

July 2014

Dear Substitute Teacher:

**WELCOME** to the Jordan School District. We are excited you have chosen to work as a substitute teacher in this district. It is our belief that substitute teachers are an important and crucial component of quality education in the public school system. Together we will fulfill the District motto to "LEAD – EDUCATE – INSPIRE." We are grateful you have joined us to do the important work of educating students of the future.

The information contained in the following Substitute Packet will help you to be successful in your position. We highly encourage you to read this information thoroughly. You will become very familiar with the Automated Substitute Placement & Management System (AESOP), a system that manages substitutes and substitute assignments. Juli Martin is the Substitute Assistant in the Human Resource Department and is available to assist you with your questions. Please do not hesitate to contact Ms. Martin if you need assistance.

Juli Martin  
Substitute Assistant  
[juli.martin@jordandistrict.org](mailto:juli.martin@jordandistrict.org)  
(801) 567-8219

Again, thank you for your willingness to substitute in the Jordan School District. We value our substitute teachers and the contributions you make in the lives of our students and communities you serve.

Respectfully,



June LeMaster, Ph.D.  
Administrator, Human Resources

## **SUBSTITUTE TYPES AND PAY PROCEDURES**

Substitute teachers will be paid a minimum of 4 hours per substitute assignment – half day. If less than 4 hours, the sub will be required to fill in as needed. After 4 hours, substitutes will be paid at their hourly rate. Substitute pay rates are based on a 7.5 hour work day. For a full day absence, substitutes will be given a total of 30 minutes of “non student time”, this is reflective in the time posted in AESOP. Substitutes should use time before school to review lesson plans, seating charts, and locate items needed for the day. After school substitutes should write a detailed note to the regular classroom teacher, straighten the classroom, return all school property and sign out in the main office before leaving school grounds. Long term substitutes are required to work as per teachers contracted hours. Pay rates are as follows:

	<b>Special Program Sub</b>	<b>Substitute</b>	<b>Licensed Sub</b>	<b>Retired Educator</b>	<b>Current Contracted JSD Teacher</b>
<b>Daily Rate</b>	\$74.00	\$82.00	\$90.00	\$106.00	\$118.00
<b>Hourly Rate</b>	\$9.87	\$10.93	\$12.00	\$14.13	\$15.73

- **Full Day** – Begins 15 minutes before students arrive to 15 minutes after dismissal.
  - Subs are paid a full day if they stay for the entire day
  - If a sub stays for less than a full day, they receive hourly pay rate for the time after the
- **Long-Term Rate** – Add \$10 per full day and \$5 per half day
- **Preparation Period** – Substitutes are expected to work according to school needs during preparation periods (including covering other classes) and be flexible to fill in where needed.

**Cancelled Assignments:** Substitutes will be compensated for a 2 hour minimum, provided no other positions are available, for assignments that cancel 30 minutes or less prior to the start of the assignment. At the principal's discretion, substitutes may be asked to stay at the school for the full 2 hours. **It is the substitute's responsibility to check their email or other notifications before heading to the job in the case the job was canceled earlier.** This will help avoid any frustrations.

**Long Term Teaching Assignments:** On the tenth consecutive day of a single assignment, the daily rate is increased by \$10.00 for a full day or \$5.00 for a half day. Long term pay is retroactive from the 1st day of the assignment. The additional compensation is due to the increased responsibilities that may be associated with long term assignments.

**Pay Period:** The pay period covers a calendar month, from the 1<sup>st</sup> through the last day of the month, paid the following month on the 25th. Pay is direct deposit, only. Paycheck stubs, as well as other personal information, can be viewed on Employee Access. See Employee Access directions on the following page.

