DUTCHESS BOCES

Substitute Handbook

Prepared
By The Office of Human Resources
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SUBSTITUTE HANDBOOK

INTRODUCTION

We want to make the experience of working at Dutchess BOCES a positive one, one that assures the success of our students. To that end, the Administration team is committed to doing everything possible to assist you throughout the school day, and we are confident that you will do everything possible to maintain our high expectations and standards.

This Handbook will answer some of the common questions that arise for substitutes. If you need any assistance please contact Norah Merritt in the Office of Human Resources at 486-8086.

Thank you for your interest in substitute teaching at Dutchess BOCES.

SUBSTITUTE REQUIREMENTS

To be placed on the substitute list at Dutchess BOCES, you need to make an appointment with Joan Goldhammer 845-486-8086, to fill out the following forms:

- Federal W-4 Form (Federal Withholding Allowance Certificate),
- Federal 1-9 Form (Employment Eligibility Verification),
- Retirement System Statement,
- OMNI 403 (b) Flex Form, Staff Information Form,
- AESOP Profile
- OSPRA 101 Fingerprint Forms.

To complete these forms you will need:

- two proofs of identification, your social security card and driver's license or passport
- an updated application

An updated application is also required to work at Dutchess BOCES. A copy of your college transcripts must also be submitted. If you hold a New York State Teaching Certificate you should also submit proof.

All substitutes must return the Continuation of Employment letter each year to continue to be listed as a substitute teacher for the BOCES. Letters are sent out at the end of the school year to all substitutes. Failure to return the letter by the due date will lead to the removal of your name from the substitute list for the following school year. If at any time during the school year you wish to remove your name from the substitute list or need to place it on hold, contact Joan Goldhammer at 845-486-8086

TYPES OF SUBSTITUTES

- Uncertified individuals who are not working toward certification may be employed legally on an itinerant basis for not more than 40 days in any one school year. This same uncertified person likewise could be employed for 40 days the following year. Uncertified individuals must have at least 60 college credits in order to be a substitute teacher.
- An uncertified individual who is attending college (at the rate of at least six semester hours annually) to become eligible for certification may be employed on either an itinerant or a regular basis. No limitations are placed on the number of days a district

can employ this person, however, if the teacher serves as a regular substitute, he or she must be employed in an area where he or she is seeking certification.

- A certified teacher or a person with a certification of qualification may serve as a substitute in any capacity for any length of time. However, if employed as a regular substitute, the teacher must be employed in the area of certification.

SUBSTITUTE ASSIGNMENTS

- The most common type of substituting is called "per diem" or "itinerant substitute teaching." Per Diem substituting occurs when one is called in to replace a teacher who is out for a day or a limited series of days.
- At Dutchess BOCES, a "long-term substitute" is one who replaces the same teacher or teaching assistant for a period of more than 20 days.
- Assignments can be in grades K-12, in general or special education classrooms, and in any content area. Some classrooms have Teaching Assistants assigned to the class or Teacher Aides assigned to specific students.

PAYMENT

Substitute teachers are paid as follows:

$70.00 per day for uncertified

$80.00 per day for NYS certified teachers

PAY FOR SUBSTITUTE TEACHING ASSISTANTS AND AIDES:

$67.90 per day

All employees are paid every two weeks. Substitutes are paid in the next payroll cycle after they have worked. Direct deposit of your pay can be arranged. Please make sure that you fill out a time

sheet for each day that you work listing the name of the teacher you are subbing for and leave it at the building for the principal to sign.

ADDITIONAL INFORMATION

Substitute teachers have the option of joining the Teachers' Retirement System. You will get a form to fill out ("Declination Form") on which you will indicate whether or not you wish to join.

If your work as a substitute is unsatisfactory for any reason, you may be removed from the active substitute list.

SUBSTITUTE ROLES AND RESPONSIBILITIES

Substitute teachers have the important job of carrying on the instructional program in the absence of the teacher. Your first responsibility is to maintain a safe and positive learning environment that dovetails what was taught yesterday with what will be taught tomorrow.

TEN EXPECTATIONS

Substitutes are expected to:

1. Follow the direction of the building principal or designee.
2. Maintain a favorable learning environment.
3. Follow provided lesson plans.
4. Continue instruction throughout the day.
5. Maintain order and discipline.
6. Use acceptable methods of classroom control.
7. Keep student records as appropriate.
8. Leave a summary of the work completed.
9. Leave the room in a favorable working condition.
10. Return keys and materials at the end of each day.

CALLING PROCEDURES

Substitutes will be called as vacancies occur. For absences for which the school has advance notice, such as absence for personal business or school business, we will try to give substitutes advance notice. For unexpected absences, substitutes will be called between 5:30 a.m. and 8:00 a.m. on the day on which they are needed. Calls for half days and future dates will be made from 5:30 a.m. till 1:00 p.m. and then start again at 6:00 p.m. We will try to place substitutes in their areas of qualification, but this may not always be possible.

To change your profile with Aesop, please contact Linda Doolittle at 845-486-4895 or go online to http://aesoponline.com.

