

OKLAHOMA CITY PUBLIC SCHOOLS

HUMAN RESOURCES /SUBSTITUTE OFFICE

SUBSTITUTE TEACHER HANDBOOK



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2014 - 2015

A Message from our Human Resources Director

The staff of the Oklahoma City Public Schools' Human Resources joins the superintendent in welcoming you to the noble and challenging profession of substitute teaching. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during kindergarten through twelfth grade. This staggering fact emphasizes the importance of the contributions you will make as a substitute teacher toward sustaining the education of children and youth in Oklahoma City Public Schools. Please know that we do not take your position in our district lightly and we expect due diligence in your effort to continue the goals and objectives of the classroom teacher while you are substituting.

Because you have indicated an interest in substitute teaching in our school district, we hope this handbook will serve as a guide to you and that it will make your work in our district more effective. This handbook is dedicated to all the teachers, past, present, and future... who so cheerfully, willingly, and efficiently respond to the call to serve in our classrooms.

Thank you for serving in this capacity in Oklahoma City Public Schools. Your dedicated service is valuable and we appreciate you.

Sincerely,

A handwritten signature in cursive script that reads "Charles Tompkins". The signature is written in black ink and is positioned above the printed name and title.

Charles Tompkins
Executive Director of Human Resources

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Oklahoma City Public Schools

Escuelas Públicas de la Ciudad de Oklahoma

Student/Parent Calendar

Calendario para Estudiantes y Padres

2014 - 2015

Important Dates Fechas Importantes

- **Classes Begin - August 4**
Comienzo de Clases - 4 de agosto
- **Last Day of Classes - May 29**
Ultimo día de Escuela - 29 de mayo
- Progress Report Week - Sep 2, Nov 10, Feb 2, April 20**
Semana de Reporte Progreso - 2 de septiembre, 10 de noviembre, 2 de febrero, 20 de abril
- Open House - Elementary August 12**
Middle School August 19
High School August 21
- Casa Abierta - Primarias 12 de agosto, Secundarias 19 de agosto, Preparatorias 21 de agosto**
- [**Beginning of Quarter inicio del trimestre**
-] **End of Quarter final del trimestre**
- ▣ **Professional Development (No School)**
Desarrollo Profesional (No hay clases)
- ^ **Parent Conference (No School)**
Conferencia de Padres (No hay clases)
- ▣ **Record Day (No School)**
Día de Registro de Calificaciones (No hay clases)
- + **Intersession - Fall - October 13-15, Winter - December 17-19, Spring - March 9-13**
Sesiones Intermedias - Otoño- 13-15 de octubre, Invierno- 17-19 de diciembre, Primavera- 9-13 de marzo

Breaks/Intersessions (Grey Shading)

- Vacaciones/Descansos Entre Sesiones (sombreado gris)
- Labor Day - September 1**
Día del Trabajador - 1 de septiembre
- Fall Break - October 13 - 24**
Vacaciones de Otoño - 13 - 24 de octubre
- Thanksgiving Break - November 26 - 28**
Día de Acción de Gracias - 26 - 28 de noviembre
- Winter Break - December 17 - January 2**
Vacaciones de Invierno - 17 de diciembre - 2 de enero
- Martin Luther King Jr. Day - January 19**
Día de Martin Luther King Jr. - 19 de enero
- Spring Break - March 9 - 20**
Vacaciones de Primavera - 9 - 20 de marzo
- Memorial Day - May 25**
Día de los héroes caídos - 25 de mayo

* Testing Dates Exámenes Estatales

- 5th & 8th Grade Writing Test - February 25**
Pruebas de Escritura para el 5 y 8 Grados - 25 de febrero
- State CRT (Criteria Reference Testing) - April 10 - 29**
Exámenes del Estado del CRT - 10 - 29 de abril
- State EOI (End of Instruction) - April 13 - May 8**
Exámenes del Estado del EOI - 13 de abril - 8 de mayo
- Proficiency Testing - August 9, December 13, June 6**
Examen de competencia - 9 de agosto, 13 de diciembre, 6 de junio

Δ Administration

Building Closings

- Días de Cierre para las Oficinas Administrativas
- Independence Day - July 4th**
Día de la Independencia - 4 de julio
- Labor Day - September 1**
Día del Trabajador - 1 de septiembre
- Thanksgiving Break - November 27 - 28**
Día de Acción de Gracias - 27 - 28 de noviembre
- Winter Break - December 22 - January 1**
Vacaciones de Invierno - 22 de diciembre - 1 de enero
- Martin Luther King Jr. Day - January 19**
Día de Martin Luther King Jr. - 19 de enero
- Spring Break - March 19 - 20**
Vacaciones de Primavera - 19 - 20 de marzo
- Memorial Day - May 25**
Día de los héroes caídos - 25 de mayo

July/Julio 2014						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4 Δ	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August/Agosto 2014						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September/Septiembre 2014						
M	Tu	W	Th	F	Sa	Su
1 Δ	2	3	4	5 ^	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26]	27	28
29	30					

October/Octubre 2014						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13+	14+	15+	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November/Noviembre 2014						
M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Δ	28 Δ	29	30

December/Diciembre 2014						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16]	17+	18+	19+	20	21
22 Δ	23 Δ	24 Δ	25 Δ	26 Δ	27	28
29 Δ	30 Δ	31 Δ				

January/Enero 2015						
M	Tu	W	Th	F	Sa	Su
			1 Δ	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Δ	20	21	22	23	24	25
26	27	28	29	30	31	

February/Febrero 2015						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6 ^	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March/Marzo 2015						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6]	7	8
9+	10+	11+	12+	13+	14	15
16	17	18	19 Δ	20 Δ	21	22
23	24	25	26	27	28	29
30	31					

