

## Substitute Teacher Handbook 2017-2018



### Mission

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



**HELPING ALL STUDENTS GRADUATE PREPARED!**

## Table of Contents

Supervisor's Message .....	3
Important Telephone Numbers .....	4
Welcome to JCPS .....	5
Professional Code of Ethics for Kentucky School Personnel .....	6
Discrimination and Harassment: What to Do If It Happens to You! Steps You Can Take .....	7
Substitute Quick Tip List .....	8
Employment Information .....	9-11
Employment Benefits .....	12
Resources .....	13
Substitute Teacher Center Information .....	14
In the Classroom .....	15
Teacher's Schedule and Lesson Plans .....	16-17
Classroom Management .....	18-19
Child Abuse and Your Responsibility .....	20
Substitute Teacher Expectations .....	21
Substitute Teacher Evaluations .....	21
Exceptional Child Education Programs .....	21-22
Absence Management .....	24-27
Forms (for duplication) .....	28
Substitute Assignment Calendar .....	29
Report to Teacher .....	30
Seating Chart .....	31
Substitute Teacher Evaluation .....	32
Employee Change of Name/Address/Phone Number .....	33
Employee Auto Insurance Affidavit .....	34
In-county Travel .....	35
Letter of Resignation .....	36
JCPS School District Map .....	37
Schools Listed by Area .....	38

## **Welcome to Substitute Teaching for Jefferson County Public Schools**

Let me be the first to extend a warm welcome and sincere thank you for the service you will provide to the students of Jefferson County Public Schools. The vision of JCPS is that all students graduate prepared to reach their full potential and contribute as thoughtful, responsible citizens of our diverse, shared world. As a Substitute Teacher you will play a critical role in shaping the future of our students and your efforts will forever be exhibited through the lives of our future leaders. Substitute Teachers must ensure that creative and innovative educational methods of learning are carried out in the absence of our teachers. As rewarding as this role may be, I understand that your journey with our students to a path of success may not always be an easy one. So, a substitute handbook has been compiled to assist you along the way.

Although most of this material was covered in the mandated Substitute Teacher orientation, this handbook will serve as a resource for you to refer to. It contains a great deal of information to include; important reminders about the requirements that must be met to remain a Substitute Teacher and your responsibility to ensure the safety of our students. Please read this handbook and keep it as a resource to address any questions that you may have.

Again, I thank you for your service to the students and JCPS community.

Welcome to Jefferson County Public Schools!

Brandy Hatcher  
Substitute Center Supervisor

## Important Telephone Numbers and Information

Substitute Teacher Center  
VanHoose Education Center  
P.O.Box 34020  
3332 Newburg Road  
Louisville KY 40218  
485-3110

### Substitute Teacher payroll (by last name)

**A-C 485-3117**

**D-H 485-3231**

**I-L 485-3489**

**Q-S 485-3246**

**M-P 485-3204**

**T-Z 485-6347**

**Absence Management** (*to view and accept assignments*): **1-800-942-3767**  
(<http://jcps.me/frontline>)

### School Day

All substitute teachers are to be in the classroom 15 minutes before the starting time of school and must remain 15 minutes after dismissal unless otherwise instructed.

### Job Number

Jobs must be assigned through Absence Management. Do not report to a job unless you have the job number assigned to you through Absence Management.

### Snow Days

Substitute teachers should listen for public announcements and view the JCPS homepage website regarding snow days. Substitute teachers will not be paid for days when school is not in session. The Absence Management computer will continue to make calls on a snow day but disregard the calls. You may also make yourself unavailable to work that day on your Calendar.

### District School Start Times

**Elementary.....9:05a.m. - 3:45p.m.**

**Middle.....7:40a.m. - 2:20p.m.**

**High School.....7:40a.m. - 2:20p.m.**

# Welcome to JCPS!

## District Profile

- Largest school system in Kentucky
- 27th largest school system in U.S.
- 81 percent of all children in Louisville/Jefferson County attend Jefferson County Public Schools (JCPS).
- Four JCPS schools are in Kentucky's Top 10 schools on the 2015 Kentucky Performance Rating for Educational Progress (K-PREP) assessments.
- JCPS has 406 of Kentucky's 1,826 teachers with National Board Certification (22 percent).
- JCPS offers 18 magnet schools and 52 magnet programs at all levels.
- 172 schools
- 6,400 teachers
- 84 percent of teachers with a master's degree
- 41,000 Parent Teacher Association (PTA) members

## Student Demographics

- All JCPS student groups saw increases in the percentage of JCPS students scoring Proficient or Distinguished in reading and math from 2012 to 2015:
  - All students—5.7 percent increase
  - African-American students—4.8 percent increase
  - Exceptional Child Education students—3.2 percent increase
  - Free or Reduced Price Meals-eligible students—6.2 percent increase
  - Hispanic—5.4 percent increase
  - Limited English Proficient—3.1 percent increase
- 53 of Kentucky's 223 are National Merit Scholars.
- 100,600 students
- 70,000 bus riders
- 12,400 ECE students
- 123 languages spoken by JCPS students
- 64 percent of students are eligible for free or reduced-price meals.

# Professional Code of Ethics for Kentucky School Personnel

## Code of Ethics 704 KAR 20:680

In 1990 the General Assembly of the Commonwealth of Kentucky enacted landmark legislation for education reform throughout the state. As the Kentucky Education Reform Act is implemented across the state, the Education Professional Standards Board calls Kentucky's educators to reaffirm their commitment to the highest ethical standards. In recognizing the magnitude of our responsibility to learners and to society, we offer this Code of Ethics which reflects and promotes the aspirations of our profession.

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

### To Students:

- Shall provide students with professional education. Services in a non-discriminatory manner and in consonance with accepted best practice known to the Educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, Safety, and emotional well-being of students.
- Shall not use professional relationships or authority with Students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats, or physical harm; and sexual assault.

### To Parents:

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

### To Education Professionals:

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

# Discrimination and Harassment: What to Do If It Happens to You!

## Steps You Can Take

### Definition of Harassment/Discrimination

Harassment/Discrimination is intimidation by threats or acts of physical violence or by the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature.

### Examples of Harassment/Discrimination

- Racial or sexual name-calling
- Touching or grabbing a person's body in private areas
- Inappropriate comments or treatment of a person with a disability
- Displaying sexually offensive pictures, magazines, notes, cartoons, or jokes

### What to Do

- Tell the individual to stop the offensive behavior immediately.
- Write down the details of the incident.
- Report the incident to your immediate superior. An exception is that complaints of sexual harassment may be discussed with the Compliance and Investigations coordinator or first-line superior or administrator who is not involved in the alleged harassment.

### What to Expect

- Your immediate superior or designee will contact you to discuss the incident.
- Within five days, you will receive a decision or feedback from your immediate superior or designee regarding the outcome of your grievance.
- Should the immediate superior's decision be unsatisfactory in resolving the issue, you may proceed to the next step within five days of receiving the informal decision.

### The Next Step

Complete a formal Grievance Form, which can be obtained from your local school or by contacting the Compliance and Investigations coordinator at Jefferson County Public Schools, 3332 Newburg Road, Louisville, KY 40232-4020, or by calling 485-3341.

### What to Expect

- The Compliance and Investigations coordinator or designee will contact you for clarification and/or additional information.
- An investigation will be conducted.
- You can expect to obtain a decision within 45 days.

### If It Happens to You

Remember that the JCPS District does not tolerate harassment/discrimination for any reason. Corrective action will be taken, as described in the Jefferson County Board of Education (JCBE) Policy Manual.

### Additional information and assistance also are available from:

Equal Employment Opportunity Commission, 600 Dr. Martin Luther King Jr. Place, Suite 268, Louisville, KY 40202-2285, telephone no.: 582-6082.

## Substitute Quick Tip List

- Do not go to a school without a job confirmation number.
- Arrive at school 15 minutes before the school day begins. Review and implement lesson plans.
- Stay 15 minutes beyond the end of the school day. Take this time to clean the classroom and leave a note to the teacher.
- If you accept a job in advance, please review the job the night before or morning of to make sure the job has not been cancelled.
- Do not leave school grounds for lunch.
- You do not have a planning period, school officials can assign you to other duties during times when you do not have students in the classroom.
- School officials have the authority to reassign you to another content area, if they deem it necessary.
- If an investigative situation occurs, please document this situation with full details and fax it to the Substitute Teacher Center immediately at 313-2705. Contact the building principal or an official.
- Report to the school office at the end of the day. You should always receive a receipt stating that you have worked. Please keep receipts until payment has been received for the assignment. If a receipt is not available, ask if you can leave an addressed envelope for your receipt to be mailed to you.
- All payroll questions should be addressed to the Payroll Department.
- Retirees—you are responsible for knowing and keeping up with your Daily Wage Threshold (DWT) according to the Kentucky Teachers Retirement System (KTRS). Failure to adhere to KTRS guidelines may result in repayment obligations from the retiree JCPS is not responsible and/or liable for any penalties resulting from over payment.



