



SUBSTITUTE TEACHER HANDBOOK

DCSD Substitute Office - 620 Wilcox Street, Castle Rock, CO 80104

Phone: 720-433-0140 Email: SubOffice@dcsdk12.org

Website: www.dcsdk12.org/humanresources/substitutestaffinformation

DCSD Substitute Teacher Handbook

Welcome to another school year in the Douglas County School District. We are excited that you have chosen to be a part of our team as a substitute teacher. In this handbook you will find answers to some commonly asked questions for subs, as well as general guidelines for having a successful experience in the classroom.

We hope that you will find this guide helpful and look forward to assisting you with any questions or concerns you may have. Contact our office at (720) 433-1295 and let us know how we can help you. Thank you for the valuable contribution you make to our schools!

I. GENERAL RESPONSIBILITIES

- a) **Active Status:** Substitute teachers must work *twenty* days in the school year in order to retain active status and remain in the DCSD Substitute Pool. If the 20 day threshold is not obtained, substitutes will be removed from the Substitute Teacher Pool. A substitute would not be eligible for rehire until second semester of the following school year. Rehiring would be based only on the District's program's needs. Long term assignments count towards the 20 days needed.
- b) **Changing Positions:** Obtaining a classified or teaching position in the District will cause the sub to be inactivated in Aesop (the new sub finding system). A return to substitute teaching would require re-application during the next hiring window.
- c) **Resignation:** Substitutes who terminate their services with the Douglas County School District are requested to submit a written resignation to the Sub Office. If written resignation is not received and the sub is inactive for ninety (90) days, the sub will be terminated in Aesop.
- d) **Certification:** In order to substitute teach, all substitute teachers must hold a current license from the Colorado Department of Education. Types of licenses accepted are: Substitute Authorization (3- and 5-year) or Initial and Professional teaching licenses. Subs are required to maintain active license status. Aesop notifies the substitute teacher sixty days in advance of the certification expiration. Once a sub's license is expired, she/he is inactivated in Aesop and assignments cannot be scheduled.
- e) **License Renewals:** All licenses must be renewed through the Colorado Department of Education (CDE). For information regarding licensure/renewal, contact CDE at (303) 866-6628 or visit their website at

www.cde.state.co.us. Scan and email a copy of the renewed license to the SubOffice@dcsdk12.org. CDE does not send this information to school districts.

- f) **Personal Information Update:** All information regarding name and address changes must be current in the Sub Office records. Email and phone number changes can be made via Aesop. **To change a name or address**, obtain a PERA (Public Employees' Retirement Association) Member Information Form from the DCSD website Substitute Staff page: (<https://www.dcsdk12.org/humanresources/substitutestaffinformation/index.htm>). If a name change is submitted, it must be accompanied by a copy of the new Social Security card or letter from the Social Security Administration. Scan and email the completed form to SubOffice@dcsdk12.org or send the completed form to: DCSD Human Resources, 620 Wilcox St., Castle Rock, CO 80104. Records will be changed in HR and sent to PERA.
- g) **District Substitute Teacher ID badges** may be requested via this [link](#). Please print and return the form to the Sub Office. There is a one-time badge printing fee of \$5, which will be deducted from your paycheck.

II. SCHOOL PROCEDURES

- a) **Cancellation of an absence** may occur within a 24-hour window from the job's start. You must 1) call the school 2) Sub Office. You will also cancel your job in the system. Cancellations within the 24 hour period should be limited to extenuating circumstances beyond your control. HR will be auditing cancellations within 24 hours to minimize disruption to school business.
- b) **Report times** vary by site and school level. Substitute teachers must report at the time listed in the job assignment. Preparation time is built into the schedule. Do not arrive earlier or later than the job assignment report time. If there is any reason a sub cannot report on time, it is critical to notify the Sub Office and/or the school as soon as possible. If a sub cannot arrive at the scheduled report time, the job should not be accepted.
- c) **Substitute work day:** Substitute teachers are expected to maintain the same hours as the regular teacher, including plan times. A half day is any job 4.5 hours or less, and full days are jobs over four and one-half hours. Subs should not report late to or leave early from a job site without permission from the school secretary or principal.
- d) **Pay rates** for substitute teachers are listed [here](#).
- e) **Confirmation numbers** are issued by Aesop as soon as a job has been entered. This confirmation number is necessary to cancel a job. Do not accept a job without a confirmation number attached.

