

# MARSHALL COUNTY SCHOOL SYSTEM

## SUBSTITUTE SUPPORT WORKER ORIENTATION



## **INTRODUCTION**

### **Welcome**

The Marshall County Board of Education joins the Superintendent in welcoming you.

### **Web-based Support and Information**

Marshall County is developing a section on the system web site for substitutes that will include frequently asked questions, resources on the Internet, the District map, this handbook and other resources intended to enable substitutes to be more successful in their jobs. Substitutes are strongly urged to visit the site often at [www.marshallk12.org](http://www.marshallk12.org) and click on the section labeled "Substitutes".

### **I.D. Badges**

All required paperwork must be completed and received by the Central Office, fingerprint and background check approved. Substitutes must wear or display a temporary school I.D. badge at all times when on campus. This will be given to you upon signing in at the main school office for that day of substituting.

### **Calendar of Jobs**

The substitute will receive a copy of the School Year Calendar. This will allow prior knowledge of possible scheduling needs. Attached to the calendar, the substitute should keep a log of all jobs worked-their dates, places, and names of workers (work assignments). The log will help if needed for payroll purposes. Having a calendar handy at all times is also helpful when workers or administrators want to request or prearrange a substitute for a job.

# **RESPONSIBILITIES OF SUBSTITUTES**

## **A. Ethical Behavior**

Substitutes have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

### **1. Confidentiality**

Substitutes have a grave responsibility to treat with confidentiality matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

### **2. Criticism/Comparisons**

The substitute is encouraged to speak honestly about their experiences in the District. However, the mission of Marshall County School System and the goals of the school are thwarted when a substitute engages in malicious talk about their experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute criticize the fulltime employee, except to those in authority, and even then, only when the best interests of the students are being considered.

### **3. Substitute/Student Relationships**

Substitutes should exercise extreme caution and good judgment in verbal and physical contact with students. Substitutes should establish a position of authority with the students; they may be friendly without “befriending” the students. Under no circumstances may a substitute engage in a relationship with a student (Sexual Harassment Policy). Yelling at students, calling them derogatory names and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

## **B. General Duties**

### **1. Accepting and Canceling Jobs**

Whenever possible, substitutes should accept the jobs they are offered. Once they have done so, they should write down the date, time, location and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he should do so at the earliest possible opportunity. This is critical because there must be time to arrange for another substitute to fill the position.

NOTE: It is vital that schools are able to depend on those substitutes who are on the school substitute list. If a substitute consistently “turns down” a job or cancels often, he will not be considered reliable and may not be contacted for additional jobs

## **2. Parking and Privileges**

Substitutes can park in “reserved” or “visitors” parking areas. Some schools may also have designated parking. If so, please ask about the possibility of using the space of the worker for whom you are “subbing.”

## **3. Punctuality**

Substitutes are expected to be on duty the same length of time as the regular worker. This includes reporting to duty BEFORE the start of school, which will allow time to find the office, sign in, prepare for a successful day of substituting. The exact beginning and ending times for substitutes may vary slightly from school to school, so be certain to verify the work times with that particular school.

## **4. Report for Duty**

Substitutes should report to the school office before assuming any duties. While in the office, they should sign in, ask for a temporary I.D. badge (they should always wear their temporary I.D. badge on campus) and then ask for assigned duties. Many schools have prepared folders for substitutes containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and a list of key personnel. They should ask if there are any special instructions or other information needed to carry out the day’s activities.

## **5. Supplies, material and Equipment**

Teachers’ materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves the campus. At the end of the day, the teachers’ room and equipment should be left the way they were found. The full-time teacher’s desk, files, and other storage areas should be regarded with respect.

## **6. Leaving the Campus**

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitutes should not leave the campus at the end of the school day unless they have cleared through the school office.

## **7. Other Duties as Assigned**

Occasionally, a substitute may be asked to perform duties in addition to those of a regular substitute. Also, a substitute may be asked to be in a classroom other than the one he had agreed to when contacted. In both cases, the substitute is expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

## **8. End of the Day**

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute will still have several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the substitute's instructional efforts. The teacher should also be informed of any behavior problems or unusual events that may have occurred during his/her absence. In addition to leaving a note for the teacher, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages that may have been received and to note the time of departure (ask about the automatic checkout system).

## **9. Changes in Personal Profile Information**

Throughout the year, the substitute has the responsibility of keeping current the information that is stored in the Substitutes Files. This includes your current address, which may be the location for receipt of paychecks. Please speak with the Payroll Clerk about Automatic Deposit to your bank.

## **10. Seek Help!**

At all times, and in all matters related to substituting, the substitute should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute to be successful (teachers, administrators, students, and parents.) Help is only a few steps or a call to the office away at any time. Key personnel are available to assist with any questions or concerns.

## **RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND REGULAR EMPLOYEE**

Successful substituting is a partnership between the substitute, the classroom teacher, the school staff, and the District Staff.

### **A. District Staff**

The Marshall County Central Office is dedicated to providing service and support to our substitutes. Their responsibilities include: creating and maintaining employee files, coordinating payroll information, providing I.D. Badges, and providing guidance through training/use of website. Questions may be directed to the receptionist who will, in turn, forward your call or request to the appropriate staff member.

### **B. School Staff**

#### **1. Substitute Folder**

Many of the schools provide the substitute with a substitute folder in which vital information can be found. Request a Substitute Folder when you check in at the school office.

#### **2. School Routines**

The substitute will receive a schedule of the regular school program and any scheduled changes, such as school assemblies, pep rallies, etc. He/she should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc. The substitute should be informed of and follow the procedures for attendance reporting.

### **C. Regular Employee**

#### **1. Routines**

The substitute will be provided with specific procedures to be used (when appropriate), if necessary. Other schedules and routines may be posted.

#### **2. Support**

When workers anticipate an absence, they should prepare other workers to work with the substitute. Such planning would emphasize helpfulness and consideration. If there are concerns from the worker about the effectiveness of a "substitute day," they will be directed to the administrator.

## **DISTRICT GUIDELINES AND POLICIES**

### **A. Dress/Grooming**

Substitutes are held to the same standards as regular employees. They should exercise discretion and good judgment in their attire and should be appropriately dressed for the assignment.

### **B. Personal Questions**

Personal questions of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, family life, etc.

### **C. Sexual harassment**

Conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. All allegations of harassment are investigated and appropriate action taken.

### **D. Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to school administrators or supervisors immediately.

### **E. Visitors in the Workplace**

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on district premises should immediately direct him or her to the building office or contact the administrator in charge.

### **F. Smoking/Tobacco Products**

District policy prohibits the use of tobacco products anywhere on school property. For further information please refer to the District's Policy File.

### **G. Drug Free Workplace**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol, as those terms are defined in state and federal law, in the workplace, on school premises or as part of any District activities.

### **H. Computer Use**

Most every classroom in the District has a computer and most have access to the Internet. Only if the workers job requires the use of a computer should the substitute ever use school computers. Substitutes should not use school computers to check their personal e-mail, etc.

### **I. Cell phones/Pagers**

Cellular phones and pagers are allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the work day.

## **CLOSING COMMENTS**

Thank you for choosing to work for the Marshall County Board of Education. Substituting can be one of the most rewarding and difficult jobs that you can do. Most teachers and support workers will tell you that they could not do their jobs without you! In many ways the job of the substitute is much more difficult than that of the full-time worker. But, your job can be very rewarding as well. You will have the opportunity to meet and work with hundreds of people from many campuses. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute. Feel free-to contact District or School administrators for guidance. Thank you for your contribution to the education of our students.