## Employment Information

### Selection and Employment of Substitute Teachers

The following documents and criteria are needed in order to complete an application for employment:

- Copy of Kentucky Teaching Certificate—if you are not eligible for a Kentucky Teaching Certificate, the Substitute Teacher Center will apply for an Emergency Teaching Certificate for you.
- The minimum qualifications are 64 semester college hours and a 2.45 grade point average (GPA) on a 4.0 scale, from an accredited institution. Also, an online Character and Fitness Statement must be completed and approved by the Educational Professional Standards Board.
- Official college transcript(s) showing degree(s) or total- number of hours completed in a sealed envelope.
- Criminal Records Check processed by the state police and the FBI. The applicant's fingerprints and \$32.00 are required. Fees may be changed without notice. Records checks are valid for 1 year.
- Proof of employment eligibility in the United States. The Substitute Center can answer questions about required documentation.
- Negative results on a tuberculin skin test—if taken at the Jefferson County Board of Health, the cost of this test will be paid for by JCPS for one time only.
- Participation in an orientation for substitute teachers
- Four references with a minimum of two current professional references need to be returned by email to the Substitute Teacher Center for consideration of employment.

### Substitute Teacher's Salary Schedule

A substitute is placed on the Substitute Teacher's Salary Schedule based upon educational qualifications and years of full-time teaching experience. The Substitute Teacher's Salary Schedule is announced at the beginning of each school year.

#### Rank

Rank I	Master's degree plus 30 semester hours
Rank II	Master's degree
Rank III	Bachelor's degree
Rank IV	96 semester hours plus
Rank V	64–95 semester hours

#### Step

Step 0	(0–2 years of experience)
Step 1	(3–5 years of experience)
Step 2	(6–8 years of experience)
Step 3	(9–11 years of experience)
Step 4	(12 years of experience) – <i>*note for JCPS Teacher retirees only</i>

### Calculating Years of Experience

Newly employed substitute teachers may receive credit for a maximum of eleven years on the salary

schedule to include a maximum of four years credit that may be given for experience prior to ten years immediately preceding employment. One year of experience is defined as full-time teaching grades (K-12), for a minimum of 140 days and 6.5-7 hours a day, within that school year.

Pending Board approval of increase, substitutes are given one step increase (maximum step 4) when they complete 70 days in each of three consecutive years with JCPS. This experience applies to substituting only and is not valid for a contracted teaching position. This policy became effective in August 1994 and is not retroactive.

### Substitute Pay Receipt

At the end of each day, you should return to the school office to complete an official Payroll Receipt. Please be sure that your name and Employee ID number are on this receipt. Be sure that the Job Number assigned by the Absence Management system is on this card. Retain your copy to ensure that you are accurately paid.

### Substitute Payroll and Paycheck Problems

Payroll stubs are emailed to the substitute teacher's JCPS email address every two weeks. These stubs include pay for each day worked in the two weeks preceding the pay week. The Payroll Department does withhold state retirement. County, state, federal, and FICA taxes are withheld. Any questions concerning payroll should be directed to your Payroll Department as indicated on the inside front cover of the Substitute Teacher Handbook.

### Temporary Appointees (Long-Term Substitutes)

Temporary appointee assignments (TAs) are generally reserved for substitute teachers who hold a full KY teacher certificate to teach and have served in one single assignment/position at a particular school for 20 consecutive full work days without interruption, (half days are not counted) in active service and with a set roster of students in attendance. A Temporary Appointee serves as the teacher of record in the long-term absence of a teacher or a teacher vacancy to be filled. Temporary appointees will make lesson plans, implement lesson plans and be responsible for recording and maintaining students' grades. A Temp appointee must work the day before and the day after a holiday to receive pay for that holiday and only if it occurs after the 20<sup>th</sup> day of the assignment. All (TA) assignments must be approved by the Substitute Center before the assignment begins.

Beginning on the temporary appointee's 21st day he or she will be paid at the rate of a substitute teacher times 1.5 retroactive to the first day he or she qualified as a temporary appointee. Paid leave is not provided to temporary appointees. Temporary appointees receive pay for paid holidays that occur during the assignment after the 20th day. Temporary appointee assignments will first be filled by substitute

teachers who hold a KY teacher certificate. If a certified substitute teacher is not available for the assignment, the long-term assignment will be filled according to 16 KAR 2:030 Section 2.

### Preferred Substitute Program

This program guarantees an assignment every day and pay incentive of \$15 added to the daily rate. Through the application and interview process, substitutes could be assigned to a “home” school, guaranteed employment each school day, and paid at the daily salary schedule plus \$15. These substitutes must work every school day and must take any Job assigned. Preferred substitutes may be required to attend professional development training. Preferred assignments are valid for one school year unless the principal or substitute decides to end the agreement early.

### Premium Month Incentive

Substitute teachers who work every day during a Premium Month (October, November, December, February, March, and May), will receive an additional \$5 a school day for that month.

Substitutes on long-term assignments and substitutes chosen as preferred substitutes are not eligible for this incentive since they already receive additional compensation.

To be eligible for the incentive, you must substitute for an absent teacher, and assignments must be made through the Absence Management system. Be sure all of your jobs are on Absence Management Substitute. Pay Receipts should be maintained to support true teacher absence assignments worked that may be incorrectly listed as “extra” when time is reported.

Please complete the online Premium Month/Three Tier Incentive Plan form found on Absence Management, upon completion of working every day of a premium month, after each month worked, to receive the incentive pay. The online Premium Month Form must be submitted within one week after the premium month to receive the incentive pay of \$5. Forms submitted after the deadline period will not be considered.

### Three-Tier Incentive Plan

Increase your salary by \$5 a day, and then increase it again by \$5 more. The Three-Tier Incentive Plan is based on the number of days you substitute teach.

The district does not guarantee assignments for the three tier incentive plan.

Please complete the online Three-Tier Incentive Plan form found in Absence Management notifications upon completion of working the 75th day and then again after the 125th day, to receive the incentive pay. The Three-Tier Incentive Form must be submitted within one week that the 75th or 125th day was completed to receive incentive pay

for the 75th or 125th day. Retro payments will not be honored for forms submitted after this deadline. Instead the incentive pay will be effective the same date the form was submitted.

Being in the classroom regularly and frequently best equips substitute teachers to meet the demands of substitute teaching. The Three-Tier Incentive Plan is specifically designed to encourage substitute teachers to work regularly and frequently. When you have completed your 75th day in a school year, your salary will be increased by \$5 a day for the 76th through the 125th day of substituting. This could happen as early as December. When you have completed your 125<sup>th</sup> day, your salary will be increased again by \$5 a day—to equal \$10 above the salary schedule—for the 126th day through the end of the current school year of substituting. This second increase could happen as early as March.

Days Worked	Rate of Pay
0–75	Salary Schedule
76–125	Salary Schedule plus \$5
126– End of year	Salary Schedule plus \$10

Days worked by substitutes in long-term positions and substitutes participating in the Preferred Substitute Program will not be eligible for this incentive since additional compensation is already paid for those days.

To be eligible for the incentive, you must substitute for an absent teacher and the assignments must be made through the Absence Management system. Days as an “extra” do not count. Substitute Pay Receipts should be maintained to support true teacher absence assignments worked that maybe incorrectly listed as “extra” in Absence Management.

### Medical Requirements

The JCBE may require an employee to submit to medical examinations if it appears to the board that the employee is physically or mentally unable to discharge his or her duties.

### Certification Renewal

Substitute teachers who do not hold a KY teacher certificate are required to apply for the emergency substitute teacher certificate annually. Substitute teachers with extended certificates and KY teacher certificates, must renew the certificate at the time of expiration. Failure to keep substitute and or KY teacher certificates current can result in removal from the Substitute Teacher list.

## **Promoting Positive Behavior in Schools**

Pursuant to Section 6(1) of 704 KAR 7:160, Substitute Teachers will be required to review the webinar and pass the online test, administered by the Kentucky Department of Education in partnership with Kentucky Educational Television. The webinar focuses on positive behavioral supports and interventions to help school personnel increase appropriate student behaviors, decrease inappropriate or dangerous student behaviors, and respond to unsafe situations.

Failure to submit the certificate of completion from this training annually, within the specified deadline date, could result in removal from the Substitute Teacher List.

# Employment Benefits for the Substitute Teacher

## Teacher Retirement

According to House Bill 637, which took effect on July 1, 2002 substitute teachers are now covered under KTRS. Substitute teachers will no longer contribute to Social Security.

All certified employees (including substitute teachers and sub retirees) will contribute on a pre-tax basis of 12.855% of gross eligible earnings to their KTRS account.

- After five years of creditable service based on a 187-day work year, your account in the retirement system will be vested.
- If you terminate employment with less than five years of creditable service, you may request a refund of your contribution. You will receive interest for all years after the first year.

Retired teachers: It is the responsibility of the retiree to know the maximum daily and annual number of days (DWT) they may work without affecting their present KTRS annuity.

**It is also the responsibility of the retiree to keep up with how many days they are working during the Fiscal Year so they don't go over their DWT.**

## Direct Deposit

Direct deposit is mandatory for all JCPS employees. Please Contact the Payroll Department with any change with your financial institution and/or account information.