RECORD KEEPING

Attendance records: Attendance procedures will vary from school to school. Your contact person at each school can inform you about these routines. Generally, a substitute should take attendance for each class and report any discrepancies to the main office.

Summary of work: A general report indicating what material was presented, the performance of the class as a whole, and any individual issues should be left for the regular teacher.

BEFORE LEAVING THE BUILDING

Before leaving for the day, please be sure that the classroom is left in an orderly condition and that books, supplies and equipment are put away. Please check out in the main office at which time you may receive any communications or instructions regarding another assignment. Teachers will appreciate your leaving a note describing what the students learned and accomplished during the day. Try to emphasize the positive.

IMPORTANT POLICIES AND REGULATIONS

- Be sure to be aware of emergency routines at each school. Please ask your building contact person about these routines. See checklist in the "Additional Information" section.
- Corporal punishment is prohibited by policy of the Board of Education.
- Observations and opinions of teachers and students made in the course of the work- day should be treated as confidential and shared with the principal only.
- Student records of all kinds are confidential.
- Substitutes must not use their cell phones during instructional time and when engaged in BOCES business. The use of (except in the case of an emergency) cell phones or any other electronic communications device must be kept out of sight. The use of any recording function of a cell phone or other electronic device is prohibited.
- Please review the Code of Conduct. If you do not have a copy of the Code of Conduct, please contact Joan Goldhammer at 845-486-8086.

Please follow the direction of the building principal relative to all policies and procedures.

CLASSROOM MANAGEMENT

There are some key principles of classroom management and interpersonal relationships, which should help, create a positive experience for you and your students:

A key principle for maintaining order and attention is to have something interesting and productive for the students to learn. The teacher should have left a clear lesson plan with significant and worthwhile learning objectives. Always try to follow the lesson plan that the teacher has left. If a teacher leaves a lesson plan, there is an expectation that the lesson will be taught. Be sure to have a back-up generic lesson that you can use at the appropriate level just in case you end up in an

assignment where there is no lesson plan. Interesting generic lessons can often be built around stimulating questions. In the event there are no plans please notify the principal's office immediately.

Another key element in maintaining order and attention is to establish a positive personal relationship with the students. Get acquainted with the students. Introduce yourself and put your name on the board. Try to learn as many students' names as possible. A seating chart or name cards can be helpful. Explain purposes and reasons.

TIPS

1. Be respectful and expect respect. Smile.
2. Be fair, firm and consistent. Be confident. Be positive
3. Let students know your expectations and standards and the reasons for them.
4. Get students actively involved in the lessons.
5. Ask questions to check for understanding and engage students' attention.
6. Do not punish the group for the behavior of a few individuals.
7. Seek the assistance of an administrator or fellow teacher if problems arise.
8. Begin lessons promptly; do not allow "down time" at the start of class.
9. Be enthusiastic.
10. Give each student a chance to be successful.
11. Make assignments reasonable and clear.
12. Learn to control by proximity and eye contact rather than by voice.

REMINDERS

- Be sure you know emergency procedures for fire drills and other emergency situations.
- Find out where to leave communications for teachers regarding the performance of the class(es).
- Become familiar with common building procedures.
    - How to contact the main office
    - Fire drill procedures
    - Necessary keys
    - Check in, check out procedures: with whom, and where
    - Location of "special rooms": library, gym, cafeteria, nurse's office, other offices
    - Schedule of the day
    - Safety or security procedures: passes, excuses from class, where to send students if disruptive
- Become familiar with any special needs of students:
    - Medications needed
    - Allergies
    - IEP requirements
- Check with the office to see if the teacher you are covering has any extra duty.
- Arrive early so that you can get oriented before school begins.

SCHOOL CLOSINGS/DELAYS

In case of weather problems or other emergency situations, radio stations will broadcast information about school delays or closings. No announcements will be made if schools are open. As a general practice, the sub caller will try to call substitutes when school is closed. The announcement on the Administration Building main number will also be changed. The following radio stations will carry school-closing announcements:

FM STATIONS

WPDH 101.5 & 106.1

WCZX 97.7

WHUD 100.7

WKXP 94.3

WZAD 97.3

WDST 100.1

TV STATIONS

WNYW-TV5

WRNN-TV

Please note: No payment will be made if a substitute is called and the District is forced to close schools due to inclement weather, emergency, etc. Substitutes, when called for a full day, will be paid to work the length of the full contractual day.

BOCES Education & Training Academy

(Grades 9-12)

Principal: Mr. John Jeffrey

School Address

900 Dutchess Turnpike

Poughkeepsie, New York 12603

Phone: (845) 486-4840

Fax: (845) 486-4852

Basic Information for BOCES Education & Training Academy

Hours:	Teacher's day	8:00 a.m. to 2:30 p.m.
	Student's day	8:00 a.m. to 2:20 p.m.
	Substitutes should arrive by	7:50 a.m.

Lesson Plans: Available in a sub folder at the teachers desk.

Lunch: Hot/cold lunch is available in the cafeteria.

Contact the Office from the Class: Dial 1 for Crisis Worker, Dial 2 Main office, Dial 3 for Nurse.