April/Abril 2015						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10*	11	12
13*	14*	15*	16*	17*	18	19
20*	21*	22*	23*	24*	25	26
27*	28*	29*	30*			

May/Mayo 2015						
M	Tu	W	Th	F	Sa	Su
				1*	2	3
4*	5*	6*	7*	8*	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Δ	26	27	28	29	30	31

June/Junio 2015						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6*	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Payroll Schedule for 2014 – 2015

Begin Date	End Date	Pay Date
08/04/14	08/15/14	08/29/14
08/18/14	08/29/14	09/15/14
09/01/14	09/15/14	09/30/14
09/16/14	09/30/14	10/15/14 (Fall Break 10/13 – 24/14)
10/01/14	10/15/14	10/31/14 (Fall Break 10/13 – 24/14)
10/16/14	10/31/14	11/14/14
11/03/14	11/14/14	11/28/14
11/17/14	11/25/14	12/15/14
*12/01/14	12/12/14	12/31/14 (Dec. Break 12/17 – 1/2/15)
*12/15/14	12/16/14	01/15/15 (Dec. Break 12/17 – 1/2/15)
01/05/15	01/15/15	01/30/15
01/16/15	01/30/15	02/13/15
02/02/15	02/13/15	02/27/15
02/16/15	02/27/15	03/13/15
03/02/15	03/06/15	03/31/15 (Spring Break 3/9 - 20/15)
03/23/15	03/31/15	04/15/15 (Spring Break 3/9 - 20/15)
04/01/15	04/15/15	04/30/15
04/16/15	04/30/15	05/15/15
05/01/15	05/15/15	05/29/15
05/18/15	05/29/15	06/15/15
#6/01/15	6/15/15	06/30/15

*If you work December 1st through December 12th, you will be paid on the December 31st paycheck. Days worked for December 15th & 16th will be paid on your January 15th paycheck.

If additional days are needed to make snow days.

OKCPS utilizes Aesop for its placement of substitutes. AESOP is an automated substitute placement service provided by Frontline Placement Technologies for K-12 school districts. Unlike traditional sub-calling programs, AESOP completely automates the process of substitute placement.

NOTES FOR SUBSTITUTES REGARDING THE AESOP SYSTEM

New substitutes should register online at www.frontlinek12.com/aesop or by calling the Aesop system at 1-800-942-3767. You should enter your assigned username and PIN number. You may call the Aesop system 24 hours a day during the school calendar or you can use the website. After you're logged in, you can review available jobs, personal information and update your availability.

System Hours

The Aesop system will make calls to subs between 5:00 AM and 11:00 AM each day school is in session. It will also make calls to subs every evening between 5:00 PM and 10:00 PM seven days a week. There are no AM calls on Saturday or Sunday. The Aesop system will not leave a message on an answering machine. You can show others in your home how to respond to the system. If someone else answers the phone, they have two minutes to respond before the call disconnects.

Refusals/ No Responses

Repeated refusals and no responses may jeopardize the chances of being called again, or result in having a block placed on the substitute's phone number. There are a limited number of phone lines available for use with the Aesop system, and all lines need to be utilized in the most productive manner available. In agreeing to do substitute work, the substitute accepts the importance of dependability. Substitutes are to make themselves unavailable in the Aesop system when they are not able to work. Refer to the Aesop online user guide for specific instructions on your availability: www.frontlinek12.com/aesop

Cancellations

If a substitute rejects or cancels a job during the calling period due to being unavailable, they must make themselves unavailable for the remainder of the calling period. If you must cancel a job, all the days of the job will be cancelled on a multiple day job. Another substitute will be assigned by the system. On occasion, a substitute may need to cancel an assignment due to a personal emergency that arises the morning of the assignment. When such a situation occurs, you must cancel the job on line or by calling the Aesop system at 1-800-942-3767. If the system tells you "it is too late to cancel this job", you will need to call the school. The system does not stop calling a substitute when a rejection reason or cancellation is entered; it only registers the reason. **Repeated refusal cancellations (especially last minute cancellations) and no responses may result in the substitute being blocked from receiving future calls.**

**Access Aesop to view jobs and keep track of your jobs by
calling Aesop at:**

1-800-942-3767

Or

Use the Web Address:

www.frontlinek12.com/aesop

Aesop ID: Your telephone number

Log In: Last 4 digits of your Social Security Number

"There is no substitute for a good substitute teacher."

QUALIFICATIONS AND EMPLOYMENT REQUIREMENTS

1. All applicants must submit an application online at www.okcps.org.
2. All applicants must attend the Blood Borne Pathogens, Child Abuse and Substitute Orientation.
3. The Oklahoma Legislature has passed a law that requires all new employees of school districts including substitutes, hired after July 1, 2010 to be fingerprinted in order to complete an Oklahoma State Bureau of Investigation national criminal history record check.

To comply with the new law, you will need to come to the Administration Building of Oklahoma City Public Schools at 900 N Klein, room 200 and pick up a background check application. After completing the application, take the application to the State Department of Education on 2500 N Lincoln Blvd, room 212. You will then be required to pay for the cost of the OSBI search and finger printing, which is \$59.00. SDE will take a personal check, cashier's check, money order, or Credit Card with prior authorization.

No substitute will be hired until the background investigation from the State Department of Education has cleared AND the forms including the I-9 form filled out in SearchSoft.

SUBSTITUTE TEACHER JOB DESCRIPTION

QUALIFICATIONS:

1. High School Diploma or GED. College course work preferred.
2. The Certified Substitute Teacher must have a valid Oklahoma Teaching Certificate or License.
3. Long-Term Substitutes must be certified and highly qualified in the subject area in which they are substituting.