## Travel Expenses

A substitute teacher is reimbursed for travel expenses that occur when he or she is unknowingly assigned to substitute for a teacher who travels from one school to another during the same day. This would only be paid one time to the substitute. The present travel allowance is 40 cents a mile. Completed travel vouchers are to be sent to the Substitute Teacher Center at VanHoose Education Center. Travel vouchers may be obtained at the school. A substitute teacher must have an Employee Auto insurance affidavit form on file stating he/she carries private auto insurance for Jefferson county Public Schools business, which includes, but is not limited to, transporting students and taking part in field trips or activity events-will carry no less that the following

## Liability Insurance:

\$50,000   bodily injury liability each person  
\$100,000   bodily injury liability each accident  
\$10,000   property damage liability

## Tax Sheltered Annuity Program

Substitute teachers may participate in the voluntary Tax Sheltered Annuity (TSA) Program, which provides the opportunity to save and invest for long-term financial goals.

Contributions are deducted from your pay before state and federal taxes are withheld. All earnings on contributions are sheltered from taxes while in the plan.

Withdrawals from the plan prior to age 59.5 may be subject to tax penalties as determined by IRS guidelines. Earnings are not taxed until you begin receiving the payments from the TSA.

A variety of approved TSA companies are available for your investment selection. For more information, visit Risk Management and Benefits online at [www.jefferson.k12.ky.us/departments/humanresources/benefits/tsa.html](http://www.jefferson.k12.ky.us/departments/humanresources/benefits/tsa.html) or call 485-3436.

## Workers' Compensation Insurance

All JCPS employees, whether full- or part-time, are covered by Workers' Compensation insurance. This employee benefit provides protection in the event of illness or injury as a result of employment with JCPS.

Workers' Compensation insurance pays benefits and claims regardless of other insurance policies and benefits. The wage compensation rate is approximately 66 percent of a salary up to a maximum of the state weekly wage average. The JCBE pays the full cost of the insurance protection and assumes liability, regardless of fault.

## Unemployment Insurance

JCPS participates in the State Unemployment Program. The full cost of the program is paid for by the JCBE.

Employees are not eligible to receive unemployment compensation during an established and customary vacation period or holiday recess. To be eligible for unemployment payments, the employee must have been terminated or suffered a loss of wages through no fault of his or her own. (Voluntary termination or discharge would not qualify for benefits.) All claims must be filed with the local State Unemployment Office.

## **Resources**

### **Professional Development**

JCPS provides many professional-development (PD) programs for all of the teaching staff. You are urged to attend meetings related to your teaching field. Workshops and other types of meetings are conducted for teachers in almost all teaching areas and at all grade levels during the school year.

### **Materials for Substitute Teachers**

Substitute teachers are called upon to work in a variety of settings throughout the school year. Because students have varying abilities and interests, being prepared is the key to a successful day. Accumulating materials and strategies is something substitute teachers can do to be ready for anything that comes their way. The following places have information for substitute teachers.

### **The Professional Library and the Curriculum Resource Center**

Jefferson County Public Schools  
Gheens Academy  
4425 Preston Highway

Monday–Thursday . . . . . 8 a.m. to 7 p.m.                      Saturday . . . . . 9 a.m. to 3 p.m.

Different hours may apply during school holidays/events. Call 485-3382 to check the hours for the Professional Library and 485-3132 to check the hours for the Curriculum Resource Center.

### **Instructional Media Center**

Education Complex  
University of Louisville

### **Newspaper in Education**

The Courier-Journal  
525 West Broadway

JCPS Web Site  
[www.jcpsky.net](http://www.jcpsky.net)

## **Substitute Teacher Center Information**

### **Personnel Folders**

Your personnel file is available for your inspection in the Records Room at the VanHoose Education Center from 8 a.m. to 4:00 p.m., Monday through Friday. Personnel files contain basic employment information, change of status forms, and principals' evaluations of your classroom performance.

### **Change of Address, Telephone Number, or Degree Status**

Complete the Employee Change of Name/Address/Phone Number Form located in the "Forms" section of this handbook and return it to the Records Room.

### **Educational Salary Increase**

If you earn an additional degree, please bring the official transcript to the Substitute Teacher Center for an adjustment in your pay. It is the Substitute's responsibility to submit official transcripts to receive salary increases. Salary increases for educational pay will be effective the date the official transcript is received in the Substitute Teacher Center. Do not mail transcripts to the Substitute Center; instead please hand deliver.

### **Resignation**

If you decide you no longer wish to substitute teach, you should immediately write a letter of resignation and return it to the Substitute Center. You may also complete the resignation form found in the "Forms" section of this handbook.

### **Substitute Teacher Center Assignments**

Substitutes must have a job confirmation number which is provided once you have accepted an assignment through Absence Management.

### **Receiving an Assignment**

Substitute teacher assignments are assigned through the Absence Management system. The principal is responsible for evaluating the allocation of services in the manner deemed best for the administration of the school. A principal may request that a substitute change assignments within the same school. A principal, may also request that a substitute return the next day. However, verify all assignments to be sure the job is assigned to you. You may review your assignments on your calendar in Absence Management online.

You may receive assignments weeks in advance. Be sure to have your calendar available when receiving assignments. You will be given the name of the school, the grade level or subject area to be taught, the name of the teacher for whom you will substitute and the job number.

Be sure to record the job confirmation number. Please do not report to any assignment without a job number. Since many schools in the district have the

same name or similar sounding names, it is your responsibility to ensure that you have the correct name of the teacher for whom you will substitute, and the job number for the assignment you accept.

### **Factors Considered in Making Assignments**

Assignments cannot be guaranteed. Every effort is made to distribute assignments as equitably as possible among those substitute teachers who are available to teach. The following criteria are used in making assignments:

- Certification required by the class
- Geographic locations requested
- Principal's and teacher's preference
- Record of substitute's availability
- Record of performance

### **Substitute Teachers Requested by Teachers and Principals**

Substitutes who do a good job at a particular school are often asked to return to that school. Substitutes must have a job number before accepting an assignment. Returning to familiar students, staff, and school routines makes an assignment much easier. If you wish to be requested, leave your telephone number. The teacher can then use the telephone number to request you.

When a substitute teacher is requested by a teacher or principal, that substitute is notified if he or she is not already assigned. If you tell a teacher you will be available for an assignment, please honor that commitment. You may not cancel one assignment to accept another assignment.

The Absence Management system will attempt to contact a requested substitute teacher once each hour during call-out. If the system is unable to contact the requested substitute by 8 p.m. the night before the job, the request will be released and the job will be offered to other substitutes. If a job is entered after 8 p.m. the night before the job, only one attempt will be made to contact the requested substitute before the request is released.

### **Jobs Must Be Assigned Through Absence Management**

Do not report to a job at a school unless you have heard the job assigned to you through Absence Management. Substitutes must have a job number

It has not been uncommon for teachers and administrators to ask substitutes to report to the school directly without entering the job in the system. Absence Management does allow substitutes to be requested and even to be preassigned to jobs

This procedure must be followed to ensure that all jobs in the district are filled. The Substitute Center is staffed from 6:00 a.m. to 4:30 p.m. if you have questions.

### **Substitute Teacher Database**

The database includes your name, phone number,

subjects, certification and availability. A record is kept of each day you work, when you are not available, and your refusal or cancellation of an assignment. Effective 11/4/15 - Substitute teachers are required to work at least 5 days a month. Failure to work 5 days of assignments per month can result in discharge.

### **Late Calls**

Late calls are those jobs that are created within an hour of the school start time. When you accept a late call, you have one hour to report to the school upon acceptance of the assignment. However, every effort should be made to get to the assignment as soon as possible. If a substitute arrives with less than a half a day remaining, the substitute will be paid by the hour. A record of frequently accepting assignments late may lead to compensation for the hours worked regardless of if there is more than half a day left or removal of your name from the Substitute Teacher list.

### **Declining an Assignment**

As long as you work the required 5 days a month, declining an offer will not adversely affect your continued employment as a substitute teacher with the district. We request that you make yourself unavailable for any time period of extended absence to avoid phone calls through the Absence Management system.

### **Securing an Assignment**

If you have been unable to accept an assignment after calling the Absence Management system or attempting to select the assignment online through Absence Management, you may call the Substitute Center at 6:00 a.m. for assistance in getting a job.

### **Unavailability**

Please be sure to enter your unavailability in the Absence Management system by making yourself unavailable on your calendar online or by calling 1-800-942-3767 or logging in Aesop online.com.

### **Canceling an Assignment**

On occasion, an instance may arise when you have accepted an assignment and then you are unable to complete the assignment due to an emergency. If such a situation becomes apparent the night before the job, call the system and choose the option to cancel. If you must cancel in the morning within an hour of the job start time, call the Substitute Center office at 485-3110. A record of frequently declining assignments and/or declining assignments late may lead to removal of your name from the Substitute Teacher List.

## **In the Classroom**

### **Responsibilities and Ethics**

A substitute teacher accepts an assignment as a professional staff member who is capable of

instructing students.

