Sitka School District

Vision
Educating our children to realize their potential and contribute in a connected global society.

Mission Statement
Discovering potential, nurturing growth, and inspiring lifelong curiosity.

Values
Children as the top priority
   Academic excellence
   High quality staff
   Cultural understanding, respect and equity
   Education as a community responsibility
   Holistic educational opportunities
   Preparing children to make effective life choices
   Community and global citizenship

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Employment

This handbook does not create or intend to create a contract of employment, either expressed or implied. A substitute is an at-will employee or independent contractor of the District and relationship with the District may be terminated by the substitute or the District at any time, with or without cause.

The District does not guarantee specific benefits or terms of employment.

I. General Information

A. Payroll

The Payroll office is open from 8 a.m. to 4:30 p.m. Monday through Friday (966-1256). Feel free to contact us for clarification of regulations or if assistance is needed. Before the first day of service with the District, you must fill out the necessary paperwork in the District Office. Please call 966-1256 to schedule an appointment. Substitutes are paid on the last day of the month via direct deposit.

B. Change of Name, Address, or Telephone

For name changes, you must bring your new social security card to the Payroll office and fill out a new W4. You may email the Aesop Administrator with address, email address or telephone changes. The information will be updated in the Aesop system and with Payroll.

C. Removing Your Name from the Substitute List

If you are no longer available to sub for the SSD, please email or call Dawn Gluth and request that your name be removed from the substitute list.
email: gluthd@sitkaschools.org or phone: 966-1256

D. Certification

For pay purposes, the District recognizes current teaching certificates from Alaska. If you are a certificate substitute teacher, you must provide a copy of your valid Alaska teaching certificate(s) to the Payroll office in order to receive certificated pay. Eligibility for certificated pay begins on the date the Payroll office receives a copy of your certificate, not the effective date of the certificate.

If your certificate expires while substituting and a renewed certificate or verification from the State of Alaska Department of Education and Early Development (EED) of receipt of your renewal application is not received in the Payroll office, you will be paid at the non-certificated rate of pay until a renewed certificate is received in the Payroll office.

Substitutes are encouraged to apply for an Alaska Teaching Certificate if they are eligible. Please visit EED’s website at www.eed.state.ak.us/teachercertification for information regarding your eligibility or contact them in Juneau at (907) 465-2831.

E. School Closure Information

In the very rare event of an emergency school closure, contact your assigned school to determine if you are to report to work. If you report to work and there is no school, you will not be paid.

Access to school closure information is available at: SSD

Main telephone: (907) 747-8622
SSD website: www.sitkaschools.org
SSD Facebook: www.facebook.com/sitkaschooldistrict/
F. Substitute Pay

$85.00 per day* without a teaching certificate, $115.00 per day with a valid Alaska teaching certificate. If you are a certified substitute subbing for a paraprofessional you will be paid $85 for the non-certificated position.

* Daily rate is based on a 7½ hour teacher day.

Long-term subs for more than 20 consecutive days are scheduled in advance of their assignment.

Typically, these are for absences for teacher illness, parental leave, etc. If the assignment will be for more than 20 consecutive days and encompasses the last day of a school year, a long-term substitute teaching contract will be issued.

A. Substitute Evaluation

Substitutes are evaluated via the Aesop system on a regular basis. If there are any concerns, you will receive feedback from the building principal, the substitute coordinator or the Assistant Superintendent. Repeated unsatisfactory evaluations may result in your name being removed from the substitute list. Please remember that that substituting is, by its nature, temporary and sometimes sporadic in nature.
II. Emergency Procedures

Substitutes are expected to comply with and assist in any emergency procedure. There is a telephone in every classroom to call for assistance in an emergency. Remember, to get an outside line, you must dial “9” first. Some schools/classrooms may also have hand-held radios to facilitate communication with the office.

