



Obion County School District
Substitute Teacher
Handbook
2018-19

Obion County School District

Administrative Staff

Central Office Staff

Dr. Leah Watkins, Director
Dale Hollowell, Asst. Director
Nancy Hamilton, Asst. Director
Cynthia Rainey, Special Ed.
Lesa Scillion, Federal Projects, 4-8
Vikki Hayslett, PreK-3, ELL
George Leake, CTE, Alt. Ed.
Adam Stephens, RTI Coordinator
Judy Denman, Food Service

School Administrators

Patresa Rogers, Black Oak
Travis Johnson, Hillcrest
Linda Crigger, Lake Road
Jon Kerr, Ridgemont
Greg Barclay, Obion County Central
High School
Laura Pitts, South Fulton E.
Kimberly Jackson, South Fulton
Middle/High School

For questions regarding substitute teacher pay, contact Danah Southerland at 731.885.9743, ext. 2042.

Substitute Benefits

(FIT, S. Security, and Medicare are deducted from the listed amount)

Level of Education	Pay rate/Day
High School Diploma	\$60
College Degree	\$70
Teaching License	\$80

Obion County School District

Contact Information

Central Office	885.9743
Black Oak	538.2271
Hillcrest	536.4222
Lake Road	885.5304
Obion County Central	536.4688
Ridgemont	536.5171
South Fulton Elementary	479.2304
South Fulton Middle/High	479.1441

Welcome

Dear Substitute Teacher,

Thank you for choosing to work as a substitute teacher in the Obion County School System. Substitute teaching is an important job within our system. We rely on you to maintain the level of high quality instruction our students and parents expect within our district. When you substitute teach for us, you assume the responsibilities of the classroom teacher and therefore are responsible for all students in the classroom.

Thank you for your service,

The Obion County Leadership Team

Responsibilities of a Substitute Teacher

The substitute teacher fulfills the duties of the regular classroom teacher.

- Arrive at school at least ten minutes prior to the beginning of the school day. Make sure the school secretary is aware you are present. Sign in on the book in the office per secretary/principal directions.
- Carry out the duties of the classroom teacher. This includes daily attendance reports, collecting student notes, collecting and sending to the office student monies.
- Maintain the classroom in a neat, clean, and orderly condition throughout the day and upon completion of the day. Leave the teacher notes regarding the day's progress and concerns or praises for student behavior.
- At the end of the day, check with the school administrator/school secretary to determine your next day of duty within the school.
- If you are unable to perform your duties due to an emergency, contact the school secretary or principal/assistant principal as soon as possible so another substitute may be contacted.

Instructional Duties

- Follow the lesson plans left by the teacher and complete all work assigned. If work cannot be completed due to unforeseen circumstances, leave a detailed explanation for the teacher upon his/her return.
- Assign homework according to the instruction in the lesson plans- DO NOT assign additional homework to students as they typically have a routine established (long-term subbing exempt).
- Administer tests and record grades according to the directions of the teacher.
- Work with educational assistants assigned to the class.
- Leave a report of work completed or not completed for the regular teacher. Leave the work for the teacher to review unless otherwise instructed in the lesson plan.

General Guidelines

- Be on time and stay for the entire day. Check with the school office if you are not sure of the workday.
- Be flexible. The students you work with may have a different set of values than your values.
- Your work in the school is confidential. School matters are not to be discussed with other staff, parents, or community members. If you have questions or concerns, discuss these with the school principal.
- Be positive and encourage students to do their best.
- Refrain from insults, profanity, sarcasm, yelling, or physical contact with students.
- Be honest and be yourself.

*If there are no lesson plans or you have issues or concerns, contact the principal or assistant principal immediately.

Dress and Personal Appearance

All substitute teachers should dress in a professional manner. Clothing should be neat and clean. Jeans, shorts, and t-shirts are unacceptable attire. Your attire should be that of a teacher.

Professional Ethics

- Be professional in your relationships with other staff members.
- Support school and district policy.
- Hold material or knowledge of the school confidential. It is not to be discussed with the community, parents, or students. Concerns or comments may be shared with the school principal.
- Refrain from discussion of student exceptionalities and teacher styles.