Substitute teachers are expected to observe the same ethical codes as the classroom teacher and maintain a professional attitude toward work.

A friendly and cooperative attitude toward staff and students will encourage your acceptance as a member of the staff.

You are specifically cautioned about the following:

- Do not criticize the teacher for whom you are substituting.
- Do not criticize schools.
- Do not make uncomplimentary comparisons of schools (even rival schools).
- Do not discuss students' grades.
- Keep all student information confidential.
- Do not use profanity in the presence of students or in the school.
- Do not present sectarian views in religion or partisan views in politics.
- Do not leave the school before the afternoon dismissal even if the teacher you are substituting for has a planning period at the end of the day.
- Turn in all money collected to the school bookkeeper. Give students a receipt. Leave a receipt for the teacher, and keep a copy.
- Turn in all keys at the end of the day.

All student records are to remain confidential. A student's grades, medical information, family information, or discipline records are never to be discussed or released.

The substitute should follow the lesson plans of the regular teacher as closely as possible. In the event that no lesson plans are available, the substitute teacher should be prepared to pull together an engaging, productive assignment using classroom materials and information from students and fellow teachers. Plans and materials must be approved by the school administration. All written work assigned by the substitute should be scored to determine the student's number of right and wrong responses, but the grades should not be recorded in the grade book of the regular teacher. A brief report of what was accomplished should be left for the regular teacher. For your convenience, a form is provided in the "Forms" section of this handbook for duplication.

The duties of a teacher extend beyond the classroom. Therefore, a substitute is expected to perform other duties that have been assigned to the regular teacher, unless other arrangements have been made by the principal.

Teachers may be assigned some building responsibilities, such as lunchroom duty, hall duty, playground duty, and extracurricular duties. At the beginning of your assignment, ask what duties are involved. The prompt and faithful performance of these duties is absolutely necessary for the smooth and safe operation of a school. Since substitute teachers take the place of the regular teachers in all aspects, it is their responsibility to be on duty at the assigned place and time in order to avoid the risk of liability in case of an accident to a student. In the event of an accident, the substitute should copy the

report and place the original in the teacher's mail box and keep a copy for him or herself.

### **Dress**

Substitute teachers should maintain a professional image in personal appearance and attire. Appropriate attire and a neat personal appearance are necessary to make a good impression on and to win the respect of the class and the school administration.

Individual schools have established dress standards; however, professional dress is always appropriate. In most schools, sweatshirts, jeans, T-shirts, and sandals are not appropriate. At Eastern High School, male substitutes are required to wear a tie.

In general:

- The only permissible visible body piercing is a female's pierced ears.
- Clothing and accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities or that are a disturbing influence are not permitted.

### **School Lunch**

Locate the cafeteria on the way to your classroom. You will only have 20 minutes for lunch.

You are not permitted to leave school grounds for lunch. Please do not ask to leave.

### **Reporting to an Assignment**

You are to arrive at your assigned school so that you may be in the classroom at least 15 minutes before school starts. Report immediately to the school office to receive information regarding room assignments, materials, lesson plans, class roles, seating charts, records, special duties, and other necessary directions.

Familiarize yourself with the rules and regulations pertaining to fire and safety drills in any building to which you are assigned. If specific instructions have not been left, check with a neighboring teacher for a procedure to follow.

### **Teacher's Schedule and Lesson Plans**

Teachers are required to have lesson plans prepared in the event of an absence. Lesson plans may be enclosed in a folder you receive in the office or may be on the teacher's desk. It is important to carry out the teacher's lesson plans completely.

A substitute should look for a teacher's schedule of daily events (lunch, bus, dismissal, and assemblies) in the teacher's substitute folder or Lesson Plan Book. If no lesson plans are available, office staff should provide you with lesson plans or direct you to the department chairperson, team leader, or another content teacher.

### **Teacher's Manuals/Curriculum Guides**

Each teacher should have a teacher's edition of the student textbook on or near the desk. These manuals have assignment suggestions and the answers to chapter questions. Teachers may also have a teacher's edition of student work-books that are completed with answers.

Teachers and department chairpersons have curriculum guides that contain what is to be taught in a particular class and many suggestions and ideas on how to teach these subjects. These guides contain many good methods and strategies.

### **Activities to Start the Class**

Students should be engaged as soon as they enter the room.

You may write a beginning activity on the board or on chart paper. The activities that work best have several things in common:

- Activity uses student's prior knowledge.
- Activity is simple and short (five to ten minutes).
- Directions are straightforward and simple.
- Activity is open enough to accommodate students who arrive early and late.
- Activity directly relates to the day's lesson.

### **Examples:**

- ***Review of Previous Instruction***

Upon arriving in the room, the students are directed to instructions on the board. The instructions direct them to think about yesterday's lesson, write down two points they remember, and explain why they remember the points. Students then share their ideas with the whole class.

- ***Question Generation***

As students arrive, write directions on the board that instruct them to look at the outline for the day's lesson and to write three questions about the lesson. When class starts, you may ask for the questions at random, have students meet in groups to combine questions, or ask the students to turn in the questions.

- ***Research Challenge***

Write questions on the board that require students to use classroom materials to find the answers. Students work either individually or in teams to be the first to find the solutions.

### **Administrative Duties and Record Keeping**

Attendance must be recorded by the substitute on the attendance sheet, and absentees must be reported to the local school office. Leave the attendance records for the classroom teacher as well as absence excuses, notes from parents, or doctors' excuses.



Survey information from the students is often needed during the school year. This data is usually obtained during homeroom period and sent to the school office.

Careful records of money and miscellaneous articles collected should be kept and left for the regular teacher. These include money collected for fees or payments, lost and found articles, and articles taken from students for safekeeping or other reasons. Money should be sent to the office for safe keeping.

### **Seating Charts**

Seating charts provide an aid to remembering students' names, thus facilitating good classroom management. Calling a student by name can make a difference. If you make a chart, leave your chart for the classroom teacher and perhaps it will remain in the substitute folder for the next time you substitute for that class.

### **Homework**

The amount of homework done by students varies according to the needs of different students and the policies of the different schools. If you give homework assignments, be certain that the work is purposeful.

### **Seat work**

Seat work should be meaningful. Suggestions for seat work in all subject areas are listed in each curriculum guide. Work-books and seat work should be checked in class each day. This encourages the student to complete his or her work and correct errors where necessary. No numerical grades are to be used in the regular elementary school. Instead, a letter grade, positive statement, a check mark, stamps (for younger students), or the number right or wrong should be used.

### **End of the Day**

Be sure that you have completed all necessary paperwork and the classroom is left neat and orderly, with all materials returned. Do not rearrange the teacher's station or remove any of the teacher's supplies.

Check your pockets. Be sure to return all keys that were given to you when you reported to work. Turn in all money collected during the day to the office. Any lost or found articles should be noted and left for the regular teacher.

### **Communication with the Teacher**

The regular teacher always appreciates knowing about the progress the students made during his or her absence. It is important that you leave a note indicating the assignments that have been completed as well as any new assignments you have made. Leave the written work that you have checked for the regular teacher to review. Comments on the behavior of students are appreciated by the regular teacher. Please leave a note in the teacher's mail box, and retain a copy for your files.

For your convenience, a form is provided in the "Forms" section of this handbook for duplication.

### **Signing Out**

Do not leave the building until 15 minutes after the dismissal of students. As a substitute teacher, you have assumed the responsibilities of the regular teacher.

When you report to the office to inform the office staff that you are leaving, you may learn whether your services are needed for another day. If you are asked to return, the school secretary should enter the assignment in Absence Management and assign you the job. This will assist in avoiding duplication of assignments and an early morning call to you when you already have an assignment. When you get home, check Absence Management online (aesoponline.com) or call 1/800-942-3767 to verify the assignment. Do not report to the job unless you hear/see it on your list of confirmed assignments. You **must** have a job confirmation number.

### **Student Teachers and Paraprofessionals**

The substitute teacher takes the place of the regular classroom teacher and has the full responsibility of the class when a student teacher or paraprofessional is present. A student teacher or paraprofessional can be of great value in implementing the lesson for the day, since they are familiar with the work and the students in the class. The substitute should use these people to his or her advantage, but the substitute must remember that he or she is responsible for the class.

### **Team Teaching**

The substitute teacher should rely on the other member(s) of the team for suggestions or advice in team-teaching situations. As a member of the team, the substitute teacher is expected to teach.

### **Audiovisual Equipment**

In most instances, if audiovisual equipment is needed for a class, it must be checked out from the media center and returned on the same day (unless there is a policy in the building that prohibits this). If you are not familiar with the equipment, ask the media specialist for advice. Do not assume that the students know how to use the equipment. The equipment must be checked out in the substitute teacher's name and not in a student's name.

### **Items Requiring Office Approval**

Classroom topics or materials that are not in the teacher's lesson plans require office approval.

Students are not to be interviewed by anyone in or out of the classroom without official permission. Students are not excused to leave school early under any circumstances without permission from the principal.

Accidents involving any of the students in your care must be reported immediately to the office of the

principal.

