



Substitute Teacher Information

**Temporary Services
Office of Human Resources
10910 Route 108
Ellicott City, MD 21042
410-313-7035**

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Mission and Goals

The mission of the Howard County Public School System is to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world.

Goal 1 - Each child, regardless of race, ethnicity, socioeconomic status, disability or gender, will meet or exceed rigorous performance standards. All diploma-bound students will perform on or above grade level in all measured content areas.

Goal 2 - The Howard County Public School System will provide a safe and nurturing school environment that values diversity and commonality.

Substitute Teacher Overview

The Howard County Public School System considers substitute teachers to be an integral part of the educational program. As such, substitute teachers are expected to maintain a professional attitude toward their work and to always keep in mind the school system's goals. Effective substitute teachers make a positive impact on students.

Substitute teachers are assigned on an **as-needed basis** and are temporary employees. Substitute teachers receive no benefits and are assigned due to teacher absences or position vacancies. Payment for substitute positions is based on half or full day employment and can be daily, extended or long-term.

Substitute teachers should be provided with lesson plans, schedules and seating charts. Additional information to assist the substitute will be provided by school administrators, team leaders or the department chairperson. Schools will often provide a substitute handbook with information on school procedures and discipline policies.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside of his/her background or educational training. They may also be asked to cover classes during a planning period. It is not expected that they be able to teach new or unfamiliar material, but rather that they will make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

Substitute Teacher Responsibilities

Substitute teachers must sign in at the school office when they arrive for their assignment. They must also present the job number assigned to them through the automated substitute system (**SmartFindExpress**). The school secretary can answer questions regarding sign-in procedures. When accepting an assignment after the recorded start time, substitute teachers must call the school to confirm a substitute is still needed. If the school has made other arrangements and no longer needs coverage, the substitute should contact the Office of Temporary Services to cancel the assignment.

Substitute teachers are expected to do the following:

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment
- Keep students under direct supervision at all times
- Refrain from touching any student for any reason
- Use appropriate language at all times
- Use materials provided by the teacher or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics
- Become familiar with emergency procedures
- Notify school administration of any unusual incidents which may have occurred during the school day.
- Leave information concerning the day's activities for the teacher
- Refrain from the use of cell phones for making or receiving calls while students are present (except in the case of an emergency).
- Substitute teachers are not to share social networking sites such as email addresses, Facebook or My Space pages etc. with students.

SmartFindExpress

Howard County Public Schools utilizes an automated system to assign substitute teachers. This system is accessed either by telephone or internet. The system allows the substitute teacher to do the following:

- Specify locations where they prefer to work
- Indicate daily availability
- Indicate specific subject preferences
- Change the above information
- Indicate periods of unavailability
- Temporarily change phone number
- Arrange for periods when they do not want to be available for calls.
- Listen to or view jobs available to them
- Prearrange jobs with teachers/administrators
- Enter email address to receive job confirmations and/or cancellation information

Quick reference materials are provided to substitute teachers to assist them in using the automated system. All assignments must go through this automated system as the substitute payroll is generated through this system. In order to be paid, the substitute must receive a job number and provide that number to office staff when they arrive at the school. More detailed information can be found on the Substitute Quick Reference Card.

Work Assignments and Reporting Times

Substitute teachers are expected to report to schools 30 minutes prior to the time students arrive and to remain for at least 15 minutes after students are dismissed. These times are included in the start and end times given by the automated system. Substitute teachers are required to assume all of the duties of the teacher they are replacing. This may include extra duties performed by the teacher or assigned by the administrator during the school day only.

Cancellation of Assignments

When a substitute teacher accepts an assignment they have made a commitment to the school. Assignments should only be cancelled in case of an emergency. When an emergency arises the substitute should cancel the job with the automated system as soon as possible. Assignments cannot be cancelled in SmartFind within three (3) hours prior to the start of the assignment. (See Quick Reference Card for cancellation procedures). The substitute teacher should also contact the school to inform them that they have cancelled the assignment.

If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the substitute teacher of the cancellation. Once a job has been cancelled by the teacher, the substitute teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

Inclement Weather

During inclement weather, substitute teachers should listen to local media stations or check the hcpss.org website for delayed openings, early dismissals, or closings. When schools are delayed, substitute teachers should adjust the reporting time and arrive 30 minutes prior to the delayed opening of schools. If a substitute teacher is unable to report they must follow cancellation procedures and notify the school.

Substitute teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all substitute assignments will automatically be cancelled by the system. Substitute teachers are not paid for assignments when schools are closed due to weather emergencies.

Payroll

Substitute teachers are paid on the same bi-weekly schedule as regular school system employees. Paychecks are mailed to the substitute teacher's home unless arrangements have been made for direct deposit. There is an anticipated two week delay to process new substitute teachers for payroll. Substitute teachers hired near the end of the pay period may experience a two week delay in receiving their initial pay check.

Salary adjustments based on degree status will occur once a transcript showing the degree is received in the Temporary Services Office. Adjustments of pay are not made retroactive to the date of employment. Retired teachers must provide acceptable documentation to the Temporary Services Office in order to receive the higher rate of pay.

Substitute teachers are responsible for notifying the Temporary Services Office of name/address/phone number changes. A change of information form must be submitted to the Temporary Services Office. Name changes will only be made when a copy of a legal document such as marriage license or divorce degree is provided.

