



WINOOSKI SCHOOLS
We are the future.

SUBSTITUTE TEACHING HANDBOOK

Winooski School District
60 Normand St.
Winooski, VT 05404
(802) 655-0485

WSD ENDS Statement

All students will graduate from the Winooski School District (WSD) college and career ready at a cost supported by a majority of the Winooski community. WSD students will lead healthy, productive and successful lives and engage with their local and global community.

GUIDELINES FOR SUBSTITUTE TEACHING SERVICE

We welcome you as a substitute teacher for the Winooski School District. Many in the education field feel that you will be asked to teach under the most difficult of circumstances - you usually have only a few minutes notice; many times you will not know the students or teachers with whom you will be working; quite often you will not be teaching at the particular age-level or in the subject area where you feel most comfortable. Teachers who can adequately manage this responsibility are truly among the most respected people in education. This handbook will help to answer some of your questions about substituting in the Winooski School District. Be sure to ask any questions that have not been answered in this handbook when you report to the principal's office to begin your substitute teaching day.

Thank you for your interest in the Winooski School District and we wish you an enjoyable experience with our children. If you have agreed to sub and become ill yourself please notify the office the day before or call/email the office as close to 6:00 a.m. as possible.

- **JFK** - 655-0411 - Linda Casier - lcasier@wsdvt.org
- **Middle/High School** - 655-3530 - Betsey Dubuc - bdubuc@wsdvt.org

You must complete all new hire paperwork, as well as complete a Criminal Records Check, prior to your first assignment. You will normally receive your check two weeks after you sub.

DAILY SCHEDULE

- Elementary School 7:30 a.m. - 3:15 p.m.
- Middle School 7:30 a.m. - 3:15 p.m.
- High School 7:30 a.m. - 3:15 p.m.

SUBSTITUTE TIPS & SUGGESTIONS

1. Be interested and enthusiastic.
2. Be neatly dressed and well-groomed.
3. Learn as many of the students' names as possible.
4. Contact the regular teacher when possible if the assignment is for an extended period of time.
5. Follow the regular teacher's plan to the extent possible. Emergency Plans are available.
6. Enrich the lesson with information that is pertinent to the subject.
7. Maintain a collection of teacher "tested ideas" for your teaching area.
8. Leave equipment and records in order.
9. Leave your name and a brief report of the day's work.
10. Assume more of the routine duties, where possible, if the assignment is extended. (Grading papers, keeping records, making assignments, etc.)
11. Ask the regular staff for information whenever it is needed.
12. Be pleasant, relaxed and determined to do a good job.
13. ENJOY OUR STUDENTS, THEY ARE THE BEST AROUND!!!

DISCIPLINE

CORPORAL PUNISHMENT is strictly PROHIBITED by School Board policy. Ask the building administrator what the building discipline procedures include. Routine problems can be handled according to good common sense. Serious problems should be referred to the office.

NOTIFICATION TO SUBSTITUTE

A substitute is asked to accept an assignment for which he/she is called unless personal circumstances make it absolutely impossible. If you accept most or all requests, your chances of working more will be greatly increased. A building administrator learns to depend on good, reliable substitutes.

You will be called by a building administrator/assistant as far in advance as possible. Please check in at the office upon arriving at the building. If, for some reason, you are no longer available for substitute teaching, please call the Superintendent's Office at 655-0485, as soon as possible so that we can remove your name from the active substitute list and save the School District and yourself unnecessary phone calls.

END-OF-DAY RESPONSIBILITIES

1. Write the regular teacher a note detailing what activities were attempted and/or completed, as well as information pertaining to any problems that occurred. We value constructive comments on any aspect of school operations. There is a form in the office for this purpose and should be left in the Principal's office.
2. Leave the room as organized as when you arrived in the morning.
3. Close all doors and windows, turn off the lights, and make sure that all audiovisual equipment has been turned off.
4. Return keys to the front office prior to leaving for the day.

SUBSTITUTE TEACHER RESPONSIBILITIES

A substitute teacher is expected to be a professional educator. As such he/she should possess the necessary skills, good judgment, and common sense that are prerequisites for being a good teacher. Specifically, the following information should help to clarify the role of the substitute teacher.

1. You should plan to report to the school 40 minutes before the students and remain at school at least fifteen minutes after students have been dismissed unless the Principal indicates otherwise.
2. Before classes begin, check evacuation and "clear the halls" drills, and other emergency evacuation procedures; locate the class seating chart(s) and lesson plans; locate the materials and supplies you will need during the day; find the library, restrooms, cafeteria, and staff lounge. These items should all be contained in the substitute packet.
3. To start the class, introduce yourself and write your name on the chalkboard. Be friendly and understanding, but firm. You will set the stage for the day during the first five minutes. Remember, students generally live up to what is expected of them.

4. Develop enough confidence to avoid such crutches as, "your teacher says that you have to do this." The class will respect you more if you stand on your own principles and make it clear that you are there to provide continuity in learning.
5. Look at your assignment as a "challenge and an opportunity" that can be fun. It is a time for you to work with and help young people. They will sense immediately whether you have their best interest in mind.

STUDENT INJURY OR ILLNESS

In case of student illness or injury, the supervising teacher is responsible for directing the student to the school office. The Principal or his/her designee will decide what course of action to take. Please remember to fill out an accident report which is available in the Principal's office. ALL STUDENT MEDICATIONS ARE TO BE SENT TO THE NURSE'S OFFICE.

SALARY INFORMATION

Daily Rate of Pay

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| Associates Degree (or Student Teacher) | \$ 95.00/day |
| Bachelor's Degree | \$115.00/day |
| Licensed Educator (Copy of License) | \$125.00/day |
| Nurses: Licensed (Copy of License) | \$225.00/day |

Partial Days

Individuals who sub for less than half a day shall be paid one-half of the daily rates specified above. Individuals who are called to substitute teach for half a day or longer shall be paid for and expected to work the full school day.

Long-Term Substitutes

A long-term substitute is defined as a person who works in one teaching assignment for more than 30 days. All long-term substitute teachers must be licensed teachers in the State of Vermont. Long-term substitutes will be required to plan lessons, grade students, attend all meetings and complete all required documents/records required of all teachers. A long-term sub will be placed on the teacher salary schedule with credit for education and experience and will include benefits as provided in the Agreement between the Winooski Education Association and the Board.

WSD Teachers

Teachers can volunteer to be put on a list of those willing to be asked to substitute during their prep time. Building administration will maintain the list of teachers willing to substitute. Administration may ask teachers on the list of those willing to substitute to cover a class during their prep time. Teachers who are asked may still decline.

Teachers will be paid \$40/hour to take their prep time outside of contracted hours so they can spend their scheduled prep time substituting for a class or duty. Building administration will track hours and ensure teachers are compensated in a timely manner.

VISITORS

All visitors to the school or classroom are to be directed to the Principal's office.