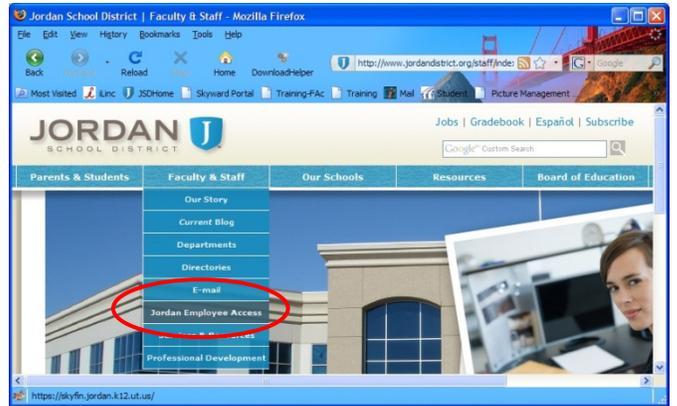
**Inactivity:** Substitutes that do not work at least one day in a calendar month between August 1<sup>st</sup> and June 1<sup>st</sup> of each school year will be considered to have voluntarily resigned their substitute position. Once inactivated the substitute must re-apply to be a substitute teacher for the Jordan School District. This would include a current background check with any applicable fees. Background checks are completed every five years for all current employees at the employee's expense. There is also a change being suggested in the AESOP system. There are times we are in need of emergency subs and we can't call if you have chosen the **"Do not call today"** option. We suggest as you personalize your AESOP, you adjust your call times to meet your needs or if there is a day or time frame you cannot work then we ask you use the **"Non Work Day"** option. Please do not choose **"Do not call me today"** as a permanent option.

**Background Checks:** Background checks are conducted every 5 years on all Jordan School District employees and volunteers. All associated fees are paid by the employee. Employees requiring a current background check will be notified by Human Resources. All potential candidates will need to complete a new background check upon rehire including substitutes who have resigned or become inactivated 10/30/2012. Refer to policy DP374.

# Employee Access Instructions

Payroll information can be accessed via the Internet through our district program called **Skyward Employee Access**. To access Skyward, you will need a login and password. **Your login information should generate within 48 hours of your completing the orientation process. Please call the Information Systems Helpdesk at 801-567-8737 to obtain your login information or if you have any problems logging on to your Employee Access.** Below are instructions to get started.

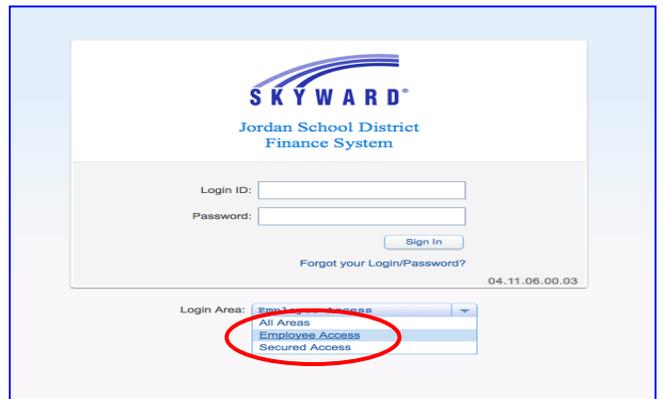
**Step 1** - Begin by opening a web browser and navigating to **www.jordandistrict.org**. From the Faculty and Staff pull down menu, select **Jordan Employee Access**.



**Step 2** –Enter the login and password you have been assigned.

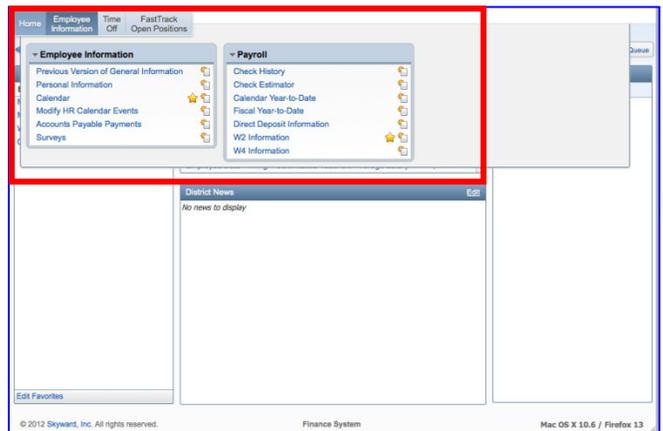
<p><b>Your Login is:</b> _____</p> <p><b>Your Password is:</b> _____</p>
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If you have a district email account and you have forgotten your Employee Access login and password, click the **Forgot Login or Password** link and the information will be emailed to you.



**Step 3** – Click the **Employee Information** icon and the **Personal Information** icon to access your personal information. To view your paycheck, click on the **Payroll** icon and then **Check History**.