Pay Rates and Assignment Definitions
Rates of Pay (7/1/06)

Daily Rate of Pay

Non-degreed (Minimum of 60 credits)	\$75.00	per day
Degreed (Bachelors or higher)	\$85.00	per day
Retired Teacher (Must provide verification)	\$103.00	per day

Extended Rate of Pay*

Extended rate of pay begins on the sixth consecutive day for the same teacher in the same assignment. The rate of pay is:

Non-degreed (Day 6 - 15)	\$88.00	per day
Degreed (Day 6 - 15)	\$96.00	per day
Retired Teacher (Day 6 - 15)	\$103.00	per day

*** An absence during the extended day assignment may result in the pay rate reverting to the daily rate of pay.**

Long Term Rate of Pay**

Long-term rate of pay begins on the 16th consecutive day for the same teacher in the same assignment. The rate of pay is:

Non-degreed (Day 16 and beyond)	\$103.00	per day
Degreed (Day 16 and beyond)	\$113.00	per day
Retired Teacher (Day 16 and beyond)	\$113.00	per day

**** Any unexcused or unapproved absences may result in the long-term rate reverting to the daily rate of pay.**

Conditions for Continued Employment

All employees of the Howard County Public School System are expected to conduct themselves in accordance with applicable laws, policies and standards of behavior that support the mission and goals of the school system. Schools have the option of using **Preferred** lists and **Do Not Use** lists in the automated system to indicate a substitute's status with that school. **Preferred** lists are created by school administrators to identify those substitute teachers that best meet the needs of their school. Substitute teachers on these lists are identified by the system and offered open assignments at that school before substitutes not on that preferred list.

Administrators may also request that certain substitute teachers not be assigned to their school based on unsatisfactory performance. These names are indicated on the school's **Do Not Use** list. Substitute teachers on this list are not eligible to receive or accept assignments at those schools.

Effective January 2006 the Temporary Services Office implemented the following procedures when receiving a request from school administrators to place substitute teachers on **Do Not Use** lists:

- When a school administrator feels a substitute's performance has been unsatisfactory or the substitute has demonstrated inappropriate behavior, they will submit a "Do Not Use" request to the Temporary Services Office.
- Whenever possible the administrator will discuss this issue with the substitute teacher within 48 hours of the incident.
- Once this form has been received, the Temporary Services Office will place the substitute teacher on the "Do Not Use" list.
- If the complaint is not an immediate cause for termination the substitute may receive a written warning or phone call from the Manager of Temporary Services.
- Do Not Use requests from multiple schools will result in a scheduled conference with the Manager of Temporary Services to discuss the issue(s) and determine if the substitute is eligible for continued employment.
- Complaints received which are considered to be detrimental to the safety and well being of students will result in the immediate termination of employment. The substitute teacher will be notified in writing of this termination.
- Administrators dealing with complaints regarding situations involving child abuse or neglect will follow the reporting guidelines set forth in **Policy 1030 Child Abuse and Neglect**. They will also notify the Manager of Temporary Services who will suspend the substitute teacher's employment pending the results of an investigation.

Reactivation/ Termination

Each spring all active substitute teachers will receive a letter assuring they may return to their position as a temporary employee. At that time they will also receive a Reactivation/Profile form. **Substitute teachers who have not worked during the current school year will not receive reactivation information.** In order to reactive they must complete the enclosed substitute form and return it to Temporary Services. Substitute teachers that do not reactive will be terminated with the system. Their employment file will be held for one year from the termination date. After that time the file will be destroyed. Substitute teachers wishing to reactive after more than a year will need to re-apply.

TIPS FOR SUCCESSFUL SUBSTITUTE TEACHING

- Arrive at school at least 30 minutes before school starts.
- Sign – in at the office. Be sure to record the job number.
- Ask for the school’s Substitute Teacher Handbook (if available)
- Check for emergency procedures and become familiar with them.
- Find out how attendance is recorded and keep accurate attendance records.
- Students are expected to follow all posted school rules and classroom procedures.
- Follow the lesson plans and have students complete all tasks the teacher has assigned.
- Students should remain in their seats. If they have questions have them raise their hands.
- The substitute teacher should go to the student to provide assistance.
- Move through the classroom. Use proximity to remind students of expected behavior.
- Remain calm and respond to students in a firm and positive manner.
- Leave a note for the teacher at the end of the day to inform them of the day’s activities.
- Leave the classroom in good order.

Additional materials on substitute teaching are available through:

The Substitute Teaching Institute

Utah State University

Toll Free: (800) 922-4693

Website – SubEd@cc.usu.edu

Important Contact Information for Substitute Teachers

- **Office of Temporary Services - 410 313-7035**
- **Phone access for Smartfind Express - 410 313-7030**
- **Web access for Smartfind Express**
www.hcpss.org
 - **Employment >**
 - **Substitute Teachers >**
 - **Smartfind Express>**
 - **Log on Smartfind Express**
- **HCPSS web address for questions/information**
www.appstat@hcpss.org
- **Web address for Suzanne Zilber,**
Manager of Temporary Services
www.suzanne_zilber@hcpss.org

**Additional information for substitute teachers can be located on
the HCPSS website under:
Substitute Teachers**