

SALARY AND RELATED ITEMS

Substitute teachers are paid at the rate of \$150/day, \$75/half day. A long-term substitute is one who works in the same position for 20 consecutive days or more. You will be paid at your per diem and will be required to provide verification of experience and official transcripts. Contact Human Resources, 757-3311 x 1016 if you have been assigned a long-term substitute position of 20 or more days.

If you are required to travel to another building as part of the regular assignment, you should complete a travel expense form for mileage reimbursement. Forms are available from the building secretary.

Paystubs are mailed to your mailing address. **Your pay will be deposited on the last working day of the month following the one in which work was performed.**

If you have questions regarding your pay, please contact our Payroll Department at (360) 757-3311, ext. 1036.

Retirement Credit

Substitute teachers may earn service credit in the retirement system. A report of all earnings will be sent to you on a quarterly basis by our Payroll Department. To apply for service credit in the retirement system, follow guidelines given in the DRS publication, *The Substitute Teacher's Guide to Obtaining Service Credit*. You can download this publication from the DRS Internet site at <http://www.WA.gov/drs/forms/fmz-mbr.htm>

RESPONSIBILITY OF SUBSTITUTE TEACHERS

- ◆ Take responsibility for familiarizing yourself with our district and the whereabouts of our schools.
- ◆ When reporting for an assignment, check in at the office with the building Admin. Asst. Report hours are stated below.
- ◆ Read the daily bulletin, supervision schedules, and familiarize yourself in regards to building procedures.
- ◆ Follow the lesson plans for the day. If plans are not available, remain flexible and adaptable to conduct class or check with the building principal. Try to maintain lesson continuity by referring back to the last, completed day in the plan book and do a reasonable follow-up of the previous lesson.
- ◆ At the end of the day complete and leave for the classroom teacher the *Substitute Teachers Report to the Classroom Teacher*. Take responsibility for grading papers, keeping records, making appropriate assignments and leaving the room in a neat and orderly manner.
- ◆ No substitute teacher should ever release a student from class without specific authorization from the school office. Any parent or visitor should report to the office before visiting a classroom.
- ◆ **Be sure to see the Administrative Assistant before leaving the building to sign any necessary forms.**

<u>REPORT TIMES:</u>	<u>A.M.</u>	<u>P.M.</u>
High School	7:15 a.m.	3:00 p.m.
Half day	7:30-11:15	11:15 - 3:00
Elementary Schools	8:30 a.m.	4:00 p.m.
Half day	8:30-12:15	12:15 - 4:00

RESPONSIBILITY OF THE DISTRICT

- ◆ Classroom teachers who are absent have the responsibility to leave clear directions, including lesson plans and up-to-date seating charts. A Substitute Folder is recommended.
- ◆ Building principals and secretaries will greet the substitute teacher, sign him/her in, provide a Substitute Folder, orient the substitute to the building, and provide direction to the classroom.
- ◆ The principal will provide instructional support and disciplinary back-up for the substitute teacher. The principal and classroom teacher will establish with the students an attitude of cooperation and respect towards the substitute teacher.
- ◆ The building staff will provide total support to the substitute teacher in his/her assigned duties.
- ◆ The classroom teacher/building principal will evaluate the substitute teacher's services, using the district evaluation form. If there are several unsatisfactory reports, the substitute teacher may be called in for a conference with the Asst. Superintendent and/or may be removed from the substitute list.

ASSIGNED IN ERROR

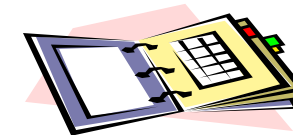
Yes, it happens! Occasionally a substitute is assigned in error. When this happens, the following shall apply:

- 1) The Building Admin. Asst. will check to see if there is another assignment available.
- 2) You may stay at the building on a one-half day alternate assignment designated by the building principal and you will be paid for one-half day.
- 3) If you do not wish to stay for the one-half day, you will not be paid.



SPECIAL TIPS/REMINDERS!