- f) **Check-in:** Allow ample time for check-in at the worksite. Report to the school's security area, which may require presenting a photo I.D. Check in at the main office to receive substitute information for the day's assignment; such as lesson plans, duties, keys, and materials for the day. If there is a need to leave the building during the course of the assignment, please notify the main office and Security.
- g) **Responsibilities:** Subs are responsible for the following:
- Location of materials and forms.
 - Awareness of schedule and any changes.
 - Policies specific to the school (i.e. allergies, electronic device usage).
 - Restrict personal cell phone/computer use to scheduled planning period and/or lunch (if no other duties assigned by school).
 - Become familiar with the physical building setup including procedures for emergency evacuations, lock downs, and fire drills. Be clear on procedures if the classroom is a mobile unit. Keys are provided when necessary.
 - Know the procedures for a student emergency, such as illness or injury
- h) **Professionalism** should be maintained at all times. Substitute teachers are expected to observe the same ethical codes and standards as all district employees.
- i) **Personal appearance and attire** are important to maintain a professional environment. Attire should reflect the nature of the position and be appropriate for the assignment. Teaching physical education requires different attire than a classroom position. Jeans, hats, or sweats are not acceptable for a regular classroom assignment. The teacher may include what to wear in the notes attached to the assignment in Aesop.

III. Classroom Procedures

- a. **Lesson plans:** All substitute teachers are required to follow the teacher's specific schedule for the day, including duties and/or supervision. Lesson plans may be attached electronically to the assignment in Aesop. If lesson plans are unclear or unavailable, clarify with another teacher, department chair, or administrator. Follow each school's or teacher's instructions on grading assigned work or administering tests.
- b. **Record Keeping:** It is important to complete accurate records for the classroom and school. Reporting should be done in the manner requested by the school. Attendance should be taken immediately, so the sub should become familiar with the class roster and/or seating chart(s).

- c. **Student personal injury or illness** should be reported to the office immediately.
- d. **Know and administer correctly** the policies of students leaving the classroom.
- e. **Classroom materials:** The substitute teacher maintains responsibility for proper use and care of all classroom materials.
- f. **Contacting teacher:** Please do not contact the teacher directly unless specifically requested by the teacher or school administrator.
- g. **Additional class coverage** is occasionally requested of substitutes during their teacher's plan time. Please be flexible and understanding if asked to perform duties in another classroom.
- h. **Discipline problems/class disruptions** should be handled in an age-appropriate manner and according to school policy. Report all problems and concerns to the school's administrator.

IV. **Interactions with Students**

- a. **Student information** such as grades or medical information is confidential and must be handled as such. If a sub is unclear about a situation, an administrator should be contacted to provide clarification.
- b. **Physical contact with students:** Substitutes are cautioned against making physical contact with students for any reason. Physical contact with a student by a person with whom the student is unfamiliar can result in a misunderstanding about the nature and purpose of the contact. As a general rule, substitute teachers should not initiate physical contact with a student unless the contact falls under the umbrella of District Policy and, when necessary, is expected of an employee to follow recognized procedures that govern the appropriate application of restraint under specific and defined circumstance. Such circumstances would include maintaining a safe learning environment in the event a student must be restrained to prevent harm to him/herself or others; or the policies and procedures applied to students with disabilities under the IDEA and IEP and behavior planning process.

V. **Assignment Completion**

- a. **Classroom appearance:** Leave the room/area neat and orderly. Close and lock windows and doors.
- b. **Note to teacher:** Provide a brief follow-up summary of the day for the classroom teacher. Note: Teachers are not able to see the feedback left about them in Aesop.
- c. **Check out** at the main office at the conclusion of the assignment. Staying in the building after assignment is complete is prohibited. If there is a need to remain in the building after the completion of the assignment, this must be reported to the main office. Return all materials to the main office in a timely manner.

- d. **Feedback:** Subs will receive an email from Aesop prompting them to leave feedback about their experience. Complete this simple step within 14 days of the assignment. Leaving feedback is voluntary. Teachers only have the 14 days to leave feedback as well, after that feedback cannot be left.

VI. Performance Reporting

- a. **Issues of concern:** During an assignment, if issues of concern arise regarding the substitute teacher, the school administrator will notify the Substitute Office using a Substitute Teacher Report Form and the sub will be informed by the building principal/assistant principal. Serious concerns include arriving late to an assignment, not showing up to an assignment, failure to follow teacher's lesson plans, or other major concerns noted by the school or Sub Office.
- b. **Documentation of concerns:** After an administrator completes the form and discusses the concerns with the sub, the principal may restrict the substitute teacher from working at the school site or from an individual teacher's classroom. Reports are maintained in the Sub Office and subs receive a copy of the completed document. Human Resources will contact substitutes who have documented concerns and discuss their substitute status.
- c. **Termination** of employment as a substitute could result if concerns are significant or habitual.
- d. **Star Rating:** Information on this optional pay-for-performance program can be found on the Substitute Staff Website.

Published documents, FAQ's, and pay rates are located on our district website, with which you should become familiar. It is your responsibility to keep up to date with this information.

Substitute Staff Page -

<https://www.dcsdk12.org/humanresources/substitutestaffinformation/index.htm>

Aesop Log-In Page - <https://www.aesoponline.com/login2.asp>

Safety Information for Subs -

<https://www.dcsdk12.org/cs/groups/public/@webhr/documents/webcontent/dcs660342.pdf>

Paychecks and W2's - <https://www.atsprintfreedom.com/>