



Norfolk Public Schools

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Substitute Teacher & Teacher Assistant Supplemental Information

Revised April 25, 2022

This document is an informational supplement only.
The NPS Employee Handbook can be found on the NPS HR website.

Employment Requirements & the Application Process

Per Norfolk City School Board Policy GCE, substitute teachers must:

- be at least 18 years of age;
- possess good moral character;
- possess a high school diploma or GED;
- attend orientation to school policies and procedures; and
- meet the requirements of the school health and medical regulations.

In addition, applicants must:

- ensure a *minimum* of two (2) professional references are submitted electronically to the Department of Human Resources. **References must include at least one current or former supervisor. Only professional references are acceptable.** Additional references may be requested at the discretion of the Department of Human Resources to verify satisfactory work history;
- submit to a background investigation, to include fingerprinting and Child Protective Services check;
- provide documentation of a valid, negative tuberculosis screening/assessment/test based upon the National Department of Public Health guidelines; and
- submit a satisfactorily completed *New Hire Packet*.

Daily vs. Long-Term Substitute Teacher Assignments

	Daily Substitute Assignment	Long-Term Substitute Assignment
Secured via Frontline Absence Management	✓	✓
Requirement to Implement Appropriate Classroom Management	✓	✓
Required to Follow Daily Lesson Plans	✓	✓
Required to Actively Participate in Lesson Planning Sessions/Generate Lesson Plans	X	✓
Required to Serve in Duty Assignment or Other Classroom During Designated Periods	✓	✓
Required to Participate in District-Wide and School-Based Professional Development Mandatory for Contracted Teachers	X	✓
Required to Participate in Mandatory Faculty Meetings	X	✓
Required to Perform Other Duties as Requested or Assigned	✓	✓

Employment Requirements & the Application Process, Continued

Apply

Visit <https://norfolkpsd.tedk12.com/hire/index.aspx>. In the search bar, type "Substitute Teacher." Click "Apply" beside the job listing. Complete the application per the directions that appear on the screen.

Note: As part of the online application process, all applicants must submit a *complete* work history (via application or résumé), a transcript for any completed college course work, and the names and e-mail addresses of at least two professional references, one of whom must be a current or former supervisor.

Attend

All applications are reviewed by the Human Resources administrator responsible for substitute teachers.

Applicants who are selected to move forward in the process will receive an e-mail invitation to schedule and new hire appointment.

The applicant should arrive to the scheduled orientation session with the following:

- Two valid, unexpired forms of ID (i.e. driver's license/Social Security card or birth certificate) or a valid, unexpired U.S. Passport;
- A voided check or letter from bank, if direct deposit is desired;
- \$20 to pay for background investigation fees;
- Printed training certificates (links in New Hire Packet);
- Proof of a TB test or screening within the past calendar year; and
- The completed *New Hire Packet*.

Activate

Background investigation results, to include fingerprinting and a Child Protective Services check, are reviewed by the Human Resources administrator responsible for substitute teachers.

Applicants who are selected for hire will receive an e-mail containing activation information, including log in details for Absence Management. Absence Management is the only approved method for securing substitute assignments (daily and long-term).

Applicants who are not selected to move forward in the process will receive the appropriate notification.

Work Hours & Attendance

Work Hours

Substitute teachers adhere to the schedule of the specific school assignment. Substitute teachers should expect to be paid for 7.33 hours/day; substitute teacher assistants should expect to be paid for 6.5 hours/day. All employees receive an unpaid, 30-minute lunch.

Work Hours Expectation

Per Norfolk City School Board policy GAA-R, employees are expected to report to work as agreed/scheduled. **Excessive absenteeism** is defined as unscheduled leave in excess of four percent per semester or work year of an employee's scheduled work time. Unscheduled leave is defined as an absence for which approval was not granted at least 48 hours prior to the work day(s) missed. **Excessive tardiness** is defined as more than two (2) instances of tardiness in a work month (20 days). Employees who are either excessively tardy or absence, or who can be shown to have abused authorized leave, will be subject to disciplinary action, up to and including a recommendation for termination.