REPORTS TO: Building Principal or his/her designee

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival at the school.
2. Reviews lesson plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the teacher's lesson plans.

5. Consults with the building principal or his/her designee before initiating any teaching or other procedures not specified in the teacher's lesson plan.
6. Assumes responsibility for overseeing student behavior in class and during lunch periods.
7. Implements the regular teacher's discipline plan. Under no circumstances will an employee be allowed to administer corporal punishment to a student.
8. Provides in writing a statement on the day's activities at the conclusion of each teaching day.
9. Follows all policies, rules, and procedures which good teaching practice dictates.

ADDITIONAL INFO:

According to a study by the Utah State University, Substitute Teacher Institute, most children will spend at least one year of their K-12 experience with a substitute teacher.

Every substitute teacher associated with the Oklahoma City Public Schools is an important member of the instructional staff. The services a substitute provides to the students and to the teachers of this school district is a necessary one. Regardless of the reason for the absence of the regular teacher, the opportunities for students to learn remain the district's first priority. It is crucial for instruction of our children to continue; therefore the responsibility of substitutes to create or maintain a learning environment is very critical to the education and well being of the children.

Substitutes are considered a part of the total professional workforce, and as such contribute much to the general morale of the regular teacher. The desire to do substitute teaching indicates an interest and an understanding of children as they perform within a classroom setting. Furthermore, it implies a willingness to be alert and imaginative to meet the challenges of changing assignments from day to day.

A successfully completed assignment will result in personal satisfaction for the students, for the substitute, and for the regular teacher.

The responsibilities of the substitute teacher, in general, are the same as those of the regular classroom teacher. The substitute teacher must maintain the interest of the students, follow the plan prepared by the classroom teacher, and fulfill the teacher's responsibilities of reporting, completing records, and working on committees in case of a long term assignment as a substitute. Substitute teachers must observe the school policies on grading, discipline, safety of students, teachers and parents. The building principal must be notified if assistance is needed.

ACTIVE SUBSTITUTE STATUS REQUIREMENT

To maintain an experienced and well-trained substitute staff pool, the Human Resource Department requires all substitutes to work a minimum of once a month. Substitutes who do not work a minimum of once a month will be inactivated for the remainder of the year.

SUBSTITUTE TEACHER RESPONSIBILITIES

ACCEPTING AN ASSIGNMENT

Arrive at the school at least 30 minutes before school starts. Be prepared to arrive at the assigned school 30 minutes before school starts, unless told otherwise, and be prepared to stay 30 minutes after classes are dismissed (see school beginning and ending times on page 14). If you have an emergency and have to cancel at the last minute, log in or call the automated system immediately at www.frontlinek12.com/aesop or **(1-800-942-3767)**.

Report to the principal's office upon arrival. Ask for special instructions such as: extra duties and changes in the schedule, instructional materials, and any changes planned that will affect the usual procedure for the day.

CLASSROOM PROCEDURES

1. Keep a dated list of student attendance. The dated list of student attendance may be used for several days if you are on a multiple day assignment.
2. Keep the seating arrangement or any other part of the room organization except for temporary grouping of pupils for instruction or group work.
3. Familiarize yourself with emergency procedures. Know the route your students will take to exit the building for fire drills. Be aware of tornado procedures.
4. Follow the lesson plans of the regular teacher. Nothing should be substituted from the regular program without the consent of the principal. Supplemental activities should not replace the teacher's plans, but they may be used if the substitute has completed the day's assignments or has discussed changes in the lesson plan with the principal.
5. Plan to spend the entire time working with students. Keep all students assigned to you under supervision at all times.
6. **YOU ARE TO REMAIN IN THE CLASSROOM ANYTIME STUDENTS ARE PRESENT.**
7. Supervision of the halls, or corridors, is the responsibility of all teachers, especially when pupils are coming into the building or leaving the building at bell time.
8. Remain in the classroom until all your students are dismissed and any assigned duties have been completed. The classroom and desk should be left in good order. Close the windows, put up books, etc.
9. If teaching for an extended time, attend all scheduled meetings.
10. In the event of a student accident or health problem, the principal is to be notified immediately.
11. Be respectful of the teacher's materials and property.

COMPLETING AN ASSIGNMENT

1. Stop by the office before leaving the building and turn in the keys and ensure your day has been **reconciled**.
2. Return any supplies that belong to the office.
3. Leave any papers or written assignments which were assigned during the day for the teacher to grade.
4. Leave a report of the work covered and add any special situations or comments for the regular teacher
5. Leave the room in good order for the classroom teacher and the custodians. Close and lock windows, turn out lights, and lock doors when leaving.
6. Inform the principal of any unusual incidents which occurred during the day, especially those which may require a conference with either students or parents.
7. **Do not leave the building if you have last hour planning period.** Check with the building principal to see if he/she has other duties or classes in which he/she needs assistance.
8. Ask the principal if your services will be needed the next day. Advise the secretary if the principal has asked you to come back the next day. Verify this with the automated system to make sure you have a confirmation number.

LUNCH TIME RESPONSIBILITIES

At lunch time be sure to check with the office before you plan to go out for lunch to make sure that you have no lunch duties. Check with the office if you are leaving the grounds during that time. You may eat in the school cafeteria or any other area designated for teachers to eat.