- Avoid personal communication during the school day. **Cell phones are to be off during the school day when children are present.**
- Alcohol or tobacco use is not permitted on school property (including the parking lot, outside of classrooms, etc.).

Fire and Tornado Drills

Fire Alarm or Drill

Follow the prescribed emergency evacuation plan. If you are unable to locate the plan, students are to quietly and calmly exit through the nearest exit and proceed away from the building until you approach other classes. Take attendance and contact the principal or designee if any students are unaccounted for.

Tornado Alert or Drill

Follow the prescribed emergency route for a tornado to the tornado safe space. If you are unable to locate the route, leave the classroom by the interior door and move quickly and quietly to the tornado safe space. Take attendance and contact the principal or designee if any students are unaccounted for.

Intruder Alarm or Drill

Follow the prescribed emergency plan. If you are unable to locate the plan, students are to quietly and calmly move away from sight of doors/windows. Remain out of sight until further direction from administration or law enforcement.

Emergency procedures should be posted in each classroom and available in the substitute folder.

Substitute Teaching Tips (classroom management and discipline)

- Seek a neighbor teacher's assistance for major discipline issues.
- Attitude will make a big difference in your performance.

- Be warm, friendly, and kind to students.
- Use your sense of humor.
- Control your temper. You should never demonstrate anger in front of students.
- Refrain from criticism of students, staff, or administration.
- Create a climate consistent with a typical school day.
- Firmness
 - Insist on being addressed as Mr., Mrs., Miss, or Ms.
 - Be specific with your expectations (behavior and academic).
 - Be consistent in applying the classroom rules.
 - Avoid threatening students. Follow the posted rules and consequences.
- Teacher-Student Relations
 - Create a climate of respect and equality.
 - Keep pupils on task by maintaining eye contact, stand and move about the room as you teach, use appropriate language.
Very little time should be spent behind the teacher desk.
 - Do not exchange text or cellphone numbers, e-mail addresses, or otherwise attempt to maintain contact with students outside of school (Facebook, Twitter, etc.).
- Handle inappropriate or disruptive behavior promptly, directly, respectfully, and individually.
- Use positive reinforcement to encourage appropriate behavior.
 - I like the way Jamie is.....
 - You're sitting very nicely, John.
 - I appreciate the way you lined up when I asked.
- Provide enough work to keep students occupied but not overwhelmed.
- Call students by name when asking questions or discussing (Use their desk tags to recognize names or have them write their name on a piece of paper and place it on the desk for your reference throughout the day).
- Give specific directions when you are teaching.
 - Ex. Raise your hand if you know the right answer.
 - Ex. Line leaders line up first, then boys, then girls.

- Ex. Open your planners to today's date and copy the assignment from the board.

- NEVER LEAVE STUDENTS UNATTENDED AND ALWAYS KNOW WHERE THEY ARE.

- ALL PERSONNEL SHALL BE ALERT FOR ANY EVIDENCE OF CHILD ABUSE OR NEGLECT. SUSPICIONS SHOULD BE REPORTED TO 877-237-0004.

Daily Summary

Thank you for having me in your class today!

Date: _____

Classroom Teacher: _____

Substitute Teacher: _____

Absent Students: _____

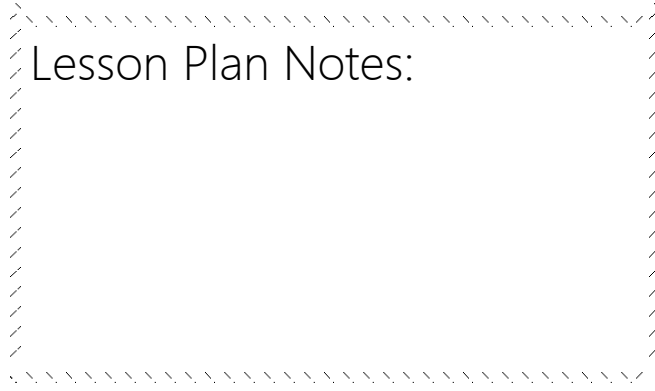
Tardy Students: _____

Highlights:

Challenges and Solutions:

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Lesson Plan Notes:



Other Notes:

