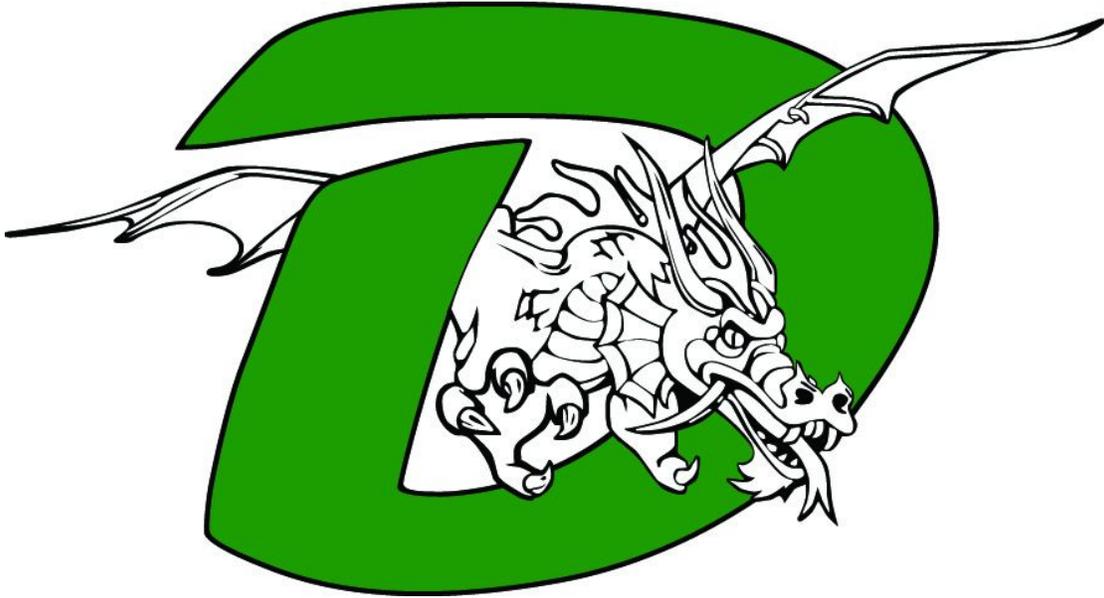


**Substitute Teacher Handbook**

**2016-2017**



**Mission Statement**

**“... to ensure learning, growth, and success for all in a safe environment.”**

## TABLE OF CONTENTS

Desoto Directory	2
Welcome to De Soto	3
Policy of Non-Discrimination	4
Policy of Sexual Harassment	4
Policy of Grievance/Discipline	4
Substitute Salary Schedule	5
Job Description	6
Reporting to Assignment	7
Expectations for Substitutes	7
Guidelines for Student Emergencies	8
Classroom Management	8
Complaints about Substitutes	8
Help Guide for On-Line Certification System	9
Additional Info for Returning Users	10
FBI/Highway Patrol FAQ	11
Acknowledgement page	12

## APPENDICES

District Calendar
Background Check Procedures
Direct Deposit Form
I-9
W-4
MO W-4
Employee Eligibility Verification

# De Soto 73 School District Directory

## Central Administration office

Dr. Josh Isaacson  
Dr. Clinton J. Freeman  
Mrs. Doréan Dow  
Chrissy Rufkahr  
Elaine Huskey  
Angie Reando  
Andrea Yates

## 636-586-1000

Superintendent  
Assistant Superintendent  
Assistant Superintendent  
Bookkeeper  
Payroll/Ins/Human Resources/Sub Finder  
Administrative Secretary/Core Data  
Administrative Secretary/Central Processing

## High School (9-12)

Dr. Mike Rickermann  
Tracy Lewis  
Cooper Tucker  
Matt Deaton  
Etna Parmely  
Vicky Ketcherside

## Middle School (7-8)

Alex Mahn  
Josh Phipps  
Katherine Meyer  
Ashley Stitchling

## Athena Elementary

Dr. Amanda Britain  
Debbie Killingsworth  
Lisa Mira  
Wendy Campbell

## Vineland Elementary

Adam Grindstaff  
Dana Stukey  
Dawn Selsor  
Jennifer Hunt

## Early Childhood Center

Nancy Schmitz  
Mina Hartwell

## 636-586-1050

Principal  
Assistant Principal  
Assistant Principal  
Athletic Director  
Building/Sub Secretary  
Building Secretary

## 636-586-1030

Principal  
Assistant Principal  
Building Secretary  
Building/Counselor/Sub Secretary

## 636-586-1020

Principal  
Assistant Principal  
Building Secretary  
Building/Sub Secretary

## 636-586-1010

Principal  
Assistant Principal  
Building/Sub Secretary  
Building Secretary

## 636-586-1040

Director of Special Education  
Building/Sub Secretary

## Welcome to De Soto 73

Substitute teachers and teacher assistants are an important part of the daily function to the District. We welcome you as a member of our interim staff. Your task is a difficult one and we appreciate your efforts in assisting our regular staff.