## Classroom Management

### Substitute Responsibilities

- To help students improve their self-discipline
- To preserve the rights of others
- To stop behavior that interferes with the educational process
- To stop behavior that puts others in danger

Greet your students at the classroom door with a warm, friendly, and receptive greeting. Establish positive command. Use a low voice, and avoid talking over the students' voices. Inform the class that you are the teacher for the day.

Introduce yourself to each new group of students. Write your name on the board to avoid any confusion during the day, and inform the students of your own classroom expectations and rules.

The only effective method of classroom management is good instruction. Have the assignment(s) from the teacher's plans on the board. Begin the assignment immediately. Make your instruction brief and concise. Get the students engaged in the lesson. Move about the classroom throughout the class period or day.

Have students produce a product. Have paper and pencils ready to lend to students who do not have supplies.

It is important that the substitute teacher follow the schedule and lesson plans of the regular teacher. If no lesson plans are available, the substitute teacher should be prepared to use classroom materials and information from students and other teachers to create a plan.

Continue to move about the room throughout the class period or day. Do not sit at the teacher's desk for an extended period of time. You are not to bring newspapers, books, or magazines to the classroom to occupy yourself while the students work.

If a student must leave the room, issue a hall pass and make a note of the student's name and the time he or she left. Ensure you check with the front office regarding breaks and hall passes, before you issue one to a student.

If a movie is shown, it must be one the teacher has left. Continue to walk around the room during the movie. Do not bring films with you or show a film that a student has supplied.

Students should be kept busy until dismissal time. Excess energy at the end of a day can be put to use by having the students help straighten and clean the classroom.

Unless on a long-term assignment, the substitute should not be concerned with rearranging the seating plan, bulletin boards, and other parts of the room organization.

Any materials and supplies the substitute uses during

the day should be used carefully and returned in good condition. Keep your classroom tidy and clean. Handle the teacher's Plan book, grade book, and teacher's manual carefully.

### Management Reminders

- Establish and maintain a positive presence.
- Begin class procedure the moment the bell rings.
- Establish expectations, and praise appropriate behavior.
- Give verbal rewards.
- Provide engaging, meaningful instruction.
- Have students produce a product.
- Be positive, and be firm.
- Appear confident and in control of the situation.
- Smile. Be enthusiastic.
- Expect the most from your students.
- Be a good model—students imitate.
- Use frequent eye contact.
- Use wait time, proximity control, and subtle signals.
- Use quiet reminders.
- Use private conferences. Ask a misbehaving student, "What can you do to demonstrate to me that you are serious about avoiding a referral?"
- If issues continue, use a direct reminder and warning, and then a referral.

Do not ridicule, belittle, or argue with the student. You may- try giving a student with a behavior problem a responsibility, and see that he or she follows through.

Do not use corporal punishment. Paddling, slapping, and physical punishment of students in any way are all considered corporal punishment and violate JCPS policy. Physical force used with a student is prohibited. To ensure that no allegations are made against you, do not touch a student in any way.

As a last resort, exceptionally difficult problems of student control should be referred to the principal with a written statement explaining the inappropriate behavior. Referral forms are available in the office.

The JCPS Code of Acceptable Behavior and Discipline is available in the school office.

### Safety

Careful attention should be paid to every detail of student safety. The following safety practices should be followed:

- Only activities that are considered safe are to be included in the program.
- Students who are recovering from illness, including severe colds, are not required to participate in vigorous activities.
- Students should be closely supervised at all times.
- Games that encourage pushing and shoving should be avoided.
- Any accident or injury, no matter how slight, should be reported to the office.
- If there is any chance of coming in contact with the bodily fluids of a student, wear protective gloves. Follow universal precautions.
- Any student who appears to be ill should be sent to the office immediately. You should never

administer medication to a student or allow a student to take medication without a note from the office.

- No food should be given to students.

### **How to handle a Physical Altercation**

Substitutes should not use physical force unless they have been trained through JCPS. Instead, the Substitute should contact the office immediately so that the trained response team at the school can respond. Substitutes may use some of the tactics below while they wait for the Student Response Team.

- Initially, use verbal persuasion to separate students.
- If forced to use restraint to protect other students from harm, as a last result and emergency situation, use restraining force. Do not become the aggressor.
- Do not get between the students. Try to persuade the aggressive student to another isolated area of the room away from the other student.

Substitutes may attend Safe Crisis Management Training, but it is not required and substitutes will not be paid for attending. To schedule to attend this training call 485-6526. Please note this training is different from the state mandated Promoting Positive Behaviors in schools, which does not authorize or instruct substitutes on how to use restraint tactics, but positive reinforcement and deescalating skills.

### **Teacher Liability**

A substitute teacher may be held liable for any negligence resulting in injury to a student in his or her care if it can be proved that the teacher did not prepare and supervise prudently the student in the activity in which the student was injured. A substitute teacher is expected to practice the same degree of prudence and care that any other reasonable person would have practiced in the same situation.

### **Student Code of Conduct Handbook**

To view the JCPS Code of Acceptable Behavior and Discipline and the Student Bill of Rights, please consult the JCPS Web site at [www.jcpsky.net](http://www.jcpsky.net). Click on Students, then on grade level, and then on The Code of Conduct.

## Child Abuse and Your Responsibility\* Reporting Child Abuse and Neglect

School district personnel who know or have reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause a report to be made to the proper authorities in accordance with state law.

1. Under Kentucky law, any person is mandated to report child abuse, child sexual abuse, and child neglect or dependency. This means that any school staff member or district employee, who becomes aware of abuse or neglect from any source—whether from a student, parent, staff member, or any other person—no matter if the information is oral or in written form, is obligated to report the suspected abuse or neglect to the Child Protective Services (CPS) hotline at 595-4550 or the 24-hour hotline 1-877-597-2331 immediately.

If you receive information in written form or come into possession of writings, photographs, pictures or other information in a tangible form which is related to suspected sexual abuse or child neglect, do not mark, write on or otherwise alter the documents or tangible information in any way. Such information should be provided to the proper authorities after you make your report.

2. Abuse or neglect can be caused by a child's parents, guardian, or other person who has the permanent or temporary care or custody or responsibility for the supervision of a child including district personnel.

Abuse can also be caused by another child, a stranger, or someone outside the school setting. Regardless of who is reported to have caused the abuse or neglect, you should immediately report it to the proper authorities and let them handle the investigation. In the event is caused by a District employee, this is a personnel matter that should be reported to the principal of your school so that appropriate action can be taken. This does not alter your responsibility to also report the allegation to CPS as well.

If the incident involves an Early Childhood student with allegations against a staff member, in addition to reporting to CPS/CACU, it is ALSO the principal's responsibility to notify the Early Childhood Compliance Specialist's Office at 485-6661. This office will then report to the Office of Head Start if the allegation is determined to be a reportable offense. It is imperative that Early Childhood is notified within 24 hours of the incident being reported.

3. State law defines an abused or neglected child as follows:  
A child whose health or welfare is harmed or threatened with harm when his parent, guardian or other person exercising custodial control or supervision of the child: inflicts or allows to be inflicted upon the child physical or

emotional injury by other than accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution will be committed upon the child; abandons or exploits such child; does not provide the child with adequate care, supervision, food, clothing, shelter, and education or medical care necessary for the child's well-being.

The most common forms of abuse are physical abuse (i.e., assault or contact that causes physical injury or emotional injury) and sexual abuse (i.e., touching private areas or zones of a child's body). If there is any question in your mind whether information you have learned might indicate that a child has been abused or neglected, you should call in the report and let the proper authorities investigate and determine what has occurred.

4. Under Kentucky law, there are several authorities to which abuse neglect can and should be reported. It is the District's policy, in compliance with state law, that you should immediately report incidents of suspected abuse or neglect to :
  - a. The Department of Social Services – Child Protective Services (CPS) Hotline (595-4550) or 24-hour hotline 1-877-597-2331. If the number is busy, keep calling until you get through – DO NOT wait until the next day or, if it is a Friday, until the following Monday.
  - b. The Crimes Against Children Unit (CACU) of the Louisville Metro Police Department (574-2465).
  - c. When you call the CPS Hotline or CACU, you should provide all of the information you have, including, if possible: (1) the name of the child who has been abused, the name of the child's parents and their address and telephone number; (2) the child's age, and if known, the school that they attend; (3) the nature of the suspected abuse or neglect; (4) the name and address of the person whom you suspect is responsible for the abuse or neglect; and (5) any other information that you believe would be useful to investigate the suspected abuse or neglect, including any documents or other tangible information which relates to your report.

Finally, if you fail to report suspected abuse or neglect, or if you conduct an investigation before making a report, you may be charged with failure to report abuse or neglect, which is a misdemeanor under Kentucky law, and in addition, you may be subject to disciplinary action by the District.

