



Zachary Community School System

Substitute Handbook

**A Publication of the
Zachary Community School Board
Personnel Department**

TABLE OF CONTENTS

MESSAGE FROM THE SUPERINTENDENT	3
VISION AND MISSION	4
CENTRAL OFFICE ADMINISTRATIVE STAFF	5
SCHOOL INFORMATION	6
APPLICATION PROCESS	7
DUTIES AND RESPONSIBILITIES.....	8
APPROPRIATE DRESS	9
GETTING STARTED.....	9
CLASSROOM MANAGEMENT	10
MONITORING STUDENTS.....	11
CLASSROOM ETHICS	11
AT THE END OF THE DAY.....	12
SUBSTITUTE BEHAVIOR.....	13
RESPONSIBILITIES OF THE REGULAR TEACHER.....	14
TIPS FOR SUCCESS.....	15
PAYROLL INFORMATION.....	16

MESSAGE FROM THE SUPERINTENDENT

Dear Zachary Community Schools Substitute Teachers:

On behalf of the Board Members and the staff, welcome to Zachary Community School System. As a member of the substitute teaching staff you are one of the most vital parts of our school system. The responsibility of a substitute teacher is a challenging, but rewarding one. We are excited you accepted this opportunity to assist in making a difference in our student's life.

The purpose of this substitute handbook is to provide you with the information you need to ensure continuity in the instructional program when teachers must be absent from their classrooms. Moreover, it will help with maintaining a safe and supportive educational environment for the students entrusted in your care. This handbook, along with assistance from school principals and classroom teachers, will enable you to assist us in meeting the educational needs of our students.

We are delighted that you have chosen to join our school system in its efforts to fulfill the mission of Zachary Community School System. Have a great year!

Sincerely,

A handwritten signature in black ink that reads "Warren Drake". The signature is written in a cursive, flowing style.

Warren Drake, Jr.
Superintendent

VISION AND MISSION

Zachary Community School Board Vision Statement

Zachary Community School System is recognized as a model of excellence serving all citizens.

Zachary Community School Board Mission Statement

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

CoreValues

Children First
Honesty
Integrity
Teamwork
Strong Moral Foundation
Community and Family Involvement
Accountability
No Political Agendas
Safety
Excellence

CENTRAL OFFICE ADMINISTRATIVE STAFF
(225-658-4969)

Superintendent

Warren Drake, Jr.

Business Manager

Gordon Robertson

Director of Personnel

Yolanda Williams

Director of Student Services

Aeneid Mason

Director of Technology and Federal Programs

Gwendolyn Longmire

Director of Academic Accountability

Michelle Clayton

Director of School and Home Relations

Frances Price

Supervisor of School Nutrition

Helen Folks

SCHOOL INFORMATION

Zachary Community School District consists of five public school campuses:

- Northwestern Elementary School (PK- Grade 1)
Martha Davis, Principal
Brenda Triche, Secretary
4200 Rollins Road
Phone: 654-2786
- Zachary Elementary School (Grades 2-3)
Jennifer Marangos, Principal
Kim Heikes, Secretary
3775 Hemlock Street
Phone: 654-4036
- Copper Mill Elementary School (Grades 4-5)
Dewey Davis, Principal
Monica Meeker, Secretary
1300 Independence Blvd.
Phone: 654-2786
- Northwestern Middle School (Grades 6-8)
Debby Brian, Principal
Cynthia Coghlan, Secretary
5200 East Central
Phone: 654-9201
- Zachary High School (Grades 9-12)
Scott Devillier, Principal
Theresa Boudreaux, Secretary
4100 Bronco Lane
Phone: 654-2776
- Port Hudson Career Academy (Grades 6-12)
Patrick Jenkins, Principal
Brittany Arceneaux, Secretary
205 W Flanacher Road
Zachary, LA 70791
Phone: 658-7381

APPLICATION PROCESS

- I. Complete substitute application packet which includes the following:
 - application
 - authorization form to disclose criminal history records information
 - federal and state tax forms
 - direct deposit authorization agreement

Along with the application we will need the following proof of identification:

- social security card
 - driver's license or other picture ID
- II. In order to be approved as a substitute, a candidate must hold at a minimum, a valid high school diploma or GED. We will need proof of education – copy of one of the following documents:
 - high school or college diploma
 - college transcripts
 - GED certificate
 - III. All substitute candidates must be fingerprinted and drug tested. Fingerprinting is done at the Zachary Police Department and drug testing is done at Lane Memorial Hospital Lab. When results are received and approved, the substitute will be contacted to pick up a substitute card to bring to the schools of choice.

DUTIES AND RESPONSIBILITIES

The substitute Teacher performs under the supervision of a principal or other designated supervisor, and has the responsibility to continue the instructional program according to the directions left by the absent teachers. The Substitute Teacher functions in accordance with established policies, rules, and regulations and the performance standards of the District.

All substitutes are expected to arrive on time and to remain on the job until all students have been picked up by their parents, been put on the bus, and/or have otherwise been dismissed.

During breaks from the classroom duties, substitutes are to report to the school office for assignment from the principal. Note that substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.

Major Duties

- Makes every effort to continue the instructional program according to the directions left by the absent teacher.
- Confers with the principal or designated supervisor concerning the completion of any reports that may be necessary.
- Instructs students appropriately in citizenship and interpersonal relationships, and responsibilities.
- Provides instruction, organization, and management in the classroom, which creates an environment conducive to learning.
- Displays judgment that supports performance and attendance.
- Communicates with the absent teacher.