Substitute teacher assistants are just as valuable to our learning organization. We appreciate your understanding and cooperation as you may be asked to take a teacher assistant position rather than a substitute teaching position. We encourage you to provide your services to all substitute positions.

We hold very high expectations of you, and want you to view your work as rewarding and developmental. The fact that you have taken on the role of a substitute teacher is an indication of your dedication to ensure that the students of De Soto 73 Schools have continuity in their education programs.

As a substitute teacher; you must follow the policies, rules, and regulations of the De Soto 73 School District and the State of Missouri. Full copies of all policies and regulations may be obtained via the District Website.

De Soto 73 School District

Dr. Joshua Isaacson  
*Superintendent*

Dr. Clinton J. Freeman  
*Assistant Superintendent*

Mrs. Doréan Dow  
*Assistant Superintendent*

Mrs. Elaine Huskey  
*Substitute Services  
Human Resources*

## **De Soto 73 School District Policy of Non-Discrimination**

The De Soto School District #73 does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to District programs and to the location of services, activities and facilities that are accessible by persons with disabilities may be directed to the De Soto School District Central Office, 610 Vineland School Road De Soto, MO 63020, or by telephone at (636) 586-1000.

### **Application Procedure**

Chrissy Rufkahr, Substitute Services 636-586-1000 ext. 18

Things needed to apply with the Desoto School District to complete the necessary paperwork.

- ✓ Desoto 73 Substitute Application
- ✓ Copy of transcripts (not originals)
- ✓ Driver's License & Social Security Card or Birth Certificate (2 forms of identification)
- ✓ Apply on line DESE following all guidelines (see attached sheet)

A substitute will not be hired until DESE has issued a Sub Certificate and background Check clearance approval. This position is an at-hire/as needed basis not a permanent hired position.

### **Certification Requirements**

Only those persons properly certificated by the Missouri State Department of Education will be employed as substitute teachers.

1. The minimum requirement for substitute teacher certification is 60 (sixty) semester hours from a college accredited for teacher education.
2. The Department of Elementary and Secondary Education does not allow credit hours from a vocational school if the school is a degree issuing school.
3. A holder of a substitute teaching certificate is eligible for unlimited substitute teaching.
4. Retired teachers may teach 550 (five hundred fifty) hours as substitutes without being penalized by the Retirement Board.

### **Substitute Salary Schedule**

Elaine Huskey, Human Resources/Payroll 636-586-1000 ext. 12

\$75 per day – Teacher  
\$85 per day – Retired Teacher  
\$64 per day – Secretary  
\$74 per day – Retired Secretary  
\$75 per day – Paraprofessional/Teacher Assistant  
\$69 per day – Nurse  
\$9.14 per hour – Custodian  
\$7.65 per hour – Cafeteria/Playground Aide  
\$13 per hour – Bus Driver  
\$10 per hour – Mechanic

Long term substitute teacher pay: 1<sup>st</sup> thru 15<sup>th</sup> CONSECUTIVE days - \$75 per day; 16<sup>th</sup> thru 30<sup>th</sup> days - \$80 per day; after 30 consecutive days are worked pay is \$190.27 per day (beginning teacher pay). Days must be worked consecutively or this does not apply.

**All substitutes are required to have Direct Deposit set up for payroll!**

**See Appendix for Direct Deposit Form**

## **Job Description**

Title: Substitute Teacher  
Department: Instruction  
Reports To: Principal  
Approved By: Board of Education

\*\*\*\*\*

**Summary:** Performs regular teacher's class plan while the teacher is out.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

1. Assumes the responsibilities for instructing classes when a teacher is absent.
2. Assumes all other responsibilities for that teacher during the time the teacher is absent.
3. Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
4. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements include but are not limited to language skills, mathematical skills, reasoning ability and the ability to apply knowledge in a specific field. Reasonable accommodations may be made to enable individuals with disabilities and resolving problems.

**Education and/or Experience:** Minimum of 60 College Credits and a valid Substitute Teaching Certificate.

**Terms of Employment:** The Substitute Teacher shall be employed on an "at-will" basis and is for no definite period and may, regardless of the date or method of payment or wages or salary, be terminated at any time with or without cause. Details of employment shall be established by the Board of Education.