- * School district policy mandates that corporal punishment will not be inflicted on any student by any district employee. In this day and age, all kinds of problems can occur by touching students; please refrain from doing so. Contact the building principal immediately if a serious discipline problem occurs.
- * All school records and reports should be handled with the utmost care and confidentiality.
- * Use common sense when an accident or injury occurs. Do not leave the injured student. Send another student or school employee to the office for help. An accident form must be filled out. Forms are available from the secretary.
- * **Begin class on time;** make expectations clear; provide for student involvement; expect good behavior; be fair and consistent; be prepared.
- * Substitute teachers should plan to stay in the day's assignment just as a regular teacher—**do not leave early!**
- * If you need help, **please ask**—keep your sense of humor!





Burlington-Edison High School
 301 N. Burlington Blvd., (360) 757-4074
 Jeff Baines, Principal
 James Campbell, Asst. Principal
 Jeff Demorest, Asst. Principal
 Lisa Drye, ASB/CTE Admin. Asst.
 DiAnn Cardona, Admin. Asst.
 Marie Owens, Attendance Admin. Asst.
 Carole Kennedy, Athletics Admin. Asst.
 Dina Padilla Counseling Secretary
 Tiffany Rainaud-Hinds Registrar

Allen Elementary School
 17145 Cook Road, (360) 757-3352
 Patti Fouts, Principal
 Toni Hinkle/Evelyn Talavera/Victoria Villa, Admin. Assts.

Bay View Elementary School
 15241 Josh Wilson Road, (360) 757-3322
 Amy Reisner, Principal
 Kathi Knutzen/Julie Small, Admin. Assts.

Edison Elementary School
 5801 Main Avenue, (360) 757-3375
 Amy Staudenraus, Principal
 Tammy Power/Catherine Charles, Admin. Assts.

Lucille Umbarger Elementary School
 820 S. Skagit St., (360) 757-3366
 Justin May, Principal
 Kevin Johnson Asst. Principal
 Tonia Goodwin/Desiree Deleon/Marijo Lehr Admin. Assts.

West View Elementary School
 515 W. Victoria Ave., (360) 757-3391
 Tamara Skeen, Principal
 Shelley Hiatt/Lola Padilla, Admin. Assts.

BURLINGTON-EDISON SCHOOLS



SUBSTITUTE TEACHER HANDBOOK

927 E. Fairhaven Ave.
 Burlington, WA 98233
 (360) 757-3311
<http://www.be.wednet.edu>



WELCOME!

The Burlington-Edison School District welcomes you - substitute teacher - as a member of an important part of its operations. As a substitute teacher, you play an important part in the overall effectiveness of the instructional program. We appreciate and value your contribution to education in the Burlington-Edison School District.

This guide for substitutes has been prepared to help acquaint you with your responsibilities as a substitute teacher and to help you make the transition from school to school so that consistency in instruction is assured throughout the district. You will find the staff at each school ready to offer further assistance as you carry out your duties and responsibilities as a member of our staff.

It is important as you perform your duties as a substitute teacher that you remember two guiding principles. First, a positive school environment is essential to learning, and second, from the time students arrive in the morning until they leave at night they should have grown and become better for the activities and experiences they have learned at school. We want your substitute teaching experiences to be successful for both you and our students.

Laurel Browning
 Superintendent

SUBSTITUTE PROCEDURES

We use *Substitute Online*, a web-based program for substitute assignments. Please refer to the brochure provided for instructions to use this system. You may also find instructions for *Substitute Online* on our webpage, www.be.wednet.edu.

You may receive phone calls to substitute for assignments that have not been taken via Sub Online and for those assignments that are submitted after 6:00 a.m. on the day of absence.



Cancellation

Information:

If for any reason you cannot sub after you have been scheduled to cover a position, contact the school office.

Please notify the Human Resources Department of a change of address, phone number or email.

Human Resources Dept.—
Kristyn Browning, HR Specialist, 757-3311 x 1034
Lisa Kelley, HR Assistant, 757-3311 x 1039