You should get acquainted with Skyward Employee Access as soon as possible and not wait until payday. You must use Employee Access to view leave day balances and Insurance information.



## **Responsibilities of the Substitute Teacher**

**Substitute Teacher Conduct:** Substitute teachers serve as role models. They are expected to maintain professional standards at all times. Review the information below to help have a successful experience as a substitute teacher.

### **Following the Teachers Lesson Plan**

- Review lesson plans left by the regular class
- Follow the lesson plans as written!  
No free day!
- Identify seating chart and refer to it often
- Keep accurate absence records

### **Prevention**

- Greet students at the door
- Introduce yourself
- Arrive 15 minutes early – be prepared
- Write your name on the board environment
- Help students with assignments as needed
- Monitor students by walking around
- Be Positive!
- Immediately establish behavior expectations
- Get to know student names as quickly as possible
- Be respectful
- Get students working immediately
- Be fair and consistent
- Create realistic goals

### **Cautions**

- Do not allow students in the teacher desk or files
- Follow established classroom procedures
- If there is not a lesson plan, contact the principal, secretary, or team leader
- Smile
- Be organized

### **Clear Rules and Expectations**

- What do I want to see?
- Observable and measurable
- Short, positive statement
- Written and posted

### **Positive Feedback**

- Maintain a 4 to 1 ratio
- Be flexible
- Be respectful

### **Alternative Plan**

- Use proximity, eye contact
- Direct Requests
- Written and posted
- Follow teacher or school-wide discipline plan
- Stay CALM
- Avoid power struggles

## **Teaching Suggestions for a Successful Substitute**

***Consistency, respect, and a love of teaching children are essential to being a great teacher. Treat other staff members as you would wish to be treated. Treat our students as you would want someone to treat your children.***

### **Descriptive Requests**

Use positive and descriptive requests (i.e. "Please sit in your chair facing forward and look at me" is better than "please pay attention.")

### **Start Request versus Direct Request**

Positive requests for a student to start an appropriate behavior are better than negative requests for a student to stop misbehavior (i.e., "Please start your math assignment" versus "please stop arguing with me.")

### **Question Format versus Direct**

**Request** The use of questions instead of direct requests reduces compliance (i.e., "Would you please sit down?" is a less effective plan than "you need to sit down.")

### **Two Requests**

It is better to give the same request only twice than to give it several times.

### **Eye Contact**

It is better to have eye contact when making a request.

### **Loudness of Request**

*It is better to make a request in a soft, firm voice rather than a loud voice.*

### **Time**

Give the student time to comply after giving a request (5 to 10 seconds). During this short interval, do not converse with the student; rather, look at the student, restate the request, and wait for compliance.

### **Distance**

It is better to make a request from up close (3 feet) rather than from longer distances.

### **Neutral versus Emotional Requests**

It is better to respond to behavior in calm and matter of fact way rather than to respond in an emotional way (i.e. yelling, giving ultimatums, etc.)

### **Reinforce Compliance**

It is too easy to request a behavior from a student and then ignore the positive result. If you want more compliance, genuinely reinforce it.

### **Reporting for Assignments:**

1. Report to the main office at the beginning of each assignment.
2. Dress is business casual, no shorts, jeans, or T-Shirts unless approved on a dress down day.
3. Sign in and receive an ID badge.
4. Room keys may be issued at the discretion of the principal.
5. Review teacher lesson plans.
6. Review Emergency Evacuation Procedures, which may vary from school to school; however should be included in the teacher's lesson plans, if not, contact the principal immediately.
7. Leave the regular teacher detailed notes.
8. Leave the room organized and tidy.
9. Secure all windows and doors and turn off the lights before leaving.
10. Return ID badge and other school property to the main office before leaving.
11. Sign out in the main office.