A. Injury to Student

In case of an accident or medical need for a student, notify school office staff via phone to receive assistance from the school nurse. Never leave remaining students unattended. Substitutes are to report all accidents to the building level principal or school nurse’s office. Classroom teachers are issued disposable gloves to be used in the event of the presence of bodily fluids (mucous, blood, vomit, etc.).

B. In Case of Personal Injury

Any injury in the course of school duties must be reported immediately to the school administrator or school nurse. An Injury Report must be completed and submitted to the Business Department at the time of the injury. A substitute injured on the job may be insured under the provisions of Workers’ Compensation Laws.
III. Responsibilities

A. General School Policies

1. All SSD property is smoke-free, drug-free, cannabis-free, alcohol-free and weapon-free.

2. Students are never to be left alone without supervision.

3. Corporal punishment is not to be used in any circumstance.

4. Students are not to be released from the building during the school day without permission from the office.

5. Classes are to be dismissed promptly at the designated time. No students are to remain in the classroom or any other part of the building unless parents have been notified and transportation, if needed, has been arranged. A teacher must be present to supervise the student.

6. No medication (even aspirin, cough drops, etc.) is to be stored or administered in the classroom. Regularly prescribed medication will be administered in the nurse’s office by appropriate school personnel.

7. Money collected from students for any reason is to be delivered to the office at the first available opportunity.

8. Animals are not allowed in the building, unless it is a service animal.

9. Substitutes are not allowed to bring their own children to the building without prior administrative permission.

B. School and/or Teacher Responsibilities

1. Provide an identification badge for the substitute to wear at all times in the building.

2. Provide directions to the teacher’s mailbox, classroom and staff rooms, including the restrooms.

3. Provide lesson plans, including textbooks and necessary materials for the daily lessons and any special instructions needed.
C. Substitute Responsibilities

1. **Arrive at the school at least 15 minutes prior to the posted job time and report to the main office of the school.**

2. **Appropriate and professional attire is required.** Business casual is acceptable. Sweatpants, torn jeans, short skirts, spaghetti strap tops, bare midriffs, message T-shirts, etc. are not considered to be professional or appropriate.

3. **Responsibilities related to the teaching day include the following:**

   A. Maintain direct supervision (line-of-sight) of students.

   B. Utilize appropriate, effective classroom management strategies, including, but not limited to:

       1. Model good manners (i.e., please, thank you, respect, and encouragement).

       2. Complete attendance procedures and provide documentation.

       3. Implement lesson plans prepared by the teacher utilizing District teaching methods and materials, including extra assignments such as bus duty, lunch duty, recess duty, etc.

       4. Upon request, correct assignments given during the substitute’s workday in the classroom.

       5. Distribute hand-outs as requested by the teacher or school office.

   C. **Substitutes are to remain in the building all day with the exception of the 30-minute lunch period.** Substitutes may purchase lunch from the cafeteria.

   D. A substitute teacher is assigned to every class period of the day, with the exception of a 30-minute duty-free lunch period. Substitutes may be assigned to more than one classroom in a day.

   *Questions pertaining to substitute responsibilities should be directed to the principal.*

D. Use of Technology

The use of technology by teachers is a daily occurrence. Teachers use laptops, digital projectors, and cameras to allow staff and students to interact and learn in ways not previously possible. Use of cell phones, personal laptops or other personal electronic media is prohibited during your assignment.
Substitutes must read the most current version of the SSD Internet School Board Policy 6161.4 (see appendix) and understand and agree to abide by the stated terms of the SSD Internet Board Policy. Any violation of the regulations is unethical and may constitute a criminal offense. Should a substitute commit any violation, access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

4. Your Assignment

A. Arrival and Instructional Times

Arrival time is least 15 minutes prior to the start of the instructional period. Departure time is 15 minutes after dismissal. Please be flexible. Assignments are subject to change without prior notification based on the needs of the District.