Emergency: **Dial 1 for Crisis Worker**

Fire Drill: Exit routes are posted in each classroom and the teacher's sub folder.

General Instructions for BOCES Education & Training Academy

Arrival: Substitutes should sign in at the main office upstairs or downstairs, and verify the assignment with the secretary in that office.

Student Attendance: There is an attendance folder in the main office, which should be completed and returned to the office.

Messages/Notices: Messages may be left on the teacher's desk at the end of the day.

Summary: It is optional to leave a summary of the day's work in the substitute folder.

Checkout: Check out at the main office in which you signed in.

Career & Technical Institute

(Grades 11-12 & Adult Nursing Students)

Principal: Mr. Mitchell Shron

School Address

5 BOCES Rd.

Poughkeepsie, New York 12601

Phone: (845) 486-8001

Fax: (845) 486-8171

Basic Information for Career & Technical Institute

Hours:	Teacher's day	8:10 a.m. to 3:10 p.m.
	Nurse teacher's day	8:00 a.m. to 3:00 p.m.
	AM students are in their classrooms	8:25 a.m. to 11:05 a.m.
	PM students are in their classrooms	12:05 a.m. to 2:43 p.m.
	Substitutes should arrive by	8:10 a.m.

Lesson Plans: Available in the main office. See Ms. Heller

Keys: Available in the office. See Ms. Heller

Lunch: Lunch can be eaten in the faculty room. There are several delis or restaurants within reasonable driving distance.

Contact the Office from the Class: Call Ext. 4503, 4510, or 4595.

Emergency: Call the office for assistance. Check with the teacher next door. Review one page highlights of CTI emergency procedures that you will receive with the attendance roster.

Fire Drill: Exit routes are posted in each classroom and the teacher's sub folder.

General Instructions Career & Technical Institute

Arrival: Substitutes should sign in and verify the assignment with the Principal.

Student Attendance: There is an attendance roster in the main office, which should be completed and returned to the office.

Summary: Leave a summary of the day's work in the substitute folder.

Check-out: Check out in the main office, and return the key to the secretary.

In-District Classes @ various Locations	**School Address**
(Grades K-12)	900 Dutchess Trnpk.
Coordinator: Mr. Kenneth Louis Jeune	Poughkeepsie, New York 12603
	Phone: (845) 486-8004 ext. 3025 & 3020
	Fax: (845) 486-8044

Basic Information for In-District Classrooms

High School locations:

Arlington High School	7:10 am – 2:10 pm
Pawling High School	7:30 am – 2:30 pm
Pine Plains High School:	7:20 am – 2:20 pm
Red Hook High School:	7:30 am – 2:30 pm
Spackenkill High School:	7:05 am – 2:05 pm

Middle School locations:

Linden Avenue:	7:30 am – 2:30 pm
Unionvale Middle School:	7:20 am – 2:20 pm

Elementary School locations:

Nassau Elementary:	8:15 am – 3:15 pm
Vail Farm Elementary:	8:20 am – 3:20 pm

Mid-Hudson Regional Hospital teacher day is from 12 noon – 3pm

Lesson Plans: Available in the folder located at the teacher's desk. If not available the substitute should contact Mr. Louis Jeune at the number listed above.

Keys: If necessary, contact the main office of the building.

Lunch: Hot/cold lunch is available in the cafeteria.

Contact the Office from the Class: Call 845-486-4840 ext. 3025 & 3020

Emergency: Call Kenneth Louis Jeune at 914-456-1977.

Fire Drill: Exit routes are posted in each classroom and the teacher's sub folder.

General Instructions

Arrival: Substitutes should report to the main office and sign the sign-in sheet.

Messages/Notices: Messages or notices that might need to be sent home should be left in the teacher's folder for review prior to being sent.

Summary: Leave a summary of the day's work in the substitute folder.

Checkout: Check out in the main office.

Salt Point Center

(Grades K - 8)

Principal: Mr. Douglas Damiani

School Address

5 BOCES Rd.

Poughkeepsie, New York 12601

Phone: (845) 486-8000

Fax: (845) 486-8044

Basic Information for Salt Point Center

Hours: Teacher's day: 8:15 a.m. to 3:15 p.m.

Student's day: 8:20 a.m. to 2:40p.m.

Substitute's day: 8:10 a.m. Sign in at the main office.

Lesson Plans: Available in the classroom in the guest teacher folder (see sample).

Keys: Available in the office.

Lunch: Hot/cold lunch is available in the cafeteria.

Contact the Office from the Class: Call Ext. 5404.

Emergency: Call the office for assistance. Check with the teacher next door

Fire Drill: Exit routes are posted in each classroom and the teacher's sub folder.

General Instructions for Salt Point Center

Arrival: Substitutes should sign in at the main office and verify the assignment with the Principal or his secretary.

Student Attendance: There is an attendance folder in the main office, which should be completed and returned to the office.

Messages/Notices: Check the teacher's mailbox in the main office at lunch time for messages or notices that might need to be sent home.

Summary: Leave a summary of the day's work in the guest teacher folder or in the teacher's mailbox.