ITEMS REQUIRING OFFICE APPROVAL

1. Substitutes are not to excuse students to leave school under any circumstances. If a circumstance arises which may warrant an excuse, send the student to the principal's office. Be sure to let the office know before you send a student from the classroom to the office for any reason.
2. Notes or any other communications should not be sent to the parents without permission of the principal or his/her designee.
3. Accidents involving any student in your care must be reported immediately to the principal or his/her designee.
4. Do not keep students after school hours without permission from the Principal.

SPECIAL PROGRAMS

The Oklahoma City Public School District has various educational programs throughout the school day in an attempt to meet the needs of all students. You may have small groups of students scheduled for resource classes, remedial reading, speech therapy groups, and/or counseling. This should be indicated on the lesson plans or daily schedule.

Music and physical education classes conducted by another teacher may involve your entire class for one period of the day at elementary level. You will have that time to prepare for the next class.

CODE OF ETHICS

The substitute teacher's role is essential to the success of the educational program. Only through the services of the substitute teacher can learning continue when the regularly assigned teacher is not present in the classroom.

The substitute teacher functions in the same manner as the regular teacher, therefore, it is important that he/she meet the Oklahoma City Public Schools substitute requirements. It is also important that the substitute teacher practice the following code of ethics.

It is critical that the substitute:

- ❖ Act in a professional manner at all times during his or her assignment.
- ❖ Treat the student with respect and dignity.
- ❖ Maintain the lesson plan of the regular teacher.
- ❖ Dress appropriately for a professional position.
- ❖ Dress for all kinds of weather as you may have duty outside.
- ❖ Do not deliberately make a false statement related to competency and qualifications in an application for a substitute teacher's position.
- ❖ Do not knowingly make false or malicious statements about persons in the profession.
- ❖ Do not disclose information about students obtained in the course of professional services, unless disclosure serves a compelling purpose or is required by law.
- ❖ Do not intentionally expose the students to embarrassment.
- ❖ Do not verbalize comparisons of teachers or procedures at one school as opposed to another school.

CLASSROOM ETHICS

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly

disseminated. Substitute teachers are representatives of the Oklahoma City School District. **Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students.**

CELL PHONE USAGE

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. When you check in for an assigned shift, you may be asked to provide your cell phone number which may be needed during an emergency.

DISMISSAL OF SUBSTITUTE DUE TO COMPLAINTS

Substitutes are contracted on an as-needed basis by the District and any agreement for this temporary employment is not subject to any continuing employment contract provisions, and may be discontinued at any time without cause at the will of the District. **An occurrence of the following behaviors may result in immediate removal from the Active Substitute List. This list is not exhaustive and other conduct/behavior may also result in immediate removal.**

- Using profanity in the presence of students;
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom;
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises;
- Insubordination;
- Violation of school rules/regulations;
- Refusal to follow instructions and or lesson plans left by the classroom teacher.

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. If a complaint/concern is less serious, the substitute may be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate action will be taken. An individual school can request that a substitute teacher be restricted from substituting at that school. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. After the third exclusion from a school, the substitute is subject to being removed from the Active Substitute List. Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. Any objections or appeals will be directed to the Executive Director of Human Resources.

WHEN YOU ARRIVE:

1. Examine lesson plans left by the classroom teacher.
2. Introduce yourself to teachers in nearby classrooms.
3. Secure the materials and equipment necessary for carrying out the planned activities.
4. Consult the seating chart; identify any students who have been designated to assist you.
5. Familiarize yourself with the daily schedule and budget preparation time accordingly.

6. Introduce yourself and be friendly!
7. Greet the students at the door when they arrive. Introduce yourself and ask their names.
8. Learn each student's name as quickly as possible. (This may be done by having name tags on the desks, using a seating chart if provided, or by calling the roll.)
9. Be ready to initiate the first activity or assignment as soon as the class convenes.
10. Be sensitive to the mood of the class if special situations exist.
11. Be prepared to assume all responsibilities of the classroom teacher, including special duties.
12. Check for fire drill, tornado and other safety related instructions.
13. Keep notes, bulletins, and other communications for the regular classroom teacher.
14. Turn in any money collected to the office, with detailed notes concerning who turned in the money and why.

TIPS ON MAINTAINING DISCIPLINE

1. Know school guidelines for discipline procedures.
2. Be fair, positive and consistent.
3. Keep your classroom orderly.
4. Begin class on time and in a businesslike manner.
5. Make learning fun, interesting and relevant to the students' lives.
6. Don't threaten or use sarcasm.
7. Let the students know you care.
8. Treat students with the same respect you expect from them.
9. Never hold a student up to public ridicule.
10. Keep your voice at a normal level.

THE WORK DAY

Substitutes maintain the same work schedule as regular classroom teachers. Teachers work seven (7) hours, reporting to the building one-half hour before classes begin and remaining on duty one-half hour after classes are dismissed for the day. Substitute teachers do not have a planning period.

SCHOOL STAFF HOURS

Elementary	8:00 am to 3:30 pm
Middle School	8:40 am to 4:10 pm
High School	7:20 am to 2:50 pm

If you arrive at school and find you are not needed, you will receive credit for 2 hours for reporting to the site as requested. Or you can call the substitute office to see if there is another assignment for you that day.

LATE CALLS – ELEMENTARY

In the event you receive a call later than 8:00 a.m., you will be given credit for a full day if you arrive at school within one (1) hour of the call, but no later than 10:00 a.m.

LATE CALLS – MIDDLE SCHOOLS

In the event you receive a call later than 8:40 a.m., you will be given credit for a full day if you arrive at school within one (1) hour of the call, and you arrive no later than 10:30 a.m.

LATE CALLS – HIGH SCHOOLS

In the event you receive a call later than 7:20 a.m., you will be given credit for a full day if you arrive at school within one (1) hour of the call, and you arrive no later than 10:00 a.m.