No Shows

Substitute teachers are expected to report to all accepted assignments (see above: "scheduled work time"). Failure to report for an accepted assignment without notification to the school will result in "no show" designation. If a substitute teacher is deemed to be a "no show," the Department of Human Resources will restrict the substitute teacher from accepting further assignments until the substitute provides a written reason for the "no show." E-mail is an acceptable form of written communication.

Tardiness

Substitutes are expected to adhere to the assignment hours. In the event of an emergency, any substitute teacher who anticipates being tardy should contact the school at which they accepted the assignment immediately.

Pay

Rate of Pay

As part of the new hire paperwork, all applicants are required to sign a Daily Substitute Teacher/Teacher Assistant Memorandum of Understanding (MOU). This MOU states the hourly rate of pay. All part-time employees are paid only for actual hours worked. All hours are verified via the appropriate school-based personnel. If a substitute accepts a long-term assignment, the substitute will receive a separate MOU specific to that assignment, as the rate of pay will differ from the rates outlined in the daily MOU.

Pay Schedule

Norfolk Public Schools employees are paid on a bi-weekly schedule. A pay calendar for the current school year will be provided at hire.

Method of Payment

Norfolk Public Schools employees have two options for payment: a) direct deposit, and b) Skylight debit card. As part of the new hire paperwork, all applicants are required to either provide direct deposit account information or enroll in the Skylight debit card option.

Accessing Employee Self-Service

Norfolk Public Schools employees may access Employee Self-Service by visiting <https://munisss.nps.k12.va.us/MSS/login.aspx>. Please log in using the following credentials:

- a. USERNAME: FIRSTINITIALLASTNAMEEMPLOYEEIDNUMBER (i.e. jdoe12345)
- b. PASSWORD:
 1. If you are logging in for the first time, your password will be the last four digits of your Social Security Number. The system will then require you to create a password.
 2. If this is *not* the first time you are logging in to ESS, please use the password you previously created.
 3. If you have forgotten your password, please click the “Forgot Your Password?” link.

Daily Procedures & Expectations

Daily Procedures

1. Arrive to the assignment on time.
2. Report to the main office.
3. Sign in. Failure to sign in may result in payroll difficulties.
4. Secure a temporary identification badge.
5. Secure any available materials for the assignment (e.g. fire drill maps, class rosters, lesson plans, handouts, duty schedule, etc.). These materials may be provided by the main office, may have been left in the assigned classroom(s), or may be provided by another teacher.
6. Follow the day's schedule, to include all classroom and/or duty assignments. Introduce yourself to the class(es). Immediately report all accidents, illnesses, emergencies, and/or other significant events to the principal, dean, or other designee.
7. At the end of the day, leave a hand-written or electronic note (i.e. e-mail) for the regular classroom teacher.
8. Ensure the classroom is left in the same condition you found it.
9. Report to the main office.
10. Sign out. Failure to sign out may result in payroll difficulties.

Expectations

It is improper for a substitute teacher to act in a manner that may be deemed unprofessional. Substitute teachers are expected to conduct themselves according to the same standards required of full-time classroom teachers. As such, some common sense expectations include but are not limited to:

- Dress professionally.
- Follow the lesson plan.
- Do not leave students unattended for any reason.
- Do not threaten students, yell at students, or humiliate students.
- Treat everyone you encounter during an assignment with respect, regardless of their behavior.
- Do not conduct personal business during the instructional day.
- Do not use cell phones or other electronic devices during the instructional day.
- Do not touch a student unless it is absolutely necessary to prevent harm to you, the student, or other bystander. Touching should never be sexual in nature.

Evaluation and Termination

While the performance of substitute teachers may be informally evaluated, there is no legal requirement for any formal evaluation, whether in verbal or written form. Each substitute teacher's performance will be informally reviewed at the conclusion of each school year prior to annual renewal offers being sent.

The Department of Human Resources will notify the substitute teacher in writing when a school requests him or her to be restricted from a specific school building. A general reason will be provided. All restriction requests are honored.

It is important to note that substitute teacher employment may be terminated by either party, and no reason must be provided by the party terminating the employment.

Substitute teachers are not entitled to any annual or continuing contracts, sick leave or other benefits, or compensation associated with full-time, permanent employment.