

2009-2010

**SUBSTITUTE
HANDBOOK FOR
LICENSED AND CLASSIFIED STAFF**



Clackamas County School District #108
255 NE 6th Avenue, Estacada, Oregon 97023-0519 (503) 630-6871

Educating Youth Toward Their Full Potential

DISCLAIMER

The material covered within this document is offered as a method of acquainting you with, and/or as a method of disseminating information to you regarding the subject matter presented.

And as such, the material contained herein is not intended to either enlarge or diminish any Board policy, procedure or negotiated agreement; and is, therefore, superceded by such policy, procedure or agreement.

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It is our sincere desire that the material offered will be beneficial in acquainting you with information pertaining to the subject matter presented.

SPECIAL NEEDS CONTACT STATEMENT

Notice to persons having questions about, or requests for special needs and accommodations in order to attend an Estacada School District or School sponsored event:
Please contact the Special Services Department, Administrative Assistant, at 255 NE 6th Avenue, Estacada, OR 97023 or call (503) 630-6871, ext. 2904.

Requests can also be made at the Central Office, located at 255 NE 6th Avenue, Estacada, OR 97023 or (503) 630-6871, ext. 2912. Requests should be made two full business days in advance of the event.

EEO STATEMENT

Estacada School District does not discriminate against an individual's race, color, religion, gender, sexual orientation, national origin, marital status, age or disability.

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DISTRICT POLICIES

You will be required to sign an acknowledgement stating you have read and will abide by the following Estacada School District policies and administrative rules (AR's) available on the District Website at www.esd108.org. Select *Staff & Substitute Training Documents*, (on left side of home page) and link to Staff Orientation.

Policy IIBGA/Electronic Communications System
Policy IIBGA-AR/Electronic Communications Systems
Policy GBEC/Drug-Free Workplace
Policy JFCG/JFCH/JFCI/Use of Tobacco, Alcohol or Drugs
Policy GBN/JBA/Sexual Harassment
Policy GBN/JBA-AR/Sexual Harassment Complaint Procedure
Policy JFCF/GBNA/Hazing/Harassment/Intimidation/Bullying/Menacing
Policy JFCF/GBNA-AR/Hazing/Harassment/Intimidation/Bullying/Menacing
Complaint Procedures
Policy JFCM/Threats of Violence
Policy GBJ/JFCJ/Weapons in the Schools
Policy JHFE/Reporting of Suspected Child Abuse
Policy JHFE-AR/Reporting of Suspected Child Abuse
Policy GBEBAA/JHCCBA/EBBAB/HBV Bloodborne Pathogens
Policy JF/JFA/Student Rights and Responsibilities
Policy GCBDA/GDBDA/Family Medical Leave
Policy GCBDA/GDBDA-AR(1),(2), (3), (4), (5)/Family Medical Leave

August 2009

Dear Substitute:

Welcome to Estacada School District for the 2009-2010 school year. The Estacada staff places a high value on the substitutes who serve our students, and we wish to make your time in our district as effective, efficient and pleasant as possible for everyone concerned.

Our first priority is to provide our students with practical, meaningful, and relevant learning experiences in a safe and respectful environment. To assist you in achieving this goal, we have provided a packet of materials outlining the District's expectations for substitutes. Also included are instructions for paperwork that you will need to complete in order for us to provide your payroll check in a timely manner.

Please accept my personal appreciation, in advance, for your contributions to the young people in our district. We value your constructive suggestions as to how we can better assist you and our students.

Professionally,

*Howard Fetz
Superintendent*

INTRODUCTION

The substitute is a very important person to pupils, to the school and to the community. The substitute steps in at a moment's notice and helps maintain the continuity so important to the total school program. While absence of the regularly assigned employees could mean an interruption of the educational program, the qualified and well-prepared substitute can minimize the interruption by providing the most worthwhile educational experiences possible. The substitute also maintains the students' study habits and standards of school behavior at the highest level possible.