THE WORK YEAR

A non-certified, non-degreed substitute teacher shall be employed in one district for no more than a total of ninety (90) days per school year and may not be employed in the same assignment for more than twenty (20) days during a school year.

A non-certified substitute teacher with a bachelor, master or doctor degree may be employed in one district for no more than a total of one hundred (100) days per school year and may not be employed in the same assignment for more than twenty (20) days during a school year.

Any portion of a day counts as a full day toward the limits. - **No Exceptions.**

Substitutes are responsible for monitoring their own workdays. Any portion of the day counts as a full day toward the allowed ninety (90) days or one hundred (100) days respectively.

ASSIGNMENTS FROM THE SCHOOL PRINCIPAL

Some school principals may call substitutes directly or delegate that responsibility to another staff member at their school, usually an assistant principal or the principal's secretary. **If you are contacted by the absent teacher, a principal or secretary, they must give you a job number for the absent teacher and you must check the automated system to make sure that your name is in the system with the same job number, or you may not receive timely pay for this assignment.**

It is **your** responsibility to make sure you have a job number **before** you go to the school.

IN-BUILDING ASSIGNMENTS

The principal supervises all persons in the building and is responsible for in-building assignments. Occasionally, it will be necessary for the principal to assign substitutes to classes other than those for which they are called. This is most likely to happen when there are not enough substitutes available for every absent teacher. If this is the case, the principal will determine which classes regular staff will cover best and which classes the substitute teacher will cover. If such a change of assignments does occur, substitutes are expected to accept the new assignment. Substitutes are expected to cover classes during their planning periods and to perform any other duties regularly assigned to classroom teachers when the principal assigns these duties.

Substitutes are not eligible for extra-duty pay for covering classes or accepting additional students.

LESSON PLANS

The purpose in supplying a substitute for an absent teacher is to ensure that the student's education is not unduly interrupted. Substitutes are expected to follow the lesson plans provided by the regular teacher. For additional assistance with lesson plans, please check out our Substitute Resources by logging on to okcps.org, click on Departments, scroll down to Human Resources and click on Substitute Office where you'll find our link titled: Substitute Resources - [Online Resources and Learning Game Ideas](#)

STUDENT DISCIPLINE

Please refer to the current Oklahoma City Public Schools Student/Parent Handbook for the Student Code of Conduct.

The substitute is expected to carry out the regular teacher's discipline plan. Substitutes should request a copy of the plan, as well as a seating chart, if the principal does not offer these materials. A discipline plan, which is posted in the classroom, states the classroom rules, as well as rewards and punishments for following or breaking the rules.

If the teacher's discipline plan is not available, substitutes are expected to ask the principal for the correct plan for that building/class. The plan should provide for informing students of a few simple rules and the rewards and punishments for following or breaking the rules.

Rewards and punishments should be realistic and achievable during the class period. Rewards may include verbal praise (thank you, I appreciate..., etc.), extra time for some desired activity (art, free reading, etc.), or notes of appreciation. Rewards you offer will need to preserve the large majority of class time for planned learning activities related to the subject matter. All students in your classroom must remain under your personal supervision therefore; the early release of students from your classes is not permitted.

CORPORAL PUNISHMENT IS NOT PERMITTED

Under no circumstance is corporal punishment allowed in OKCPS. The sole condition under which physical force can be used is when it is necessary to restrain a student from doing bodily harm to himself/herself, or another person. In those circumstances, the substitute may use appropriate force to restrain the offender. The use of sarcasm, ridicule or other negative techniques as an attempt to control student behavior is not acceptable.

ASK THE PRINCIPAL FOR ASSISTANCE

If you experience major difficulties with classroom behavior, notify the principal immediately. Good classroom management techniques require that the teacher, whether regular or substitute, demonstrate the same courtesy and respect toward the students as she/he expects from them. If you are prepared for the class, are friendly to the students, and assume a positive leadership role, your chances of success in any class are greatly enhanced.

RATE OF PAY

Non-Certified Substitutes with H.S. Diploma	-	\$55.00 per day
Non-Certified Substitutes with BS or Higher	-	\$65.00 per day
OK Certified Substitute teachers	-	\$80.00 per day

Certified substitute teachers voluntarily participating in the professional standards program will receive \$85.00 per day upon completion of class. Such program shall be offered on the following dates: July 16, July 30, August 13, September 17, October 8, November 12 of 2014. January 7 and February 11, 2015. Contact the AFT at 528-0801 or by email at kelli@okcaft.org

CERTIFIED SUBSTITUTES

A valid copy of the substitute's teaching certificate must be on file in the Substitute Office for that substitute to receive the certified rate of pay.

If you earn, renew or otherwise present your Oklahoma Teaching Certificate while working as a non-certified substitute, Oklahoma City Public Schools will convert your status as a non-certified substitute to certified substitute effective **on the day your valid certification is received in the substitute office.**

A Substitute teacher may not be employed in the same assignment for more than twenty (20) school days during a school year unless the substitute teacher holds a valid certificate for the grade and subject matter of the assignment. There are absolutely **no exceptions** to this State Law. Any portion of a day counts as a full day toward the limits.

LONG-TERM ASSIGNMENTS - Only Certified Substitutes are eligible for long-term assignments.

A Long-Term assignment is defined as the same assignment for more than 20 consecutive days in one year. To be considered for long term a substitute must be certified and highly qualified by the State Department of Education in the subject of the class they are teaching.

