



Handbook for Substitute Teachers

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Transylvania County Schools is an equal opportunity organization and does not discriminate on the basis of race, color, religion, disability, sex, age, or national origin in its employment, programs, or activities.

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Introduction

Thank you for your interest in serving as a substitute teacher in Transylvania County Schools. The substitute teacher program is an important part of the school organization. Transylvania County Schools expects that the substitute teacher, while serving as the regular teacher's replacement, will continue the program of education normally provided for students, accepting all the duties and responsibilities of the position to which he or she is assigned. Duties will vary depending upon the school to which the substitute teacher is called to serve.

The purpose of this handbook is to provide you with important information about the requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students. Please keep a copy of this information for future reference. To access the current version of this handbook online, visit <http://www.tcsnc.org/>, and then follow the links for EMPLOYMENT → SUBSTITUTE TEACHING appearing on the main menu.

Important Contacts at the District Office (828) 884-6173

Kelly Clark, Human Resources, kclark@tcsnc.org
Micki Guinn, Changes & Updates, mguinn@tcsnc.org
Lisa Osteen, Payroll Questions, losteen@tcsnc.org

School System Administration

Morris Education Center

225 Rosenwald Lane
Brevard NC 28712

<http://www.tcsnc.org>

Phone 828.884.6173

Fax 828.884.9524

Transylvania County Board of Education

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Alan Justice	Athletics, Safe Schools, & Transportation Director
Chris Whitlock	Director of Technology
Audrey Reneau	Director of Elementary Education

Human Resources & Professional
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Tom Sweet

Testing & PowerSchool Coordinator

Index of Schools

Transylvania County Schools serves approximately 3,500 students in nine schools across the district. The system includes four elementary schools (grades K-5), two middle schools (grades 6-8), two high schools (grades 9-12), and one alternative school (grades 6-12). The table below provides essential contact information for each of these nine schools. For additional information about the district, visit our two sites on the World Wide Web at <http://www.tcsnc.org> and <http://info.tcsnc.org>.

School	Mailing Address	Telephone	Principal	Contact
Brevard Elementary School	601 Greenville Hwy. Brevard NC 28712	828.884.2001	April Gaydosh	Penny Creasman
Brevard High School	747 Country Club Rd. Brevard NC 28712	828.884.4103	Jennifer Anderson	Leigh Anne McJunkin
Brevard Middle School	198 Fisher Rd. Brevard NC 28712	828.884.2091	Jeff Bailey	Debbie Keever
Davidson River School	1000 Ecusta Rd. Brevard NC 28712	828.884.9567	Donna Wilde	Lisa McDaris
Pisgah Forest Elementary School	1160 Ecusta Rd. Brevard NC 28712	828.877-4481	Tonya Treadway	Lisa Rogers
Rosman Elementary School	167 Rosman School Rd. Rosman NC 28772	828.862..4431	Scott Strickler	Cindy Ayers
Rosman High School	749 Pickens Hwy. Rosman NC 28772	828.862.4284	Jason Ormsby	Evelyn Chapman
Rosman Middle School	2770 Old Rosman Hwy. Rosman NC 28772	828.862.4286	Greg Carter	Patricia Holliday
TC Henderson Elementary School	11839 Rosman Hwy. Lake Toxaway NC 28747	828.862.4463	Tony Meachum	Barbara Lovell

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Substitute Teacher Policy

Policy GCE of the Transylvania County Board of Education (rev. 03/20/06) outlines local regulations and requirements associated with substitute teaching in the district. As a quick introduction to the policy, please note these important points:

