



# School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

## Substitute Handbook

WELCOME! As a substitute teacher in the North St. Paul-Maplewood-Oakdale School District, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a classroom to teach you are responsible for the most important product we have in this district--- our children.

This substitute handbook is designed to help you in your efforts to learn as much as you can about our schools and our students. Your responsibility is to replace the regular teacher. We trust that each time you substitute, you and the students will have a meaningful and productive educational experience.

Please read this handbook completely and thoroughly. It can be your guide to a more successful year within our district. Best wishes for a good school year! - [ISD622 Human Resources, 651-748-7420](#)

### BUILDING INFORMATION

<u>ELEMENTARY</u>	<u>ADDRESS</u>	<u>SCHOOL PHONE</u>	<u>PRINCIPAL</u>	<u>CONTACT PERSON FOR SUB QUESTIONS</u>	<u>PHONE</u>
Carver 9:15 AM - 3:45 PM	2680 Upper Afton Rd Maplewood, MN 55119	702-8200	Gena Abrahamson	Laura Anderson	702-8201
Castle 8:45 AM - 3:15 PM	6675 50th St. N. Oakdale, MN 55128	748-6700	Bridget Brunner	Karla Lawinger	748-6701
Cowern 8:45 AM - 3:15 PM	2131 N. Margaret St. N. St. Paul, MN 55109	748-6800	Jennifer Wilson	Lori Murphy	748-6801
Eagle Point 8:45 AM - 3:15 PM	7850 15 <sup>th</sup> St. N. Oakdale, MN 55128	702-8300	Shawn Bromeland	Christine Kass	702-8301
Oakdale 8:45 AM - 3:15 PM	821 Glenbrook Ave. N. Oakdale, MN 55128	702-8500	Tracy Buhl	Amy Boris	702-8501
Richardson 9:15 AM - 3:45 PM	2615 First St. N. St. Paul, MN 55109	748-6900	Jenna Peters	Susi Weldon	748-6901
Skyview 9:15 AM - 3:45 PM	1100 Heron Ave. N. Oakdale, MN 55128	702-8100	Travis Barringer	Trisha Weldon	702-8101
Weaver 9:15 AM - 3:45 PM	2135 Birmingham Maplewood, MN 55109	748-7000	Pangjua Xiong	Glenda Kryzer	748-7001
Webster 8:45 AM - 3:15 PM	2170 E. 7 <sup>th</sup> Ave. N. St. Paul, MN 55109	748-7100	Mona Perkins	Lori Smoyer	748-7101
<b><u>MIDDLE SCHOOL</u></b>					
John Glenn 7:45 AM - 2:15 PM	1560 E. Co. Rd. B Maplewood, MN 55109	748-6300	Jill Miklausich	Cheryl Conklin	748-6301
Maplewood 7:45 AM - 2:15 PM	2410 Holloway Ave. Maplewood, MN 55109	748-6500	Kevin Wolff	Nita Bruun	748-6501
Skyview 7:45 AM - 2:15 PM	1100 Heron Ave. N. Oakdale, MN 55128	702-8000	Joe Slavin	Kari Reubish	702-8001
<b><u>SENIOR HIGH</u></b>					
North 8:15 AM - 2:45 PM	2520 E. 12 <sup>th</sup> Ave. N. St. Paul, MN 55109	748-6000	Greg Nelson	Mary Kay Evans	748-6001
Tartan 8:15 AM - 2:45 PM	828 Greenway Ave. N. Oakdale, MN 55128	702-8600	Ty Thompson	Christy Hayes	702-8601
<b><u>OTHER FACILITIES</u></b>					
Beaver Lake	1060 Sterling Ave. N Maplewood, MN 55119	702-8450	Dana Maney	Lois Swanberg	702-8401
Next Step	2586 E 7 <sup>th</sup> Ave. North St. Paul, MN 55109	621-1900	Heather Kosec	Colleen Wergin	621-1900

## **QUALIFICATIONS AND REQUIREMENTS FOR SUBSTITUTING**

There are six general requirements for substituting in our school district.

1. A substitute must have a **valid** and current Minnesota teaching certificate or substitute teaching certificate. To obtain certification, contact the Teacher Certification and Placement Section, Minnesota Department of Education, 1500 Highway 36 W, Roseville, MN 55101; phone is 651-582-8691; e-mail address is [www.education.state.mn.us](http://www.education.state.mn.us). **It is the substitute's responsibility to remain currently certified and to file a copy of such certification with the district Human Resources Department.**
2. An application for substitute teaching must be completed and submitted to the Human Resources Department. This application may be obtained from the district website at [www.isd622.org](http://www.isd622.org). After completing the application form please visit the AESOP contact person in the Human Resources Department. Deliver the application and complete additional new-hire paperwork.
3. A W-4 federal tax withholding form must be completed. It will be kept on file with the district Payroll Department.
4. A substitute must obtain a Teacher Retirement Association number and have the number on record with the Payroll Department and Human Resources department.
5. An informed consent form and background check must be completed through the Human Resources Department. There is a \$24.00 charge for the background check required at the time of application.
6. An I-9 form must be completed. It is required by the Federal government that each new employee of the district submit documents to prove their citizenship in the United States. Please bring original documents to the Human Resources Department that verifies your identity and eligibility to work in the United States. We cannot accept copies of documents. You can see the list of accepted documents at <http://www.uscis.gov/i-9-central/acceptable-documents> .