Compensation and Benefits:

Certified substitutes who accept long-term assignments are paid at the regular substitute rate for the first twenty (20) consecutive days of service in that assignment. On the twenty-first (21st) day, the substitute is given a long term contract and placed on the salary schedule appropriate for their degree and years of approved experience. The substitute will continue at that rate of pay as long as they remain in the assignment. Substitute Teacher shall receive compensation based on a rate of amount per day. Provided, that the stipulated compensation shall be subject to any necessary adjustment to be made by the Board of Education of District to bring the total of all agreements of District within the amount of valid

appropriations approved for such purpose. Also providing the Substitute Teacher does not interrupt service in this assignment in excess of one (1) school day within a calendar month, he/she can maintain long-term status for compensation. Beginning the first workday following such interruption, compensation will be based on the rate for Certified Substitutes as identified in the Negotiated Agreement with Teachers until an additional ten (10) consecutive days in this assignment have been served. When the substitute accepts a different assignment, they revert to regular certified substitute pay.

Substitutes **must** contact the Substitute Office on or before the 10th day of a long-term assignment to insure that a contract will be prepared in time for the next pay period deadline. If you do not contact the Substitute Office at least 10 days prior to your 20th day, your long-term pay may be delayed.

Please notify the substitute office when your assignment changes.

For teaching experience to be verified Oklahoma State Department of Education approval is required.

LONG -TERM SPECIAL EDUCATION SUBSTITUTES

Oklahoma Senate Bill 1493 states that “. . . Beginning with the 2007-08 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive days or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete in-service training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher . . .”

To assist school districts in complying with this requirement, the Oklahoma State Department of Education (OSDE), Special Education Services (SES), has entered into a contract with Labor Relations Press (LRP) to provide online training through its Directstep Courses for long-term substitutes filling vacancies in special education classrooms. Training is provided at no cost to the substitute.

The four training modules must be completed with 80 percent mastery in order for the individual to receive a certificate, and each module takes approximately one hour to complete. Users will have seven calendar days in which to complete all modules.

Upon completion of all modules the OSDE-SES will issue a certificate of completion to the substitute for the remainder of the school year. If you are employed as a long-term substitute in a special education position, the principal of the individual site will contact the SDE and they will assign you to the modules.

Substitutes, either certified or non-certified, are not eligible for employee benefits such as sick leave, paid holidays, professional leave, retirement or group insurance.

The automated system, AESOP, is our substitute contacting and tracking system. HR uses the data collected in AESOP to generate paychecks.

SUBSTITUTE OFFICE

From time to time, it is likely that you will need to contact the Substitute Office about matters other than your availability to work. You are requested to make such calls between 10:00 a.m. and 3:30 p.m. After 10:00 a.m. the Substitute Coordinator will take your calls at 587-0828. Telephone calls should be kept brief and pertain to professional matters only.

IF YOU ARE AN APPLICANT FOR A TEACHING POSITION

Applicants for regular teaching assignments are encouraged to consider working as a substitute while waiting for an appropriate vacancy.

Dress Code for Substitute Teachers

Substitute teachers are expected to maintain a professional image in personal appearance and attire. One of the best means of teaching is to set a good example for students to observe. Appropriate attire and acceptable appearance correlate with your success as a professional replacement for the teacher to whom you are assigned. Be neat and conservative in your manner and dress. Recommended attire for substitutes:

Men

Casual dress slacks
Khakis
Dress shirt with collar
Knit polo type shirt with collar

Women

Coordinated Pant Outfits
Casual dress slacks/sweaters
Skirts/blouse or sweater

Certain articles of clothing are considered inappropriate at any time. They include but not limited to the following:

- Clothing with rips, holes, or tears
- Tank tops, muscle shirts, oversized t-shirts
- Clothing which bares the back, midriffs, shoulders
- Spaghetti straps on dresses or tops
- Mini-dresses (shorter than 4 inches above the knee)
- Jogging suits (except for PE assignments)
- Clothing which resembles lingerie
- Pants worn below the waist
- Leggings without a mid-thigh top
- Clothing representing illegal activities, drugs, alcohol, gangs, violence
- Clothing with profane language, obscenities, or ethnic language
- Facial jewelry except for in the ear
- Long belts or chains
- Chewing gum

CHANGES TO PERSONAL INFORMATION:

Log in to your SearchSoft account and under the blue tab labeled “My HR Docs” you will need to fill out the “Verify Personnel Information”. Once filled out, “Select an Action” by scrolling down and clicking on “Submit”.

SCHOOL CLOSINGS

Substitutes should listen for public announcements regarding school closings, as they will not be paid for days when school is not in session.

OKLAHOMA CITY PUBLIC SCHOOLS

DIRECTIONS TO ALL SCHOOLS

ELEMENTARY SCHOOLS

<u>ADAMS</u>	3416 SW 37th Street	587-1600
From SW 44 th & Independence, go north to SW 37 th , which curves under I-240. Go about one & a half blocks to Woodward. Look left.		
<u>ARTHUR</u>	5100 S Independence	587-7600
Independence is between May and Portland. From SW 44 th turn South on Independence go seven blocks.		
<u>BODINE</u>	5301 S Bryant	587-2500
Take 44 th street exit off I-35. Go east on SE 44 th to Bryant, then south on Bryant to school.		
<u>BRITTON</u>	1215 NW 95th Street	587-6100
At Western & NW 96 th (traffic light), turn west off Western about two blocks to back side of building & parking lot.		
<u>BUCHANAN</u>	4126 NW 18th Street	587-4700
Between Portland & Meridian. From Portland, turn west on NW 18 th .		
<u>CAPITOL HILL</u>	2717 S Robinson	587-1800
Robinson is between Shields & Walker. North on Robinson from SW 29 th .		
<u>CESAR CHAVEZ</u>	600 SE GRAND BLVD	587-9800
<u>CLEVELAND</u>	2725 NW 23rd Street	587-8200
Two blocks east of NW 23 rd & May.		
<u>COOLIDGE</u>	5212 S VILLA	587-2800
Villa is between May and Pennsylvania. From SW 59 th turn North on Villa, 7 blocks.		
<u>EDGEMERE</u>	3200 N Walker	587-5100
On corner of 32 nd & Walker.		
<u>EDWARDS</u>	1123 NE Grand Boulevard	587-3200
On NE 10 th & Grand Blvd.		
<u>EUGENE FIELD</u>	1515 N Klein	587-5700
One block west of Classen on NW 15 th street.		
<u>FILLMORE</u>	5200 S Blackwelder	587-4800
Blackwelder is between Western & Pennsylvania on 52 nd street.		