- Substitute teaching is a day-by-day, temporary employment assignment in Transylvania County Schools. Substitute teachers, upon accepting assignments, agree that they are hired for the day only and, in effect, resign at the close of each day. Days worked are NOT cumulative for any purpose including, but not limited to, seniority, future assignment, retirement, and other benefits afforded to regular employees. Substitute teaching provides no expectation of regular, routine, predictable, or continued employment with Transylvania County Schools.
- In order to be recommended to the Board of Education for employment as a substitute teacher, applicants must meet several minimum standards and complete several steps in the screening and selection process:
 - Submit a completed online employment application to the school district's Office of Human Resources at <http://www.applitrack.com/tcsnc/onlineapp>
 - Submit a completed health examination certificate, completed payroll withholding forms, and a completed Employment Eligibility Verification Form (I-9) to the school district's Office of Human Resources
 - Attend an orientation and interview session
 - Hold a valid teaching license, be a former teacher assistant in good standing with the school system, have a bachelor's degree from a college or university, or demonstrate equivalent successful experience and skill in working with children
 - Be approved for employment by the Superintendent or designee

Additionally, before an applicant's name is submitted to the Board of Education for approval, the results of his or her criminal background check must be on file in the Office of Human Resources, and the applicant's employment references must be verified.

During the orientation sessions, prospective substitute teachers will be provided with a copy of this handbook.

The complete policy manual of the Board of Education is available online, and provides additional information. To access it, please visit <http://www.tcsnc.org>, and then follow the links for BOARD OF EDUCATION → POLICIES & REGULATIONS → SCHOOL BOARD POLICY MANUAL appearing on the main menu.

Assignment Procedures & Pay

Substitute teacher contacts at each of the schools make every reasonable effort to schedule substitute teachers as far in advance of planned teacher absences as possible. However, because some teacher absences are necessarily unexpected, substitute teachers may be contacted by school officials and asked if they are available to fill in on short notice. In general, substitute teachers are contacted by school officials by 7:30 AM, and earlier if circumstances permit.

In keeping with Board of Education policy, substitute teachers who hold valid teaching licenses receive priority in selection and placement during teacher absences. Following licensed substitute teachers, college graduates are next in the line of priority in the selection and scheduling of substitute teachers.

Substitute teachers who hold a teaching license are paid at a rate of \$103 per day. Substitute teachers who do not hold a teaching license are paid at a rate of \$80 per day. While it is rare, substitutes are occasionally employed for teacher assistants. Substitute teacher assistants are paid at a rate of \$80 per day. Paychecks are issued on the last business day of each calendar month. Please note, however, that days worked by substitute teachers after the mid-month payroll cutoff date may not be compensated until the following month's payroll checks are issued.

Teaching Hours

Substitute teachers are expected to observe the same workday hours that regular teachers observe. In general, the workday runs from approximately 7:40 AM until approximately 3:30 PM. Specific times vary slightly from school to school, however, so please check with the substitute teacher contact if you have questions about the arrival and departure times for a particular school. During the workday, the substitute teacher is required to assume all duties that are normally assigned to the regular teacher. Please note that these duties could modify the workday's regular hours.

Lesson Plans

Teachers are expected to provide adequate, appropriate lesson plans to be used during their absence from work. In cases where the teacher's absence was planned in advance, these plans may be a part of the current unit or topic of study for students. In cases where the teacher's absence was not anticipated, emergency lesson plans should be available in the school's main office. If you arrive at your assigned

classroom and do not find lesson plans, then inform the school's substitute teacher contact, or ask a school administrator for assistance. Substitute teachers, in turn, are expected to implement and follow the lesson plans left by the regular classroom teacher as they were designed so that the regular teacher's absence causes as little disruption to the course of instruction as possible.

Emergencies

Each classroom is equipped with a set of established procedures that should be followed in the event of an emergency. Please familiarize yourself with these procedures so that you are able to respond appropriately to emergency situations.

The safety and well-being of students are chief concerns in an emergency situation. In the event that a student suffers a serious illness or accident, send for help immediately and stay with the student. Each school has faculty and staff members who are trained in the delivery of first aid. Please note that an accident report must be completed before you leave work at the end of the day if a student is injured while you are substituting.

Some emergency situations call for the evacuation of the building. In the event of an evacuation, leave the building immediately and stay with your students. Once you have safely moved the class or group outside, take attendance and report any missing students to a school official immediately. Remain with your students at a safe distance from the building and wait for further instructions.