**Baranof Elementary School**: Mon – Fri 7:45 a.m. to 11:45 a.m.

**Keet Gooshi Heen Elementary School**: Mon - Fri 7:50 a.m. to 11:50 a.m.

**Blatchley Middle School schedule**: 6th – 8th grade: Mon – Fri 8:30 a.m. to 12:50 p.m.

**Sitka High School schedule**: 9th - 12th grade Mon - Fri : 8:30 a.m. to 12:50 p.m.

**Pacific High School schedule**: 9th - 12th grade Mon : 8:45 a.m. to 2:55 p.m.

B. Before the School Day Starts

1. Familiarize yourself with the room.
2. Check daily program or schedule.
3. Read the lesson plans.
4. Print your name on the board.
5. Review the seating chart, if provided, to familiarize yourself with student names.

C. The Start of the Day

1. Be in the room or at the door when students arrive.
2. Greet the students.

3. Introduce yourself and write your name on the board.

4. Follow the established routine as shown in the lesson plans.

5. Check attendance carefully.

Your attitude will set the tone for the day. The initial impact of the substitute is a key factor in successful classroom management. Self-confidence, initiative, resilience and resourcefulness, as well as patience, honesty, enthusiasm, and acceptance are some of the necessary requisites.

D. Class Control

A few simple suggestions will help you establish good class routines, provide for efficient learning situations, and establish mutual respect of teacher and student.

1. **Expect good behavior.** Children tend to respond to whatever we expect of them. A few minutes of explanation at the start of the school day outlining your expectations will solve problems that may arise.

2. **Be fair and consistent.** Class control depends greatly on the degree of fair and consistent treatment. Children must know the “ground rules” before they will accept them.

3. **Recognize the importance of every child.** Children are human beings with personal feeling and individual differences. At all times, avoid embarrassment, ridicule, and sarcasm. Positive comments or supplying “jobs” for some students will sometimes correct a trying situation.

4. **Do not leave the group.** If a situation does arise, notify the closest teacher so that the students in your room are not left unattended. Use the telephone in the room or, if provided, the handheld radio, to request assistance.

5. Profanity or derogatory comments are never to be used to motivate or control students.

6. If discipline problems arise which you are not able to manage, a Principal should be contacted immediately for assistance.

E. Helpful Hints

1. **Be Prepared**

Your ability to carry out the day’s lesson plans as outlines will affect the class control and
the students’ education for the day.

2. Be Ready

Be sure to read any and all notes the teacher has provided before the children arrive. There may be information about behavior and learning concerns that are important to know before the day begins. Have materials ready for the children, put instructions on the board if called for, and know the starting assignment. Be sure that you have the complete attention of every student in the class, firmly but gently, before starting.

If you have any questions regarding the lesson plans of the teacher, check with the building administrator. Substitutes are to follow the lesson plans of the regular teacher, not do their own thing in the classroom.

3. Motivation is the Key

Children need and want motivation. Remember, however, that your primary purpose is to teach and not to entertain. Be brief, set the stage, arouse curiosity, and relate to the previous lesson. This can be accomplished by a picture, a key question, a story or a brief shared experience. Be enthusiastic; it’s contagious.

4. Make Your Presentation Clear

What children gain from the lesson will depend on how well you present it.

   a. Keep the language on the child’s level.

   b. Present one point at a time.

   c. Go from the known to the unknown, the easy to the difficult.

   d. Stop often and review.

   e. Do not hesitate to repeat.

   f. Give the children the opportunity to ask questions.

   g. 5. Ask Good Questions

Good teaching is a process of drawing out from within the students rather than stuffing them with knowledge. A good question is one that:

   1. Asks something you really want to know.

   2. Is concise and expressed well.

   3. May often require some intermediate answers.

5. Gives the student an idea of what is to follow.

6. Causes students to formulate new or unexpected ideas.


6. Mechanics of Asking Questions

1. State the question, wait 5 seconds, then call on a student.

2. Discourage students from shouting out an answer. Encourage hand raising. If students do not raise hands, give them a warning. (i.e., “I will be calling on Eric to answer #7, so be ready.”)