<u>GATEWOOD</u>	1821 NW 21st Street	587-2400
Three blocks east of Pennsylvania on NW 21 st .		
<u>GREEN [PASTURES]</u>	12700 NE 42nd Street	587-4500
NE 36 th to Anderson Rd., east to Adair, left to NE 42 nd street. On corner of NE 42 nd & Richardson.		
<u>GREYSTONE LOWER</u>	2225 NW 112th Street	751-3663
Turn east off May on NW 112 th , go four blocks. Stonegate is on the east side of Victoria.		
<u>GREYSTONE UPPER</u>	2401 NW 115 TERR	587-3100
West of Penn and North of Hefner Road		
<u>HAWTHORNE</u>	2300 NW 15th Street	587-5900
Two blocks west of Pennsylvania on NW 15 th street.		
<u>HAYES</u>	6900 S Byers	587-5800
Two blocks east of S. Shields Blvd. on SE 69 th street.		
<u>HERONVILLE</u>	1240 SW 29th Street	587-6000
Three blocks west of Western on SW 29 th street. Parking is south of school on SW 30 th street.		
<u>HILLCREST</u>	6421 S Miller	587-3800
On SW 63 rd & Miller, go two blocks east of May.		
<u>HORACE MANN</u>	1105 NW 45th Street	587-3500
On corner of NW 45 th & Western. Enter parking lot on NW 46 th street.		
<u>JACKSON</u>	2601 S Villa	587-8700
Three blocks east of SW 25 th & May.		
<u>JOHNSON</u>	1810 Sheffield Dr.	587-6700
From the corner of Britton Rd & Penn., go two blocks south of Britton Rd., then two blocks west of Penn.		
<u>KAISER</u>	3101 Lyon Boulevard	587-3600
Lyon Blvd. is between Portland & Meridian. From NW 23 rd street. Turn north on Roff go seven blocks. (easier address to look for is 4000 NW 30 th street.)		
<u>KAISER EAST</u>	3117 N. Independence	943-1257
<u>LEE</u>	424 SW 29th Street	587-3400
School is on the corner of SW 29 th & Walker		
<u>LINWOOD</u>	3416 NW 17th Street	587-1700
From NW 23 rd st. to Woodward, south to NW 17 th street. Woodward is between May & Portland.		

<u>MARK TWAIN</u>	2451 W Main	587-3700
From NW 10 th & Villa, go south to Main Street, turn east to school.		
<u>ML KING ELEMENTARY</u>	1201 NE 48TH	587-4000
School is located on NE 48 th between N. Prospect Ave and N. Kelley Ave.		
<u>MONROE</u>	4810 N LINN	587-5600
One-half mile east of N. May on NW 47 th street.		
<u>MOON ACADEMY (K-8)</u>	1901 N.E. 13	427-8391
School is on the corner of M.L. King and 13 th		
<u>NICHOLS HILLS</u>	1301 W Wilshire	587-2583
West of Western on Wilshire (NW 47 th)		
<u>NORTH HIGHLAND</u>	8400 N Robinson	587-6250
At NW 84 th & Robinson.		
<u>OAKRIDGE</u>	4200 Leonhardt Drive	587-5500
Leonhardt Dr. runs north off SE 44 th street. & east of Bryant.		
<u>PARKS</u>	1501 NE 30th Street	587-4400
On NE corner of NE 30 th & Prospect.		
<u>PARMELEE</u>	6700 S Hudson	587-6750
From south Walker, turn east on SW 66 th , go one block. Use parking lot across the street.		
<u>PIERCE</u>	2601 S Tulsa	587-7400
Tulsa is between Portland and Meridian. Turn north on Tulsa off SW 29 th , go three blocks.		
<u>PRAIRIE QUEEN</u>	6609 S Blackwelder	587-7750
Blackwelder is between Western & Pennsylvania. F Penn. turn east on SW 66 th approx. three blocks.		
<u>PUTNAM HEIGHTS</u>	1601 NW 36th Street	587-2700
Two blocks west of Classen on NW 36 th .		
<u>QUAIL CREEK</u>	11700 Thornridge Road	587-6500
Two blocks west of May & three blocks south of NW 122 nd .		
<u>RANCHO VILLAGE</u>	1401 S Johnston Drive	587-9700
From Pennsylvania, turn east on SW 38 th , about three blocks to back of school.		
<u>RIDGEVIEW</u>	10010 Ridgeview Drive	587-6800
Ridgeview Dr. is between May & Penn. Go north off Britton Rd. on Ridgeview Dr. approx. one-half mile.		
<u>ROCKWOOD</u>	3101 SW 24th Street	587-1500
West side of I-44. From SW 15 th , turn south on Grand Blvd.		

<u>SEQUOYAH</u>	2400 NW 36th Street	587-9200
Between May & Pennsylvania on NW 36 th St.		