## **AESOP**

District 622 utilizes an automated service that simplifies and streamlines the process of notifying you when your services are needed in our district. This service, called AESOP (**A**utomated **E**ducational **S**ubstitute **O**perator), utilizes both the telephone and the Internet to assist you in locating jobs in our schools.

After you have submitted all of the required documents to the Human Resources Department (see above section "Qualifications and Requirements for Substituting"), a welcome letter will be e-mailed to your e-mail address or mailed to your home address if you do not have access to e-mail. The welcome letter will include detailed information about AESOP, including your ID number and Pin number. The correspondence will also include the "AESOP Quick Start Guide for Substitutes" and the "AESOP Phone System Instructions for Substitutes". Once you receive the welcome letter and read through the attached documents, you may interact with the system either on the Internet at [www.aesoponline.com](http://www.aesoponline.com) or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767.

By visiting AESOP, you can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times.

## **SCHOOL CLOSING INFORMATION**

District 622 provides timely information to local radio stations when bad weather or school emergencies require the closing of school. If the weather and road conditions are questionable, you can tune to one of the following stations or our website [www.isd622.org](http://www.isd622.org) for information on whether our schools are closed:

WCCO- 830 AM

KSTP- 1500 AM

In the event of a school closing due to weather or school emergencies, you are responsible to inform yourself on whether or not school is open for the day of questionable weather. Substitute Teachers do not receive pay for days the district is closed.

## **WHAT TO DO WHEN YOU ARRIVE AT SCHOOL**

You are expected to arrive at your assigned school as AESOP instructs you. The only exception to this is if you receive a late morning call. When you arrive at your assigned school, go directly to the main office and sign in with the principal's secretary or the clerk in charge. You will receive information that will help you with your teaching for the day.

Check the teacher's mailbox for anything pertinent to your teaching day, but leave any personal or United States mail.

Find out where your homeroom assignment or first teaching station is and go there immediately to familiarize yourself. Teachers now have the ability to place their lesson plans on AESOP. If you do not receive teaching lesson plans via AESOP, from the main office or

in the teacher's room, please contact the AESOP administrator. Knowing that this occasionally happens, veteran substitutes carry with them a good package of teaching methods and information so that they still might make a rewarding and productive day for themselves and the students. We encourage all substitutes to do this.

Many of your questions might be answered for you by a neighboring teacher or department chairperson.

### **IN THE CLASSROOM**

Hopefully, most or all of the information needed to carry on the regular classroom program will be available to you when you arrive at your teaching station. If adequate lesson plans or specific teacher instructions are at your disposal, we request that you follow those plans as closely as possible. If for some reason these plans are not available, student assistance may be obtained to give you the direction you need. It is also at these times that your own special teaching package, if you have one, can be of great assistance in making a meaningful experience for both you and your students for that day.

There are other things with which you will need to familiarize yourself such as seating charts, special schedules, a list of student helpers and their assignments, recess schedule, bell schedule, bus schedule, special seating for assemblies, fire and civil defense drill information, and instructions to follow in case of accident or illness of pupils. These are some of the many responsibilities that might be yours in one day of teaching.

A dignified, business-like, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting the main office to have that student removed. Never send a student from the room without first contacting an administrator by inter-school phone or intercom and completing the proper referral form. In all other normal teaching situations, the substitute is expected to be able to handle routine discipline problems and any other normal behavior that is exhibited by students.

### **SCHOOL POLICIES/REGULATIONS**

These policies are general, but very important, and they pertain to all school buildings. Individual schools will also have more specific and detailed policies that you should know if you continue substituting.

- Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in orderly fashion at the end of the day.
- All money collected in the classroom (for any reason) should be removed from the classroom at the end of the teaching day and turned into the principal's office in accordance with building procedures.
- If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and alert the office. Under no circumstances should a child be released without the permission of the principal.
- In the event of major discipline problems, call the assistant principal or principal immediately. At no time are you to administer corporal punishment.
- Students are not to be kept after school by a substitute without the principal's approval.
- All cases of accident or illness are to be reported immediately to the school office.
- Information concerning students that may be confidential in nature should be kept confidential by the substitute.
- The substitute is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching.