**Physical Demands/Work Environment:** The physical demands/environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the teacher is regularly required to walk and talk or hear. The teacher frequently is required to stand and sit. The teacher is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl. Specific vision abilities required by this job

include close vision, distance vision and depth perception. The noise level in this position varies. When visiting a building the noise level will be loud; in the office it may be quiet and at meetings moderate.

### **Reporting to Assignment**

1. Immediately report to the office and check in with the administrative assistant.
2. Please note that each building has a Substitute Teacher Handbook as well; please review each buildings expectations before accepting an assignment.
3. When a substitute's assignment is for more than one day, he/she is expected to arrive at the building on the same schedule as the teachers.

### **Expectations for Substitute Teachers**

1. Arrive as early as possible on the first day of an assignment and 20 (twenty) minutes before school commences after the first day.
2. Immediately upon arrival report to the office for instruction.
3. Report any serious behavior situations to the office.
4. Direct any person seeking information or permission to take a child from school, to the office.
5. Follow the detailed lesson plans.
6. Immediately notify school personnel in case of student illness or injury.
7. Supervise your students at all times.
8. Maintain a neat and orderly classroom environment.
9. Leave specific comments that will be helpful to the teacher.
10. Keep accurate records.
11. Call on nearby teachers for assistance.
12. Assist with transportation at the end of the day.
13. Clear any notes or communications with the principal before they go home with a student.

### **Guidelines for Student Emergencies**

1. Assess the scene for safety.
2. Contact the nurse.
3. Provide care to the student while the nurse is on the way.
4. Call 911, if necessary, even prior to the nurse arrival.

### **Classroom Management:**

1. An organized, prepared and focused teacher is the major component in a well-organized classroom. As a substitute teacher, one should introduce themselves to the class of students and immediately outline your learner objectives. In other words, what it is that you will be teaching and what it is you expect them to master at the conclusion of the lesson.
2. Immediately engaging students in a learning activity is another characteristic of a well-managed classroom.
3. Classroom distractions and disruptions diminish as the student's focus and attention is drawn to the learning activity.
4. Teachers should make every attempt to involve all students in the learning activity by asking questions, providing input, checking for student's comprehension of the learning objective, assisting students with task at hand, or arranging a peer tutor within the classroom.
5. Substitute teachers need to move about the classroom to ensure that students are engaged in the activity and to assist when necessary.
6. Substitute teachers are expected to contact the office if a student exhibits blatantly disrespectful or defiant behaviors. Never send a student out to the hallway in an unsupervised setting as a disciplinary measure. Students should be supervised **at all times!**

## **Complaints about Substitute Teachers**

The De Soto 73 School District recognizes and appreciates the difficult job substitute teachers perform. At times, complaints are received regarding the performance of the substitute teachers. The following procedures will be used to handle complaints:

1. Information about the complaint is gathered by Substitute Services.
2. Information is forwarded to the Assistant Superintendent of School Operations for review if necessary a correction plan will be developed to follow before permanent dismissal.
3. A letter documenting the concern may be sent to the substitute and placed in their file.
4. Additional complaints will result in deactivation from the substitute list.

### ***Help Guide for Online Certification System***

All certification requests will be made through the online educator certification system. To access the system, you must first **create and register a user name and password** at the following web page: <https://k12apps.dese.mo.gov/webLogin/login.aspx>.

#### **1. Register**

- a. Click "**Register**" in the lower portion of the page
- b. Complete the registration questions
- c. Click "**Create User**" (a confirmation message will appear)
- d. Click "**Return to DESE Login page**" link

**NOTE: Do not create more than one username.** Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on "**Forgot Username/Password?**" in the lower section of the login page to request your username or to reset your password.

#### **2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM**

(<https://k12apps.dese.mo.gov/webLogin/login.aspx>)

- a. Enter your username and password and click "**Login**" to access the User Application page.
- b. Locate the "**Office of Educator Quality**" heading near the center of the page
- c. Click "**Educator Certification System - Request Educator Access**" link
- d. Click "**Submit**"
- e. Click "**Close**" in the small confirmation window
- f. Locate the "**Office of Educator Quality**" heading near the center of the page once again
- g. Click on "**Educator Certification System**" link
- h. Enter your Social Security Number (SSN) and date of birth (DOB)
- i. Click "**Submit**"
- j. Enter or verify your Profile information (proper/legal name - no nicknames) and click "**Save Profile**"
- k. Scroll down and complete or edit the Contact Information\* section and click "**Save**"

\*An e-mail address must be included in this section, as all correspondence from Educator Certification will be sent to you by e-mail.