***\*Excerpt from Child Abuse and Your Responsibility pamphlet compiled by Jefferson County Public Schools Student Relations and Safety in collaboration with Child Protective Services.\* Please Visit - <https://www.jefferson.kyschools.us/departments/compliance-and-investigations/child-abuse-neglect-and> to view the entire child abuse policy.***

## Substitute Teacher Expectations

Maintain a professional attitude toward your work. Carrying rumors about student behavior in buildings where you have been assigned or making judgments about buildings on the basis of gossip is unethical and reflects discredit to the teaching profession of which you are a part. Substitute teachers are on the same professional level as classroom teachers and are expected to observe the same ethical codes. Individual criticism of other teachers or other schools destroys public loyalty to the school system and the community.

Plan to spend the entire time working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the program as outlined by the classroom teacher and is not employed simply to maintain order.

Do not plan to have anyone visit you while you are on duty as a substitute teacher. Do not expect to leave the classroom for personal telephone calls. Do not make personal calls while in class. Messages will be taken and delivered to you.

Substitute teachers should maintain a professional image in personal appearance and attire. Appropriate attire and a neat personal appearance are necessary to make a good impression on and to win the respect of the class and the school administration. In most schools, sweatshirts, jeans, T-shirts, and sandals are not appropriate.

The substitute teacher has a responsibility to deal with every individual kindly and justly without prejudice or partiality. The teacher does not use his or her classroom privileges and prestige to promote personal gain and self-interest or to express views on partisan politics, sexual preference, racial/ cultural intolerance, or religion. A substitute teacher earns the respect of his or her colleagues to the extent that his or her personal performance merits this respect. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will have a great deal to do with your acceptance.

## Substitute Teacher Evaluations

It is the responsibility of the principal to evaluate each substitute teacher serving in his or her school during the year.

If you substitute teach three or more days in a school, the principal may send a supervisory report to the Substitute Teacher Center to be placed in your personnel file. A substitute teacher may be evaluated after being in a building only one day. A copy of the evaluation form can be found in the forms section. The substitute teacher is sent a copy of all evaluations and a written response must be submitted within seven business days **of receipt** of the evaluation. The Substitute Center supervisor may request to meet with a substitute teacher regarding an evaluation.

Evaluations will be made based on the following criteria:

- Classroom management
- Instructional performance
- Student/Teacher relations
- Work habits
- Professional attitude

A substitute teacher may be prohibited from working at a particular school, per principal request, which will be indicated on the evaluation. A substitute teacher's name can be deleted from the substitute list as a result of an unsatisfactory evaluation.

If an official investigation is requested and/or CPS is contacted, the substitute teacher will be notified and may be prohibited from working until the investigation is completed. Should a substitute teacher disagree with an evaluation, the grievance procedure for a substitute teacher should be consulted.

## Dismissal

Substitute teachers may be terminated for some of the following reasons:

- Two or more unsatisfactory evaluations
- Unprofessional and/or unethical behavior
- Refusal/Cancellation of assignments
- Failure to work the required 5 days a month
- Use of corporal punishment
- Abusive language or behavior
- Lack of availability
- Insubordination
- Violation of District and/or school procedures
- Violation of EPSB policy

Substitute teachers who do the actions above or are reported as unsatisfactory by two principals or more during a school year, may not be reappointed for the following year.

## Exceptional Child Education Programs

Exceptional Child Education (ECE) programs are designed to meet the needs of students whose approach to learning is different from that of their peers. The school district is committed to providing a high-quality education for students with disabilities by addressing academic, behavioral, transitional, and daily-living skills. A variety of programs, techniques, methods, and materials are available and used for individual instruction. ECE programs are provided on a full continuum to eligible students through the Comprehensive Program, special-needs classes, and special-education facilities and agencies.

## Emotional/Behavioral Disability (EBD)

EBD serves students who exhibit emotional and behavioral problems over a long period of time in a variety of settings and to a marked degree that adversely affect educational performance. Types of services are resource and self-contained classes in Comprehensive Program schools, special schools, and special facilities, such as hospitals. Teacher assistants are often used in EBD classes.

## **Hearing Impairment (HI)**

HI serves students with hearing losses that range in severity from mild to profound and that adversely affect communication skills and/or educational performance. Types of services are itinerant, resource, and self-contained classes in Comprehensive Program schools and classes located at the Louisville Deaf Oral School. Based on the communication needs of each student, academic instruction is presented using auditory/oral or total communication methodology. Teacher assistants aid HI students.

## **Physically Disabled and Other Health Impaired (PDOHI)**

PDOHI serves students whose health problems or physical impairments adversely affect performance in Comprehensive Program classes. Types of services are resource and self-contained classes in Comprehensive Program schools. Teacher assistants are used in PDOHI classes.

## **Multiple Disabilities (MD)**

MD serves students who have combinations of two or more disabilities (e.g., mentally disabled-visually impaired or mentally disabled-orthopedically impaired), which result in such severe problems that appropriate services cannot be provided in a single categorical program. Types of services are itinerant, resource, and self-contained classes in Comprehensive Program schools, in the Binet School, and in other special facilities. Teacher assistants are used in self-contained MD classes and in others as needed.

## **Moderate to Severe Disability (MSD)**

MSD serves students who have significant delays in intellectual functioning and adaptive behavior development and require specialized instruction to realize maximum skill development. Types of services are itinerant, resource, and self-contained classes in Comprehensive Program schools and at Churchill Park School. Teacher assistants are assigned to all self-contained MSD classes.

## **Visual Impairment (VI)**

VI serves students whose corrected vision is 20/70 or lower in the better eye and/or whose visual impairment requires specialized instruction and/or materials. Types of services are itinerant and resource classes in Comprehensive Program schools. Teacher assistants are typically not used in VI classes.

## **Mild Mental Disability (MMD)**

MMD serves students whose delayed development in intellectual functioning and adaptive behavior adversely affects educational performance. Types of services are collaborative, resource, and self-contained classes in Comprehensive Program schools.

## **Learning Disabilities (LD)**

LD serves students who exhibit a severe discrepancy between intellectual ability and academic achievement in the areas of basic reading, comprehension, mathematic calculation, mathematic reasoning, written expression, and listening comprehension. Types of services are collaborative, resource, and self-contained classes in Comprehensive Program schools.

## **Communication Disorder (CD)**

CD serves students who have mild to severe impairments in Articulation, language, voice, and/or fluency. Types of services are individual and/or group speech/language therapy and/or consultation with the Comprehensive Program and/or ECE teacher by the speech/language pathologist.

### ***Please note:***

- Under policy from the Kentucky Department of Education (KDE) for Exceptional Children, it is permissible (and often occurs) that students from different categories are mixed. For example, an MMD student may be served in a classroom.
- Students placed in self-contained units may be included in the Comprehensive Program for any portion of the day as determined in the Individual Education Program (IEP).
- Types of services might change from year to year, depending on students' needs as determined in the IEP.

# **Absence Management**

## **Viewing and Accepting Jobs**

# Absence and Substitute Management

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (7 digit phone number), then your PIN number (your pin number will be emailed to you by the Substitute Center) followed by the # sign.

When calling the absence management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

## When the Absence Management System Calls You

Be sure to say “Hello” or speak loud enough so that the system recognizes that you have picked up the call.

- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see “When You Call into Absence Management” section above) to hear a list of all available jobs.



## 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**.

## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Need help signing in?** link next to the “Login button for more information.

**\*\* On the sign in page, enter your *User ID* (example: Jjones1) and *Password* (the same password you use to sign in to your JCPS email account) and click **Login**.**