Lunch

Nutritious meals are available every day at each school in the district. Adult servings are available to substitute teachers for only \$3.50.

Discipline

Managing student behavior is the most frequent challenge experienced by substitute teachers. Observe these general principles as you manage and discipline students:

1. Familiarize yourself with the established discipline policies and procedures of the district, the school, and the classroom. Know what standards of behavior are commonly expected of students, and maintain those expectations while you substitute for the regular teacher.
2. A firm, fair, kind, and consistent attitude will prevent almost all behavior problems. If a student does misbehave, then try reminding him or her of the behavior you expect.

3. Do not threaten actions that you cannot (or should not) carry out. It undermines your credibility with students. Routinely threatening to send misbehaving students to someone else also undermines your credibility as the adult in charge.
4. Local Board of Education policy JGA expressly prohibits the use of corporal punishment by employees, student teachers, and volunteers of Transylvania County Schools.
5. Please leave a note for the teacher regarding any problems you encounter with student behavior so that he or she has the information necessary to make good decisions about any additional actions that may be necessary.

Transylvania County Schools has established a uniform Code of Student Conduct that outlines behavioral expectations for all students and consequences for misbehavior. The Code of Student Conduct is available online in both English and Spanish formats. To access it, please visit <http://www.tcsnc.org>, and then follow the links for BOARD OF EDUCATION → CODE OF STUDENT CONDUCT or CÓDIGO DE CONDUCTA DEL ESTUDIANTE appearing on the main menu.

Non-Instructional Duties

Teachers typically complete a number of extra non-instructional duties as a part of their regular workday, especially at the elementary and middle school levels. These duties may include morning or afternoon bus duty, cafeteria duty during lunch, hall duty, collecting lunch money, assisting with health examinations, advising student groups, and so on. Substitute teachers are expected to complete these non-instructional duties as part of their responsibilities while the regular teacher is absent. Any non-instructional duties that may be required are usually noted in plans the teacher leaves for the substitute. However, you may always check with the principal to see if there are "extras" that you need to complete while you are on the job.

Sign-In / Sign-Out

Individual school procedures vary for signing in and out, but each school does have a system. Be sure to report first to the main office before going to the classroom so that the front office staff knows that you have arrived. At the end of the day, stop by the office on your way out of the building. (Note: This is also the best time to check to see if you will be needed the following day.)

Closing the School Day

As you end the school day, please follow any special procedures that the teacher describes in the day's plans. In addition:

- Do not leave until all students have been dismissed from the classroom.
- Leave a summary of the work completed and a record of any unusual problems encountered for the regular teacher. In noting specific issues, please be thorough and accurate.
- Place all communications (notices, notes, forms, etc.) that were received during the day with the daily report that you leave for the teacher.
- Close the window, adjust the shades, turn off the lights, and leave the classroom and teacher's desk in good order.
- Place collected and/or graded papers in the teacher's desk.
- Return materials, books, and keys to the proper place.
- Check out in the main office before leaving the building.

Confidentiality and Professionalism

During the course of your work as a substitute teacher, you will have professional access to information about students and families that is both legally and ethically protected and confidential. Just as doctors protect the privacy and confidentiality of their patients' information, so must educators protect the privacy and confidentiality of their students' information. Under no circumstances should that information ever be disclosed to anyone except school officials who have a legitimate professional need to access it.

As a substitute teacher, you will also be working closely with other teachers and administrators. There may be times when you do not necessarily understand the methods or procedures that are used. If you have questions about these methods and procedures, then ask the teacher or principal. However, public criticism of fellow workers is unprofessional and harmful to the interests of the school system, and should never occur.

New Substitute Teacher Orientation

Periodically, as new substitute teacher applicants are approved for employment, the Office of Human Resources will schedule a mandatory orientation session for new substitute teachers. In order to serve as a substitute teacher, newly approved substitute teachers must attend and participate in this required orientation session before beginning work in any school setting or substitute teaching assignment.