APPROPRIATE DRESS

Substitute teachers are required to:

- Dress modestly and present a neat, clean appearance.
- Blue jeans should not be worn except for some special activity
- Blouses, shirts and tops that reveal the midriff or chest may not be worn.
- Hats and caps are not appropriate for wear inside the buildings.
- Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco or any other type of message that may cause a disruption or disturbance in school may not be worn.
- Clothing which contains obscene or suggestive language may not be worn.

GETTING STARTED

- Arrive on time
- Report and sign in at the main office upon arrival.
- Receive instructions and materials.
- Get information from school staff about the bell schedule and any special activities for the day.
- Maintain confidentiality with all student records and information.
- Maintain the same professional and ethical standards as the classroom teacher when dealing with students, parents and school staff.
- Start class promptly after the bell.
- Contact the principal or designee if lesson plans are not available.
- Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and teaching plan. Encourage students to leave the room in an orderly condition at the end of the day.
- If a problem occurs that you are unable to manage, contact the principal or designee immediately for assistance.
- If in doubt about anything-ASK THE SCHOOL OFFICE!
- Write the teacher a note explaining the days events. (Identify helpful students, behavioral concerns and identify completed and not completed assignments.)
- Leave the classroom in proper order.

CLASSROOM MANAGEMENT

Substitute teachers are expected to use common sense and good judgment in addressing problems with students and other staff members. If however, a problem cannot be properly resolved at an individual level after an attempt at resolution has been made, the matter should be referred to the school principal.

Key Points:

- Be calm and unemotional, be firm and fair.
- Do not embarrass the student as a form of punishment. Try to handle the situation privately.
- Do not in any case use physical discipline of any type. Report serious problems to principal's office immediately.
- Do not punish the group for the actions of one.
- Set limits for behavior.
- Ignore behaviors that might increase if given attention.
- Develop a signal to let students know behavior is unacceptable.
- Reinforce students for appropriate behavior.
- Redirect students back to task by offering to help, discussing the assignment or complimenting the student's accomplishment on the completed part of the task.
- Always treat students with respect.
- Model respectful behavior.

MONITORING STUDENTS

The substitute should never leave students unattended at any time. In the absence of the teacher, a substitute assumes full responsibility for students in the class, outside the class, on the playground, in the cafeteria, etc. unless another adult is assigned that responsibility by the campus principal. Students should not be released before the bell unless the substitute is instructed to do so by a teacher or campus

CLASSROOM ETHICS

Information obtained about students, including grades/ performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability.

AT THE END OF THE DAY

Make notes for the regular classroom teacher about your day. Include information about problems during the day and any other information that you feel the teacher might want to know. If you were not able to follow lesson plans, if an assignment could not be completed or if you had to rearrange schedules, leave a note explaining why.

When substituting duties are complete for the day, the substitute should:

1. Straighten the classroom and leave appropriate notes for the regular teacher.
2. Secure all doors and windows in the classroom.
3. Report to campus contact person.
4. Sign out at the front desk of the school. This is extremely important as this record determines the dates for which a substitute is paid.
5. Leave keys, badge, and any other school materials with the campus contact person.

SUBSTITUTE BEHAVIOR

If a significant complaint in regard to a substitute teacher's performance or behavior is received, the substitute will be contacted by the Personnel Department either by phone or by mail. If the behavior reported amounts to a serious breach of duties, the substitute will be removed or suspended from the Active Substitute List. The substitute will be notified by mail of the action taken and the reason for the action. If the complaint/concern is less serious, the substitute will be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate actions to address the problem will be decided upon. If the continued complaints are received, the substitute teacher will be removed from the Active Substitute List.

RESPONSIBILITIES OF THE REGULAR TEACHER

Except in an unplanned absence, the regular classroom teacher should supply the following for the substitute:

- Lesson Plans
- Materials necessary to carryout lesson plans
- Class schedule
- Class roll
- Seating Chart
- List of students with special needs or disabilities
- Location of supplies/materials
- Name of nearby teachers who can be of assistance.

TIPS FOR SUCCESS

A. Interpersonal Skills:

- Rapidly establishes an appropriate level of rapport with students.
- Establish and maintain discipline in an environment conducive to teaching and learning.
- Be courteous to staff and students.

B. Instructional Skills:

- Clearly articulate the procedures and goals of the lesson.
- Make efficient and meaningful use of instructional time.
- Adequately interpret and implement instructional plans prescribed by the classroom teacher.

C. Logistical Skills:

- Follow rules, procedures and routines required of substitute teachers, in general, and of the school, in particular.
- Complete end-of-the day reports for the classroom teacher.

D. Professional Skills:

- Arrive promptly and stay until all duties are complete.
- Make appropriate referrals to the building administrator(s) and other professional persons.

PAYROLL INFORMATION

Time Report documents must be submitted to the school board office for each substitute assignment.

- Clearly print you name, employee ID number and other information using blue or black ink.
- Time reports are available at each school.

2009-2010 Substitute Teacher Salary Schedule

Paraprofessional Substitutes:	\$53.00 per day
Non Degreed Substitutes:	\$64.00 per day
Degreed Substitutes:	\$75.00 0- 20 Days
	\$85.00 21-45 Days
	\$120.00 45+ Days

Certified Substitutes: \$90.00 per Day

Certificated teacher who substitutes for same teacher for twenty consecutive days will be compensated based on degree and experience effective the first day of substitute work.

If you should find any discrepancies with you paycheck regarding hours please contact the secretary of the school for which you substituted. If after speaking with the secretary, you still have questions, please call the ZCSB Payroll Clerk/Rose Kennedy at 658-4969 ext. 225.