### **Reminders:**

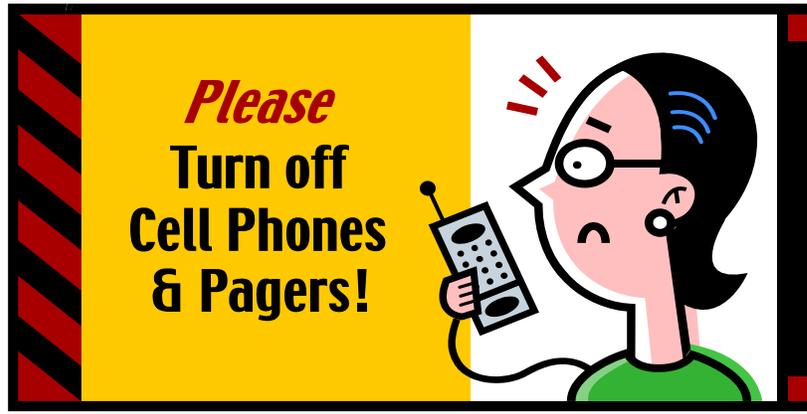
1. All schools within Jordan School District have shortened schedules on Fridays. Refer to the District Bell Schedule available on line at the following link: [http://www.jordandistrict.org/wp-content/uploads/dir\\_schoolhours.pdf](http://www.jordandistrict.org/wp-content/uploads/dir_schoolhours.pdf)
2. Current school directory can be located at the following link: [http://www.jordandistrict.org/wp-content/uploads/dir\\_schooldirectory.pdf](http://www.jordandistrict.org/wp-content/uploads/dir_schooldirectory.pdf)
3. Employee Access – Payroll Information. Call 801-567-8737 for log in information. The link for access : <https://skyfin.jordan.k12.ut.us/scripts/wsis.dll/WService=wsFin/seplog01.w>

**Retention:** A substitute teacher is retained as an “at will, as needed” employee. There is no expectation of being called or utilized as a substitute teacher.

Substitute teachers may be blocked from substituting for Jordan School District without notification. Once a substitute is blocked, the substitute will not be able to access Aesop. **At the request of the school's principal, a substitute may be excluded (not retained) for any reason or for no reason, from a single teacher's classroom or from the entire school.** A substitute that is blocked may also be blocked, excluded, from further substitute teaching assignments in Jordan School District, without notification. Information reported by a school will be made available to the substitute teacher. The substitute is asked to direct all questions or concerns to the substitute office 801-567-8219 not the school, teachers, or principals. Substitute teacher files are confidential and the property of Jordan School District.

**Common reasons for which a substitute may be excluded include:**

- Showing up late or leaving early, **exclusion** - accepting assignment after start time.
- Failure to monitor students at all times.
- Failure to follow the regular classroom teacher's lesson plans.
- Failure to maintain a good rapport with students and staff.
- Making inappropriate comments, using negative tones, racial slurs, political statements, religious viewpoints, yelling etc.
- Failure to manage the classroom appropriately.
- Any activity by the substitute that takes away from the student's learning such as reading, surfing the web, texting, personal phone calls, using personal computers, sleeping etc.
- Any violation of District policy.
- Making a child feel uncomfortable verbally or physically.
- Use of excessive or harsh physical contact such as grabbing a student's face or clothing.
- Taking pictures of students.
- Showing unauthorized CD's or DVD's to students.
- Releasing a student without permission from the office.
- Criticizing the regular classroom teacher or staff.
- Discussing topics of inappropriate material such as religion, politics, age, race, cultural heritage, etc.
- Discussing confidential information about a student or staff member.



## SUBSTITUTE REPORT FORM

Used for both licensed and classified substitutes

Name of Substitute: \_\_\_\_\_ Date(s) Worked: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_ Total Days: \_\_\_\_\_

Substituting For: \_\_\_\_\_ Dept./Grade Level: \_\_\_\_\_

CATEGORY	EXPLANATION OF CIRCUMSTANCES	Acceptable	Unacceptable
Arrived on Time			
Followed Lesson Plans/Directions			
Established Professional Relations with Staff			
Maintained Professional Relations With students			
Classroom/Work Space Left Orderly and Neat			
<b>Maintained Classroom Management</b> <i>(Teachers Only)</i>			

Would you like this individual to substitute for you in the Future?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Do you wish to have this substitute return to your school location?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dept. Supervisor/Principal Signature

\_\_\_\_\_  
Date

## **Jordan School District Policy Summary for Substitute Teachers**

*Jordan District Policies, in their entirety, are located at <http://policymanual.jordandistrict.org/>*

### **AA409: Scope of Employment**

All extracurricular activities outside regular school hours or off school property must be authorized in advance and in writing by the school principal.