3. Respect the student’s answers (i.e. “Good try, but not quite the answer I had in mind.”)

4. Use good probing techniques. (i.e., “Why do you think...”)

5. Use a positive approach.

6. When needed, follow up student responses by asking for:
   - Clarification – When you are not sure what the student is talking about. (i.e., “Help me understand what you are saying...”)
   - Elaboration – When you would like more details regarding an answer (i.e., “You’re on the right track, tell me more...”)
   - Evidence – When a student needs to substantiate an answer (i.e., “Can you show me where you got that answer?”)

7. Provide for Active Participation

In a really good lesson, students are engaged in organized activities. Directions should be clear, supervision constant, and emphasis should be on the project.

8. Time for Summary

All facts and concepts need to be brought back together before the close of the lesson. Vary your ways of summations. It can be teacher-directed, student-directed or activity-directed.

9. Give Clear Assignments

Assignments should be clear, concise, purposeful and should take into account individual
differences. If homework is assigned, write the assignment with its due date on the board. Remember to leave the teacher a note with what was completed and what was assigned for homework.

10. Stay on Schedule

Do your best to maintain the schedule set by the teacher.

11. Your Idea Book/Sub Pack

Start your own tip book of ideas for “filling time.” Always keep it with you and add to it as you learn new activities, stories, games, etc. In every room you may find an idea that you can use and adapt to another room. The internet has many sites for finding appropriate activities for various grade levels and subjects.

F. The End of the Day

Routine dismissal procedures should be followed.

Students are not allowed to remain in the building without parental permission.

Leave the room in an orderly fashion. Return teacher manuals to the appropriate location.

Leave any assignments collected for the teacher.

Leave a summary for the teacher with any challenges to the day and how much of the lesson plan was completed.

Return any keys you were issued to the school office.

Sign out at the front office.
5. Professional Ethics

A. Professional Ethics of the Substitute

All information regarding students, parents, staff, or other school-related matters is confidential. Negative comments, insulting remarks and/or inappropriate language regarding students or staff members are not permitted.

B. Interacting with Students

Every parent knows that children benefit from gentle touches and hugs. Unfortunately, innocent gestures can be misinterpreted as inappropriate touching, excessive force, or even abuse. Touching children at school increases the risk that people will face these types of accusations.

Use common sense to prevent false claims of abuse and inappropriate touching.

1. Avoid being alone with a student of either sex.
2. Avoid physical contact with students, which could be misunderstood as sexual in nature.
3. Physical force to enforce discipline is not allowed.
4. Avoid communicating with students outside of school hours.
5. Avoid off-the-cuff comments with suggestive or double entendre overtones.
6. Do not be drawn into discussions of sexually explicit topics such as tasteless jokes or suggestive song lyrics, politics, or religion.
7. If a student confides in your regarding a personal topic of a sexual nature, invite another adult to join the conversation and report the conversation verbally and in writing to the principal immediately.
8. Do not transport students in your personal vehicle.
9. Avoid any romantic contact with current or former students, even if the students are over 18 years old.

C. Confidentiality

As a substitute, you will be in situations that may expose you to information about individual students or groups of students that is confidential in nature and is not to be shared with anyone. Among the types of information that must be protected are: student grades and tests scores, student status in terms of special education or bilingual education services, student discipline, attendance, and behavior records or activity, and a variety of other information. Sharing confidential information with others will result in disciplinary action and will likely lead to removal from the approved substitute list.
As a general rule, it is best that you never use student names outside of the classroom setting unless talking with the building principal. If they believe there is someone else you should talk to, they can direct you. It is also recommended that when talking to family and friends about your substitute experiences you avoid providing them with any detail or information that might inadvertently identify any individual student or record as this may be a breach of confidentiality, too.

