. As a general rule, substitute teachers should not initiate physical contact with a student unless the contact falls under the umbrella of District Policy, is part of the regular teacher duties and, when necessary, is expected of a trained employee to follow recognized procedures that govern the appropriate application of restraint under specific and defined circumstances. Such circumstances would include maintaining a safe learning environment in the event a student must be restrained to prevent harm to himself / herself or others; or the policies and procedures applied to students with disabilities under the IDEA and IEP and behavior planning process.

END OF ASSIGNMENT

Classroom Appearance: Leave the room/area neat and orderly. Close and lock windows and doors.

Note to teacher: Provide a brief, but detailed, follow-up of the day for the classroom teacher.

Check Out at the main office at the conclusion of the assignment. Staying in the building after the assignment is complete is prohibited. If there is a need to remain in the building after the completion of the assignment, this must be reported to the main office. Return all materials to the main office in a timely manner.

PERFORMANCE REPORTING

Issues of concern: During an assignment, if issues of concern arise regarding the substitute teacher, the school administrator will notify the Sub Office using a Substitute Performance Report Form and the substitute will be informed by the building principal / assistant principal. Serious concerns include arriving late or leaving early from an assignment, not showing up to an assignment, failure to follow teacher's lesson plans, physical contact, improper classroom management, or other major concerns noted by the school or Sub Office.

Documentation of Concerns: After an administrator completes the form and discusses the concerns with the substitute, the principal may restrict the substitute teacher from working at the school site. Reports are maintained by the Sub Office, and substitutes can receive a copy of the completed document. The Sub Office may contact substitutes who have documented significant concerns and discuss their substitute status.

Termination of employment as a substitute could result if concerns are significant or habitual.

WORKERS' COMPENSATION

Pursuant to Section 8-43-102(1) and (1.5), Colorado Revised Statutes.

If you are injured on the job, written notice of your injury must be given to your employer within (4) four working days after the accident.

Reporting an injury: Contact your Supervisor or the Administrative Assistant and T.J. Crawford, Workers' Compensation Case Manager at 720-433-1087 or email TJ.Crawford@dcsdk12.org.

Authorized Physician's List: Contact T.J. Crawford at TJ.Crawford@dcsdk12.org. According to Rule 8 Statute, you may select from (4) four authorized Workers' Compensation Physician's on the list provided to you.

Question: Am I allowed to seek medical treatment from my Primary Care Physician for my work-related injury.

Answer: No. DCSD will not cover your medical expenses.

NOTICE OF REASONABLE ASSURANCE

This letter provides notice of reasonable assurance of continued employment with Douglas County School District when each school term resumes after a scheduled school break where work is not available if you are a current, active substitute teacher. By virtue of this notice, you may not be eligible for unemployment insurance benefits drawn on school district wages during any established vacation period, holiday recess, or summer break between academic years.

This is also intended to inform you that your employment status will remain active as an at-will employee unless you notify us of your intent to resign, or should the District notify you that your substitute status will be terminated as a result of your failure to adhere to Douglas County School District policies and/or performance standards, or for any other good and just cause.

Published documents, FAQ's, and pay rates are located on the [DCSD Licensed Substitute Program](#) page of the Douglas County School District's main website. It is your responsibility to keep up to date with this information, as well as, the Employee Guide and Board Policies.

Douglas County's success can be attributed to teamwork, dedication, professionalism, and our employees. As a substitute teacher, you are a part of our team. The importance of your role in helping to educate the students in Douglas County cannot be measured. Quality substitute teachers are viewed as essential, and we are happy that you've chosen to share your knowledge, caring, and professionalism with our staff and students.