#### **3. APPLY FOR CERTIFICATION**

- a. Locate the appropriate application (Initial, Substitute, Non-MO Graduate, etc.) under "**New Applications**" in the menu on the left side of your Profile page.
- b. Click on the application name link to open the application
- c. Complete the application\*
- d. Click "**Submit to DESE**"
- e. Mail supporting documents as indicated on application checklist\*\*, if applicable

\*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I Accept." This agreement provides DESE with permission to verify your professional conduct statements.

\*\*Your internet browser must allow "pop-ups" in order to view the application checklist.

### **Additional Information for Returning Users**

#### **Accessing your Profile**

You can find the login page by clicking on "Web Applications" in the bottom section of the DESE Homepage or on "DESE Web Applications" on the DESE Educator Certification main page. Once you log in with your username and password, you will only need to click on the "**Educator Certification System**" link under the "**Office of Educator Quality**" heading to get to your Profile page. (If you are prompted to enter your SSN and DOB again, and you receive a message that they are already linked to another profile, this means that you are trying to log in with a username that is different from the one that is already tied to your SSN.)

#### **Applying for a new type(s) or additional area(s) of certification**

1. Access your Profile page by logging in with your username and password
2. Locate the appropriate application (Upgrade, Additional, Administrator, etc.) under "**New Applications**" in the menu on the left side of your Profile page.
3. Click on the application name link to open the application
4. Complete the application\*
5. Click "**Submit to DESE**"
6. Mail supporting documents as indicated on application checklist\*\*, if applicable

\*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I Accept." This agreement provides DESE with permission to verify your professional conduct statements.

\*\*Your internet browser must allow "pop-ups" in order to view the application checklist.

#### **Checking the status of your application**

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Application Status**" bar or click on the "**Application Status**" link in the menu on the left side of your Profile page
3. Click on the blue application name link (Upgrade, Additional, Administrator, etc.)
4. Scroll to bottom of page to read the "**Memo**" Section

#### **Checking the status of your background clearance**

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Fingerprint Information**" bar on your profile page

#### **Checking the status of your education records**

1. Access your Profile page by logging in with your username and password
  2. Click on "**Education**" in the menu on the left side of your Profile page to view your records
  3. You may add the name and location of any colleges/universities you have attended that are not listed.
- All other information will be entered by DESE upon receipt of original transcripts that must be mailed to Educator Certification, PO Box 480, Jefferson City, MO 65102.

### **FBI/Highway Patrol Background FAQ**

#### **Do I have to complete a Missouri background check if I have recently completed one in another state?**

Yes. You are required to complete a fingerprint/background check through the Conduct and Investigations Section. You have to be fingerprinted for DESE using our ORI.

#### **How long does it take for the background check to be completed?**

Currently, fingerprints processing time is 2-3 weeks, depending on what is on your background and how backed up the Highway Patrol are.

#### **What fee is required for the FBI Background Check?**

The Missouri Applicant Processing Services provided by the fingerprint company contracted by the Missouri Highway Patrol charges \$44.80.

#### **How will I be notified of the results of my background check?**

You will need to check your online profile through Web Applications to see when it clears if you are a teacher or substitute teacher. If you are in an uncertified position or a bus driver, only the school district listed will be notified.

#### **Scheduling an Appointment (Missouri residents)**

All individuals must pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The registration site is located at [www.machs.mo.gov](http://www.machs.mo.gov) Individuals without access to the Internet may call directly at 1-877-862-2425.

A four-digit registration code is required to pre-register. The four-digit registration code ensures that the background check response is returned to the correct agency.

Substitutes = 1105 Desoto 73 Substitutes

Volunteers = 1106 Desoto 73 Uncertified

Registration must be completed for BOTH an FBI and Highway Patrol check. Total cost is \$44.80. Completing only a Highway Patrol open records check is NOT sufficient.

ACKNOWLEDGEMENT PAGE

I acknowledge I have received and reviewed a copy of the Substitute Handbook and that I have been made aware there is electronic version of the handbook available on the District’s website. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from Substitute Services. I also understand that the policies, procedures and related information described in this Substitute Handbook are regularly reviewed by the administration and the Board and may be amended, modified or deleted unilaterally by the Board at any time. I further acknowledge that the provisions of this Handbook are for informational purposes and do not supersede Board Policy and Regulations. I further acknowledge that this Substitute Handbook is not a contract, either express or implied. I understand the District is an “at-will” employer, and as such employment is not for fixed term or definite period and may be terminated at the will of either party, at any time. Finally, I understand that substitute teaching is strictly on an as needed, on call basis with absolutely no guarantee of work and compensation.

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Substitute Employee

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Date