### **WHAT TO DO AT THE END OF THE TEACHING DAY**

When you leave your classroom at the end of the day, please see that it is in an orderly fashion, that all windows are closed, and that the room is locked.

When you complete your work, check out with the school secretary by letting him/her know of anything that happened during the day that the principal should be made aware of.

Find out from this person, if possible, if your services will be required again for the following day.

Return to the school secretary any packets or forms that were given to you during the period of your substituting.

At the end of your assignment, be sure to leave a comprehensive report for the regular teacher indicating the work you covered, any homework assigned, any discipline problems encountered, and notations regarding any departure from the lesson plans of the regular teacher. Positive statements concerning students or the entire class are important.

If there is a need to contact the teacher about any specific information, you may obtain the teacher's email address from AESOP or their telephone number from the school secretary.

### **GENERAL EMPLOYMENT INFORMATION**

Assignment to the teacher substitute list is completed annually. If you do not substitute during a school year, or are excluded from more than three (3) buildings as a substitute, your employment as a substitute will be discontinued for the following year.

A current, valid teaching certificate or substitute teaching certificate must be on file in the Human Resources Office at the beginning of each school year.

The following rates of pay are provided for the 2016-2017 school year:

1. **Casual Substitutes** – Casual substitutes are paid per the following schedule:

<b><u>FULL DAY (8 hours)</u></b>	<b><u>HALF DAY (4 hours or less)</u></b>
\$130.00	\$70.00

A half-day is either four hours in the classroom or the number of hours designated by the building's principal.

No fringe benefits are provided.

Sub teachers may be required to work through the teacher's planning period as part of their day, this type of work does not qualify for additional pay.

#### **Other Possible Casual Substitute Assignments:**

- Same building – 2 different teachers = pay for 2 half days (this does not include covering a prep. period)
- Different buildings – regular schedule for one teacher = pay for one day + mileage
- Different buildings – 2 teachers = pay for 2 half days

2. **Intermediate-Term Substitute** – Substitutes who teach 15 or more consecutive days **in the same assignment** (but less than 80 days) are paid as per the teacher salary schedule from the first day of employment.
3. **Long-Term Substitute** – Substitutes who teacher 80 or more consecutive days **in the same assignment** or whose term of employment is known to be 80 or more consecutive days in the same assignment at the time of employment are paid as per the teacher salary schedule from the first day of employment.

Substitutes are paid on the 15<sup>th</sup> and last day of each month. Paychecks are directly deposited into chosen bank account. Pay stubs are available for viewing online through Skyward's Employee Access. Login information for this system will be emailed to you by the Payroll department. A time lapse of two weeks is necessary to allow for transfer of records from the school to the Payroll Department.

Please make sure assignments are recorded accurately on the timesheet and in AESOP. A timesheet form should be completed for each substitute teaching assignment. Both the school and substitute teacher will retain a copy of each form. The school will forward copies to the Payroll Department. If a completed assignment is not included with a paycheck and the assignment was completed more than two weeks prior to receiving the check, please check with the school where you substituted to make sure the timesheet was sent to the Payroll Department.

Federal and state withholding, social security, and teacher retirement are withheld from the substitute's salary. A substitute is covered under Worker's Compensation and the district's liability insurance.

The possibility of permanent employment as a teacher in District 622 makes it important for you to take your responsibilities as a substitute teacher seriously and do the best job possible each day. When vacancies arise in the district, substitute teachers who have shown outstanding performance are likely to be prime candidates for employment.

### **PROFESSIONAL ETHICS**

In your role as a substitute teacher, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained in order to provide information for the professional staff on child development. Such materials should be handled in a confidential manner.

Certified substitutes are responsible for knowing the principles of child development, accepted teaching techniques, educational programs, and the rules and regulations of the North St. Paul – Maplewood – Oakdale Schools. These two latter areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools you teach in.

As a substitute teacher traveling from school to school, you will observe many styles of teaching. We hope you understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Although it is a prerogative seldom used, we reserve the right to terminate the employment of a substitute. Reasons for such action might include lack of initiative, unsatisfactory teaching, inability to arrive at work on time, or undue difficulty with discipline.

Each building has the right to "exclude" or remove a substitute teacher from their subbing list in the event there is an incident with students or staff. If a principal feels a substitute teacher exhibits/displays inappropriate behavior during their time at the building, they have the right to exclude a substitute from their building and notify Human Resources. **If a substitute teacher is excluded from more than 3 buildings in ISD 622, the substitute teacher will be removed from the district's substitute list and employment will be terminated by Human Resources.**

Again, thank you for being an important part of ISD 622 and have a great school year!

-ISD622, Human Resources