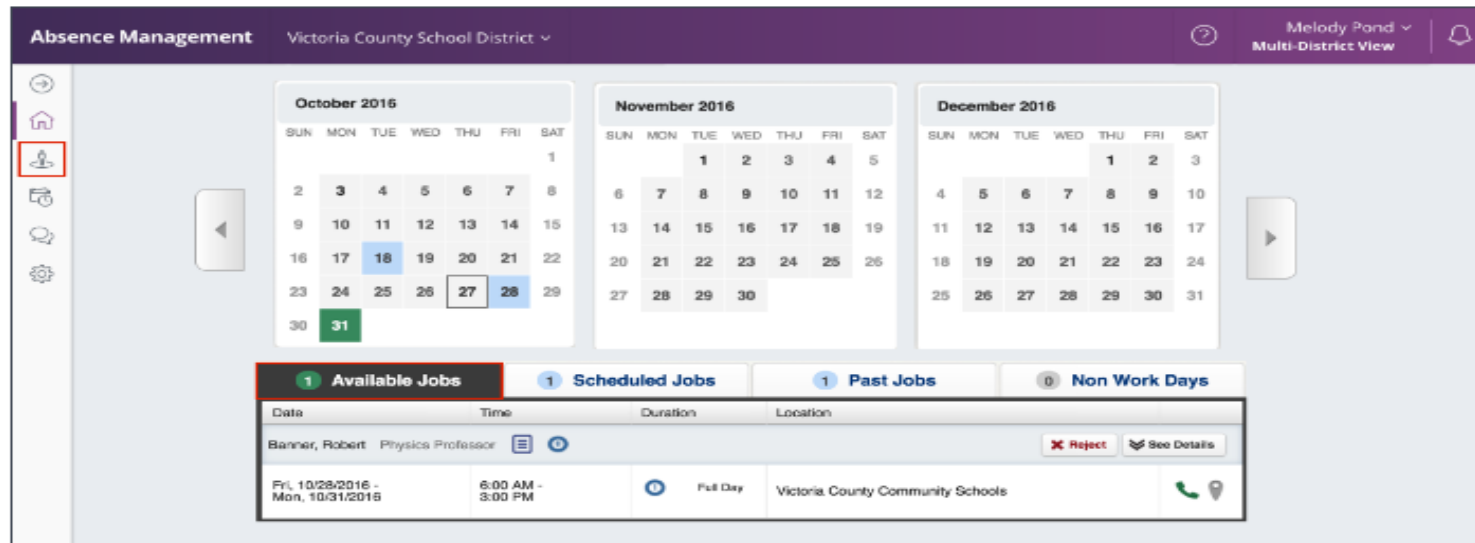


# Finding Available Jobs

Updated - June 26, 2017

 Print

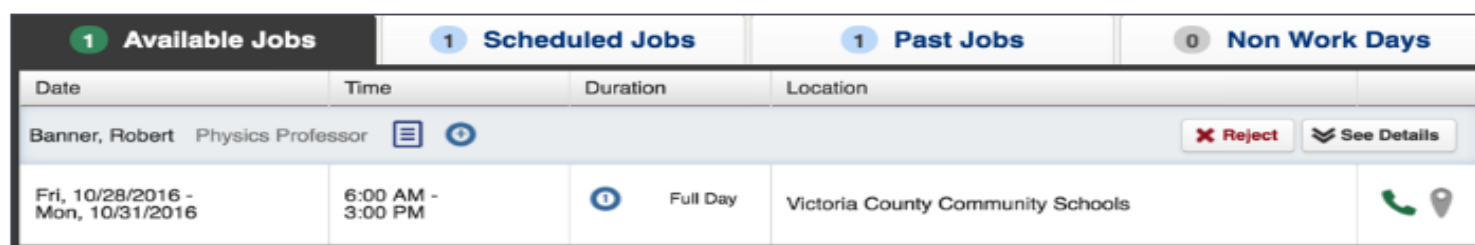
In absence management, finding and accepting available jobs is as easy as pie! From your home page, there are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the side navigation under "Available Jobs" and on the **Available Jobs** tab.



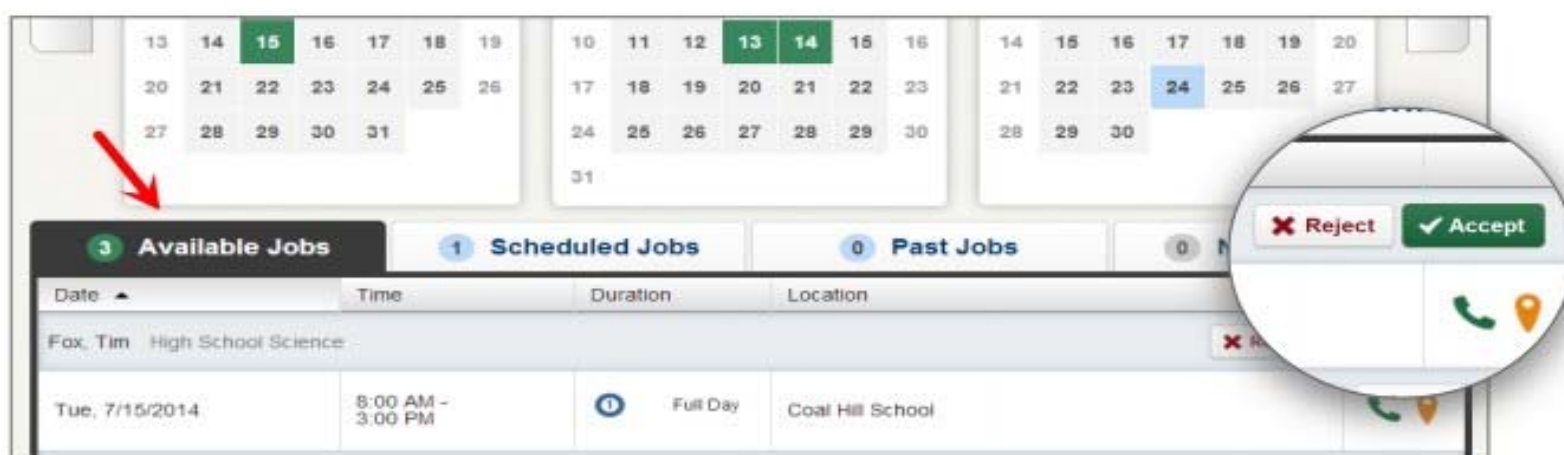
The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

## Viewing the Job Details

All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.






To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.










## Multi-Day Jobs












Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.

1 Available Jobs		1 Scheduled Jobs	
Date	Time	Duration	
Banner, Robert Physics Professor  			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	 Full Day	

On multi-day jobs, you won't see an "Accept" button right away. To view the individual days, click the **See Details** button.

1 Available Jobs		1 Scheduled Jobs		1 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
Banner, Robert Physics Professor  							
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	 Full Day	Victoria County Community Schools				




This will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

1 Available Jobs		1 Scheduled Jobs		1 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
Banner, Robert Physics Professor  							
Fri, 10/28/2016	6:00 AM - 3:00 PM	 Full Day	Victoria County Community Schools				
Mon, 10/31/2016	6:00 AM - 3:00 PM	 Full Day	Victoria County Community Schools				

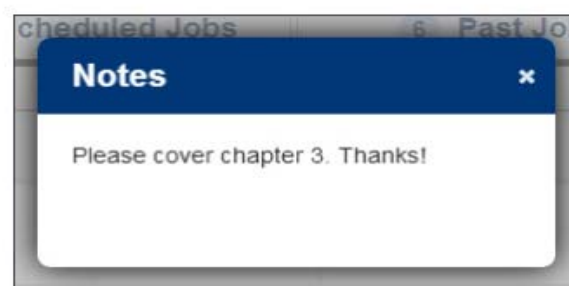
## Phone Number and Map

### View the Job's Notes

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the **icon** to view the notes.

1 Available Jobs		1 Scheduled Jobs	
Date	Time	Duration	
Banner, Robert Physics Professor  			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	 Full Day	

The notes for this job will pop up for you to view. To exit the notes, click the **X** in the top right corner of the pop-up.



### Multi-Day Jobs

Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.

In each job listing, there will be an icon for the school's phone number as well as a map to the school. Click on the **green phone icon** to have the school's phone number pop up. If the icon is gray, that means the school's phone number is not available.

Banner, Robert Physics Professor				<b>✗ Reject</b>	<b>✓ Accept Multi-day</b>	<b>⌵ Hide Details</b>
Fri, 10/28/2016	6:00 AM - 3:00 PM		Full Day	Victoria County Community Schools		
Mon, 10/31/2016	6:00 AM - 3:00 PM		Full Day	Victoria County Community Schools		

Click the **orange map icon** to open Google Maps with directions to the school's location.

#### Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

#### Rejecting a Job

To reject a job, all you have to do is click the **Reject** button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.



#### Accepting a Job

To accept a job click the green **Accept** button on the right side of the job listing.

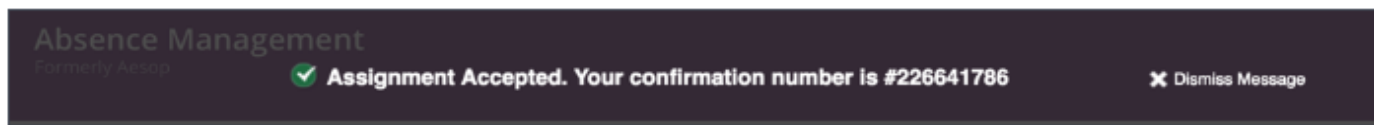


#### Accepting a Job

To accept a job click the green **Accept** button on the right side of the job listing.

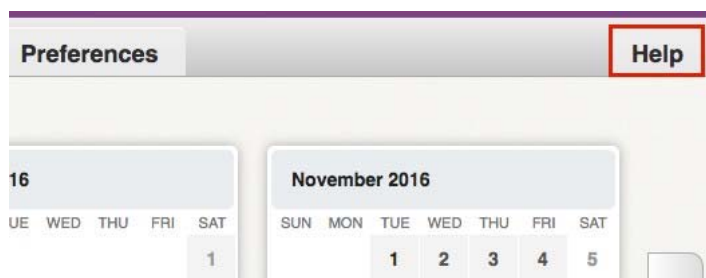


Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the **x** next to "Dismiss Message".



## GETTING HELP AND TRAINING

From your homepage, click the "Help" button in the top right corner of your screen.