<u>SHIDLER</u>	1415 S Byers	587-4600
Corner of SE 15 th & Byers. Two blocks east of Central.		

<u>SOUTHERN HILLS</u>	7800 S Kentucky	587-2900
East of Pennsylvania on SW 78 th .		

<u>SPENCER</u>	8900 NE 50th Street	587-8600
On corner of NE 50 th & Douglass Blvd. in Spencer.		

<u>STAND WATIE</u>	3517 S Linn	587-6900
Linn is between Pennsylvania & May. Go north from SW 36 th		

<u>TELSTAR</u>	9521 NE 16th Street	587-8900
NE 23 rd to Douglass. Turn south on NE 16 th , turn east to school.		

<u>VAN BUREN</u>	2700 SW 40th Street	587-2000
South on May Avenue to 40 th street. Go east on 40 th street 2 blocks to the school.		

<u>WEST NICHOLS HILLS</u>	8400 N Greystone	587-4900
Greystone is between Pennsylvania & May. Two blocks north of Wilshire Blvd. on Greystone.		

<u>WESTWOOD</u>	1701 W Exchange	235-8810
From 15 th & Penn, go north two blocks to Exchange, turn east (right). School is on the north side of street.		

<u>WHEELER</u>	501 SE 25th Street	587-7000
On corner of SE 25 th & Byers.		

<u>WILLOW BROOK</u>	8105 NE 10th Street	587-7500
From I-35 & NE 10 th , go four & one-half miles east. School is on the north side of 10 th .		

<u>WILSON</u>	2215 N Walker	587-7100
On corner of NW 22 nd & Walker.		

MIDDLE SCHOOLS

<u>BELLE ISLE ENTERPRISE</u>	5904 N Villa	587-6600
Go north off of NW 50 th & Villa.		

<u>CLASSEN SCHOOL OF ADVANCED STUDIES</u>	1901 N Ellison	587-5400
One block west of NW 18 th & Classen.		

FREDERICK A. DOUGLASS MID-HIGH SCHOOL **900 M L King** **587-4200**
School is on the corner of Martin Luther King (King is the same as Eastern.)

JEFFERSON **6800 S Blackwelder** **587-1300**
From Penn., turn east on SW 66th, 67th, 68th or 69th, go to Blackwelder. School is on east side of Blackwelder.

JOHN MARSHALL MIDDLE & HIGH SCHOOL
12201 N PORTLAND **587-7200**

NORTHEAST ACAD. MIDD. & HIGH SCHOOL (6-12) **3100 N Kelley** **587-3300**
School is six blocks north of NE 23rd & Kelly.

OKLAHOMA CENTENNIAL MIDD. & HIGH SCHOOL
1301 NE 101
Off of Kelley between Hefner & Britton **587-5200**

ROGERS **4000 N Spencer Road** **587-4100**
School is on the corner of 36th & Spencer Road.

ROOSEVELT **3233 SW 44th Street** **587-8300**
School is on the corner of SW 44th & Independence. Independence is between May & Portland.

TAFT **2901 NW 23rd Street** **946-1431**
School is on the corner of NW 23rd & May. Park in north parking lot.

WEBSTER **6708 S Santa Fe** **587-3900**
School is on the corner of SW 66th & Santa Fe. Santa Fe is between Shields & Walker.

HIGH SCHOOLS

CAPITOL HILL **500 SW 36th Street** **587-9000**
School is on the corner of Walker & SW 36th. Park on south side of building in back.

CLASSEN ADVANCE STUDIES MIDD. & H.S **1901 N Ellison** **587-5400**
One block west of NW 18th & Classen.

FREDERICK A. DOUGLASS MIDD. & HIGH SCHOOL **900 M L King** **587-4200**
School is on the corner of Martin Luther King (King is the same as Eastern.)

JOHN MARSHALL MIDDLE & HIGH SCHOOL **12201 N. Portland Ave.** **587-7200**
Exit on 122nd off Hefner Parkway, go west on 122nd. School is on the corner of 122nd and Portland.

NORTHEAST ACAD. MIDD. & HIGH SCHOOL (6-12) **3100 N Kelley** **587-3300**
School is six blocks north of NE 23rd & Kelly.

<u>NORTHWEST CLASSEN</u> 2801 NW 27th Street 587-6300 School is on 27 th & May.

<u>OKLAHOMA CENTENNIAL MIDD. & HIGH SCHOOL</u> 1301 N 101st 587-5200 Off of Kelley between Hefner & Britton
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<u>SOUTHEAST</u> 5401 S Shields 587-9600

<u>STAR-SPENCER</u> 3001 N Spencer Rd 587-8800 Located one mile north of 23 rd on Spencer Road.
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<u>U.S. GRANT</u> 5016 S Pennsylvania 587-2200 School is on the corner of SW 50 th & Pennsylvania.

ALTERNATIVE EDUCATION

<u>EMERSON MIDDLE & HIGH SCHOOL</u> 715 N Walker 232-5273 School is on the corner of NW 6 th & Walker.

<u>EXTENDED EDUCATIONAL SERVICES</u> 2601 N SPENCER ROAD 587-0402 The school is located on the west side of Spencer road, about ¼ mile north of 23 rd street, in the Willow View hospital complex.

<u>PATHWAYS MIDDLE COLLEGE</u> 7777 S. MAY 682-7840 The school is located on the Oklahoma City Community College Campus. Take I - 44 or I – 240 to SW 74 th . Go to SW 44 th and May. Go to main campus, (See large building), after entering the building, take elevator to the 3 rd floor, turn left off the elevator, and then turn right. Sign for school will be in front of the elevator.
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