Should you have ANY questions about confidentiality, please ask a building principal.

Appropriate Dress

Appropriate and professional attire is required. Business casual is acceptable. Sweatpants, torn jeans, short skirts, spaghetti strap tops, bare midriffs, message T-shirts, etc. are not considered to be professional or appropriate.

D. Removal of a Substitute

Any substitute may be removed from the list of substitutes by the School District and thus become ineligible for assignment as a result of unsatisfactory evaluations, misconduct charges, exclusion reports, refusals to accept assignments, or for other reasons.

Again, a substitute is an at-will employee or independent contractor of the District and relationship with the District may be terminated by the substitute or the District at any time, with or without cause.

The District does not guarantee specific benefits or terms of employment.
6. Aesop System

A. What is Aesop?

Aesop is an automated substitute placement and absence management service used by the District that lets substitutes proactively fill their work calendars by searching for available assignments anytime they wish, either by calling a toll-free number or by logging into Aesop online. Aesop will also call substitutes based on rules managed by the District. Assignments are subject to change without prior notification based on the needs of the District. If you are approved by the District, and after payroll paperwork is completed, you will be sent an email with your log on and PIN to access the Aesop system.

B. Telephone Overview

[Diagram of Aesop Phone Menu at a Glance]
Aesop will provide you with the school name, date(s) of the assignment, and any further special instruction left by the absent employee or the school. If you are called by the system, you will be prompted to either accept or reject the assignment. If you accept, Aesop will issue a confirmation number that you should note in the event of a follow-up inquiry. If you reject the assignment, you also have the option to reject all future calls for jobs on the day of the particular assignment.

It is your responsibility to update your calendar in Aesop so that you do not receive calls for dates you know you are not available to work. Please review your personal information regularly.
You may also log on to the system and search for available jobs 24 hours a day, 7 days a week at http://www.aesoponline.com. To search for assignments, click “Search for Jobs” from your Aesop home screen. Please note that online user guides and videos are available on the left side of your Aesop home page.

Please remember that you have not accepted the assignment until you receive a confirmation number.


https://help.frontlinek12.com/Sub/Videos/AesopCallVideo/AesopCallVideo.html
Sitka School District Substitute
Job Descriptions

Following receipt of the application, reference checks and a background check will be completed. Transcripts should be provided as appropriate.

Substitutes are called to specific assignments through the Aesop system. Assignments are subject to change without prior notification.

*All substitutes are subject to the rules of law and board policy. It is expected that all substitute employees maintain confidentiality regarding school district related matters, students, families, and staff.*

**Physical Requirements:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**Responsibilities:**

2. Carry out all directives from District Administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Personally, demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
5. Work to maintain a learning environment in which all students are actively engaged and contributing members, and which is conducive to learning for all students.
6. Work to maintain a safe environment in accordance with school handbook and established emergency procedures.

7. Other duties as assigned from time to time.

**Position descriptions and expectations for specific assignments are as follows:**

**Teacher**

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Sitka School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska’s Teachers.

**Knowledge and Attitude Requirements**

1. Ability to supervise and maintain all aspects of the classroom or other learning environments.
2. Coordinate all instructional activities to conform to state and District laws, regulations, and policy guidelines.
3. Ability to establish and develop positive relationships with students, families, staff, and the public.
4. Communicate effectively with students, families, school staff, and public.
5. React to change productively and handle other tasks as assigned.
6. Ability to maintain appropriate records, reports, and forms as required, including but not limited to grades, attendance, and district forms.
7. Reasonable proficiency in computers and the use of instructional technology.
8. Display a positive attitude and promote a positive image of the District and positive public relations at all times.
9. Promote positive school-community partnerships.
10. Participate in establishing and maintaining positive school climate.

**Paraprofessional**

Works in a variety of settings as an assistant to a teacher and classroom. The aide performs duties working with students on a one-to-one and/or group basis.