As a substitute for Estacada School District you are hired as a professional person to carry on our instructional program. While substituting, you have the same responsibilities as other staff members.

Requests for a particular substitute will usually be honored for specialized areas and for planned absences, when arranged through the building principal. In cases where a regular staff member is frequently absent, an effort will be made to maintain continuity by sending the same substitute whenever possible.

Educating students is an all-encompassing task. While you are substituting for another staff member, strive to keep the learning and intellectual growth of boys and girls expanding.

Follow the instructional program as closely as possible, but use your professional judgment to vary the program whenever the need arises.

Central Office Services & Directory

Central Office	(503) 630-6871	<u>Extension</u>
Superintendent		
Howard Fetz		2906
Sabrina Licari, Executive Secretary		2908
Business Manager		
Donna Cancio		2902
Lisa Akins, Business Services		2900
Special Services/Curriculum		
Shannon Powell, Director of Special Services		2890
Terri Lloyd, Administrative Assistant		2904
Cheryl Renton, Youth Transition Specialist		2905
Debbie McKay, Special Services Secretary		2923
Human Resources Department		
Mary Ann Swanson, HR Specialist, Licensed		2907
Sabrina Licari, HR Specialist, Classified		2908
Payroll/Benefits HR Department		
Netra Thoma, Payroll		2903
Julie Syring, Central Office Liaison		2912
Accounts Payable Specialist		
Linda Guthrie		2901
State & Federal Compliance Officer		
Bernie Fetz		2910
Community School		
Kevin Olds		2860
Transportation Supervisor		
Bill Mattes		2950
Instructional Technology Director		
Rick Slater		
Dan Ferrall, Technician		2891
Tyler Tubbergen, Technician		2892
Cyndi Rathbun – Help Desk		2921
Custodial/Maintenance Supervisor		
Joe Gamble		2890
Lead/Cook Manager		
Eleanor Crawford		2880
Athletic Director		
Kevin Olds		2860

Subfinder **1-866-326-6995**

To inform the district that you will not be available for subbing for a period of time, please call the Subfinder and follow the procedures outlined on the substitute instructions. www.esd108.org (Subfinder Login)

ASSIGNMENT PROCEDURE

1. All substitute assignments are made by the SubFinder. Most calls for substitute are made between the hours of 5:30 a.m. and 10:00 a.m. of each school day, and 2:00 p.m. to 10:00 p.m. each evening. We attempt to cover "planned absences" as soon as they are known. Check for teachers' special instructions in the SubFinder.
2. All substitutes must register in person at the assigned school prior to the start of school in the morning. Please fill out timesheets and record SubFinder job numbers. Our schools open at various times. Please see individual school information contained in this packet.
3. The length of the workday for teacher substitutes is **THE SAME AS FOR REGULAR TEACHERS AS INDICATED BELOW**. Other substitute positions may confirm the length of the workday when you report for duty.
4. Please keep all personal information current on the SubFinder and with the Payroll Department.
5. Classified Substitutes working over 4 hours will be provided a one-half hour duty free unpaid lunch period.
6. **Substitutes for full time teachers shall be on duty and available for work on the school site (or otherwise designated) as directed by their principal (or immediate supervisor) for a period of eight hours each workday.** A duty free lunch period of at least 30 minutes shall be included in the workday.
7. Substitutes for teachers working less than full time shall be on duty and available for work for a period of time that varies with their assignment. Any assignment which is more than four hours is considered a full day. Any assignment which is four hours or less is a half day assignment.
8. Teachers are required to remain in their buildings at least 30 minutes after the close of school. The close of school varies between elementary and secondary schools. When you substitute in an elementary school you are to **REMAIN IN THE BUILDING UNTIL 3:50 P.M.** When you substitute at either the junior high school or the high school you are to **REMAIN IN THE BUILDING UNTIL 3:00 P.M.**
9. Substitutes are expected to continue in the same position until the teacher returns, unless notified otherwise. You are responsible for checking with the secretary regarding this matter before you leave the building and make sure all information is recorded in the subfinder.
10. If the substitute knows in advance that s/he will not be available on a certain day, s/he should call the subfinder at 1-866-326-6995 and leave that information.
11. Substitutes are to accept assignments **ONLY FROM THE SUBFINDER**, and not from the teacher or other staff members *except in an emergency, the principal may call the substitute*. The principal will notify the Payroll Department.
12. If the regular teacher is not certain whether s/he will be able to return the following day, the secretary will call the SubFinder to see if the teacher has called in.