Employees are not authorized to allow students in their homes for school-related social activities without prior written permission from the school principal.

Employees shall not charge a fee for any tutoring services provided to students at the school either within or outside regular school hours.

Possession or use of a weapon by any employee in a school building, in or on school property, or in conjunction with any school activity, unless specifically authorized by law, is in violation of the law and Jordan School District Policy, and will be subject to disciplinary sanctions which may include termination.

### **AA410: Study of Controversial Issues**

Controversial issues are not intended to be part of the regular school curriculum. Controversial issues include religion, race, politics and gender. DO NOT DISCUSS.

### **AS70: Child Abuse-Neglect Reporting by School Personnel**

If you know or reasonably suspect abuse or neglect is occurring, immediately make an oral report to the school's principal or his/her designee.

### **AS85: Medications In The School Setting**

The Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with Utah Code §53A-11-501 and for the self-administration of medication by the student.

### **AS88: Student Health Care Plans**

The Board recognizes that students with special health care needs are entitled to public education. Therefore, the Board delegates to the Administration responsibility for developing guidelines to provide necessary health care services for students with special health care needs in accordance with state and federal law. (See Section 504 of the Rehabilitation Act of 1973, the Utah Nurse Practice Act, the Nurse Practice Act Rules, and Individuals with Disabilities Education Act of 1990.)

#### [AS90: Drugs and Alcohol](#)

If you know or reasonably suspect a student is under the influence or is in possession of a controlled substance, immediately make an oral report to the school's principal or his/her designee.

#### [AS91: Employees Transporting Students](#)

Transportation may only be provided for a student when authorized in advance and in writing by the school's principal in accordance with District policy. For your own protection, DO NOT TRANSPORT STUDENTS.

#### [AS94: Student Discrimination and Harassment](#)

If a student has reported harassment (*Unwelcome conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, gender, creed, age, citizenship or disability and which creates a hostile educational environment*) immediately make an oral or written report to the school's principal or designee for investigation.

#### [DE505: Use of Copyrighted Materials in Schools](#)

Only those videos/DVDs which are obtained from the District Instructional Media Center and/or the school media center where the videos/DVDs are located may be used.

Using personally or privately owned videos/DVDs, programs taped at home, videos/DVDs purchased or obtained from rental or retail stores/sources, libraries, catalogues, the internet, or any other sources is **PROHIBITED**.

**Elementary** schools may use only those videos/DVDs with a MPAA rating of G.

**Middle** schools may use only those videos/DVDs with MPAA ratings of G. PG rated videos/DVDs may only be used after obtaining written, parent permission.

**High** schools may use only those videos/DVDs with MPAA ratings of G and PG. Videos/DVDs rated PG 13 may be used only with written, parent permission.

#### [DP356: Substance Abuse-Free Work Environment](#)

This policy will be administered in compliance with the Federal Drug-Free Workplace Act of 1988 which requires that all recipients of federal funds maintain a drug-free work place.

#### [DP358: Employee Discrimination and Harassment](#)

Jordan School District is committed to providing an employment environment that is free from illegal harassment and other forms of illegal discrimination based upon race, color, sex, pregnancy, childbirth or pregnancy-related conditions, religion, national origin, age (if the individual is 40 years of age or older) and disability.

The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

- Seek to resolve issue directly with the accused.
- Seek to resolve issues through administrative personnel. Register a formal complaint with the District compliance officer who will initiate an investigation.

**DP301: Appearance and Attire (Employees)**

Employees of Jordan School District are expected to adhere to standards in grooming and dress which reflect a positive image to students and patrons and which are in keeping with a professional education system.

**DP371: Employee Information Network Acceptable Use Policy**

Employees will use the Internet and other electronic information resources in an appropriate manner.

**DP374: Employment Background Checks**

The Board believes all employees are role models for students and is committed to providing a safe and secure educational and working environment for students and employees. As part of this effort, the District requires criminal background checks of licensed and non-licensed employees pursuant to

Utah Code Ann. §53A-6-401 and §53A-3-410, rules, and regulations, and in accordance with this policy.