# Forms Section

*The following forms are available in the “Forms” section: Employee Auto Insurance Affidavit/Travel Voucher, Letter of Resignation and other reference sheets used daily on assignments.*

Month \_\_\_\_\_

Substitute Assignment Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____
<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____
<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____
<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____	<b>Date:</b> _____ <b>Job#:</b> _____ <b>Teacher:</b> _____  <b>Instructions:</b> _____ _____ _____ _____

# Substitute Teacher Report

Substitute: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

Substituted for: \_\_\_\_\_

School: \_\_\_\_\_

Notes Regarding Lesson Plans:

---

---

---

---

---

---

---

---

Terrific helpers:

---

---

---

---

Notes regarding behavior:

---

---

---

---

Additional Comments:

---

---

---

---

# Seating Chart


## 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 \_\_\_\_\_ EMP ID# \_\_\_\_\_  
 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?

\_\_\_\_\_

Pupil/Teacher Relations:  
 Were students responsive to the substitute's requests?

\_\_\_\_\_

Professional Attitude:  
 Did the substitute exhibit a professional attitude and demeanor towards students?

\_\_\_\_\_

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. 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 be discharged from Jefferson County Public Schools.***

The substitute's overall performance was  Exemplary     Satisfactory     Unsatisfactory

I would like this substitute to return

Do NOT send this substitute again

\_\_\_\_\_

**Principal's Signature**



**JEFFERSON COUNTY PUBLIC SCHOOLS  
EMPLOYEE CHANGE OF: NAME/ADDRESS/PHONE NUMBER**

**CONFIDENTIAL**

**CONFIDENTIAL**

Print this form, complete, sign, and bring to:  
Receptionist, Human Resources Department  
Jefferson County Public Schools  
VanHoose Education Center, Second Floor  
3332 Newburg Road / Louisville, KY 40232-4020

**CHECK ONE ONLY:**  I am a **CLASSIFIED EMPLOYEE**. I will complete **SECTIONS 1 and 3**.  
 I am a **CERTIFIED EMPLOYEE**. (Ex: Teacher, Administrator, Certified Substitute Teacher)

**SECTION 1: TYPE or PRINT ONLY**

**NAME CHANGE**

Please attach copies of Social Security Card with *new legal name* and picture identification, i.e., Driver's License

Social Security #: (required) \_\_\_\_\_

**NEW LEGAL Name:**

\_\_\_\_\_ Last First Middle Initial

**FORMER Name:**

\_\_\_\_\_ Last First Middle Initial

**ADDRESS CHANGE**

Print Employee Name: \_\_\_\_\_ Social Security #: (required) \_\_\_\_\_

**NEW Address:**

\_\_\_\_\_ Street City State Zip Code

**FORMER Address:**

\_\_\_\_\_ Street City State Zip Code

Main contact telephone number: (with area code) \_\_\_\_\_ CHECK ONE:  Home  Cell  Business

**Emergency Contact**

Information: Phone #: \_\_\_\_\_ Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**SECTION 2: FOR ANY EMPLOYEE WITH KY CERTIFICATION**

In order for your state certification data to match the Jefferson County data above, certified employees must also change their name and/or address on the Education Professional Standards Board (EPSB) Website. Go to: [www.kyepsb.net](http://www.kyepsb.net) Click to **LOGIN**. Follow the directions to login, create or reset your user name and password. Update your General Information/Address. **SAVE CHANGES**. If you require assistance, contact EPSB by phone: 1-888-598-7667 or email at [EPSBHelp@ky.gov](mailto:EPSBHelp@ky.gov).

**CHECK THIS BOX TO INDICATE YOU HAVE MADE THESE CHANGES ON THE EPSB WEBSITE.**

**SECTION 3: ALL EMPLOYEES SIGN BELOW:**

By signing this form, I affirm that the information provided herein is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EPSB UPDATE VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# EMPLOYEE AUTO INSURANCE AFFIDAVIT

State of Kentucky  
County of Jefferson

The Affiant:

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

School/Location and Location Number

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Insurance Carrier and Policy Number

states that he/she—when using a private automobile for Jefferson County Public Schools business, which includes, but is not limited to, transporting students and taking part in field trips or activity events—will carry no less than the following limits of liability insurance:

- \$25,000 bodily injury liability per person**
- \$50,000 bodily injury liability per accident**
- \$10,000 property damage liability**

The Affiant further states that this insurance will be in effect at all times when a private vehicle is used for Jefferson County Board of Education business. If said insurance is cancelled or expires, the Affiant will notify the Insurance Department and will cease to use a private vehicle for Jefferson County Public Schools business until such insurance limits are put back in force.

Further, Affiant sayeth not. \_\_\_\_\_  
Signature of Affiant

Subscribed and sworn to before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, Jefferson County, Kentucky

**Fold and return this form to the address on the back.**





**JEFFERSON COUNTY PUBLIC SCHOOLS**  
**LETTER OF RESIGNATION**

Complete and fax to: 485-3635 (Certified Teachers and Classified- Support Staff)  
313-2705 (Substitute Employees)

Please accept my resignation from the Jefferson County Public Schools for the following reason(s):

\_\_\_\_\_

I am requesting that this resignation become effective on *(date)* \_\_\_\_\_

Respectfully,

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number (Home Phone) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_

Current Position: \_\_\_\_\_

Work Location: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copy: Personnel File

OFFICE USE ONLY DATE RECEIVED:
-----------------------------------



## Schools by Area

Schools shown in bold italics have an accessible entrance, an elevator if needed, an accessible restroom, and all class areas are accessible for substitute teachers.

### **CENTRAL**

Ahrens  
Audubon Trad E  
Barret Trad E  
Bingham/Ackerly  
Bloom E  
Breckinridge/Franklin E  
Breckinridge Metro H  
Brown  
Central H Churchill  
Park  
Cochran E  
Coleridge-Taylor Mont E  
Dawson Orman ECP  
DuPont Manual H  
Duvall Ed Ctr  
Engelhard E  
Hawthorne E  
Highland M  
Home of the Innocents  
Jeff Co Trad M  
Jefferson Co H  
Keller Institute  
Lincoln E  
Louisville Deaf Oral  
Mary Ryan Academy  
Meyzeek M  
Noe M  
Peace Academy  
Shelby E  
St. Joseph Children's  
Home  
Ten Broeck  
Dupont YPAS  
U of L Pact Program

### **WEST**

Ackerly/Bingham Special Education  
Atkinson E  
Brandeis E  
Byck E  
Camp Edward Education Center  
Carter Trad E  
Foster Trad Academy  
Frayser E  
Heuser Hearing and Learning  
Academy  
Johnson TraM  
Kennedy Mont E  
King E  
Maupin E  
McFerran Prep Acad  
Portland E Roosevelt-  
Perry E Shawnee H  
Western M Wheatley E  
Young E

### **SOUTH**

Blake E  
Blue Lick E  
Camp Taylor E  
Gilmore Lane E  
Hartstern E  
Indian Trail E  
Knight M  
Laukhuf E  
Liberty H  
Louisville Male H  
Luhr E  
Minor Daniel Academy  
Minors Lane E  
Moore Trad M/H

Newburg M  
Okolona E  
Price E  
Rangeland E  
Slaughter E  
Smyrna Trad E  
Southern H  
Thomas Jefferson M  
Unsel Early Childhood Learning Center  
Waller-Williams Env  
Wilt E

### **SOUTHWEST**

Auburndale E  
Butler Trad H  
Cane Run E  
Conway M  
Coral Ridge E  
Crums Lane E  
Dixie E  
Doss H  
Eisenhower E  
Fairdale E  
Fairdale H  
Farnsley M  
Frost M  
Greenwood E  
Gutermuth E  
Hazelwood E  
Olmsted Academy South  
Iroquois H  
Jacob E  
Johnsontown Road E  
Kenwood E  
Kerrick E  
Lassiter M  
Layne E  
Medora E  
Mill Creek E  
Pleasure Ridge Park H  
Rutherford E  
Sanders E  
Schaffner E  
Semple E  
Shacklette E  
South Park TAPP  
Olmsted Academy North  
Southern Leadership Acad  
Stonestreet E  
Stuart M  
Trunnell E  
Valley Trad H  
Watson Lane E  
Wellington Trad E  
Western H  
Wilkerson Trad E

### **EAST**

Atherton H  
Audubon Youth Dev Ctr  
Ballard H  
Bates E  
Bellewood Pres Home  
Binet  
Bowen E  
Boys' Haven  
Brooklawn  
Buechel Metropolitan H  
Carrithers M  
Chancey E  
Chenoweth E  
Cochrane E

Crosby M  
Dunn E  
Eastern H  
Farmer E  
Fern Creek E  
Fern Creek Trad H  
Field E  
Goldsmith E  
Greathouse/Shryock Trad  
E  
Hite E  
Jaeger Ed Ctr  
JCPS/SAC  
Jeffersontown E  
Jeffersontown H  
Kammerer M  
Kennedy Metro M  
Klondike E  
Louisville Day Treatment Ctr  
Lowe E  
Maryhurst  
Middletown E  
Myers M  
Norton Commons  
Norton E  
Ramsey M  
Spring Meadows  
St. Matthews E  
Seneca H MCA  
Stopher E  
Ten Broeck KMI  
Tully E  
Waggener Trad H  
Watterson E  
Westport Trad M  
Westport TAPP  
Wheeler E Wilder E  
Zachary Taylor E