13. The substitute teacher knows that it is essential for all children to have qualified instruction and therefore, accepts only those assignments, which are within his/her area of competence.
14. If you have accepted an assignment and become ill prior to the start of the assignment, call 1-866-326-6995 to cancel. If the assignment is for more than one day and you are not able to work the whole assignment, call in that day as an absence day.

GENERAL INFORMATION

I. SUBSTITUTE TEACHER

You apply to be a **substitute teacher** by contacting the Payroll Department at 630-6871, ext. 2903 or Human Resources at 630-6871, ext. 2907. The following items must be on file.

- A. Valid regular or substitute teacher's license issued by the Teachers Standards and Practices Commission, Salem, Oregon.
- B. Payroll information sheet.
- C. Withholding exemption certificate for income tax purposes.
- D. Immigration and Naturalization Service (I.N.S.) form.
- E. Staff Emergency Information form.
- F. Clackamas County ESD registration card.
- G. EdZapp application or current résumé including references.**
- H. Signed consent form for Criminal Background check.

II. Licensure

In order to substitute, a teacher must hold a valid teaching license or a current substitute license. **Licenses must be registered at the Clackamas County Education Service District to be eligible to substitute in Estacada School District.** Clackamas ESD is located at the Sunnybrook Campus at 13455 SE 97th Avenue, Clackamas, from 8:00 am – 4:00 pm, Monday – Friday.

III. Observation

Substitute teachers are invited to visit the schools at anytime they wish to familiarize themselves with the organization and with the work of the regular teachers. You should make appropriate arrangements with the principal and receive a visitor's badge. **District Benefits for Substitutes:** Please notify the payroll department if you are working for one or more districts. If you work for any public employer for six months and 600 hours in one year you become eligible for Public Employees Retirement program. This is not an optional program. Membership is required by state law.

IV. Responsibility - The professional responsibility of the substitute involves many aspects.

1. Provide continuity of instruction.
2. Maintain classroom control.
3. Provide honest feedback to the regular teacher. If there are problems, the teacher needs to know so that follow-up can be made on these concerns immediately.
4. Make the day meaningful to the students.
5. Supplement the daily program, when necessary, with your own innovations

V. Extended Assignment

Licensed substitutes who work more than ten consecutive days in any one assignment for the same teacher will receive the Oregon State Statute wage starting the 11th day. However, extended substitutes receive no fringe benefits, do not accrue sick leave, or receive any health benefits. Also, if there is a break in an extended assignment, pay reverts to the standard substitute pay until the 11th day is reached again.

VI. OTHER (NON-LICENSED) CLASSIFIED SUBSTITUTES who work in the District must have the following items on file with the Human Resources and the Payroll Departments.

- A. Classified application.
- B. Fingerprint Based Criminal History form.
- C. Payroll information sheet.
- D. Withholding exemption certificate for income tax purposes (W-4).
- E. Immigration and Naturalization Service (I.N.S.) form (I-9).
- F. Staff Emergency Information form.

VII. Change of Address or Phone Numbers

As a substitute, you must notify the district payroll office and SubFinder of any change in your name, address, or telephone number **in writing** to the district office or e-mail to thoman@estacada.k12.or.us.

VIII. Accident Reporting and Worker's Compensation Coverage

Accidents which occur while you are employed with the district must be reported to your building principal immediately. This includes the students in your classroom as well as yourself.

If you are injured on the job and see a physician the Worker's Compensation Form 801 must be completed and sent to the district office within 24 hours of the accident. These forms are available in each school office.

As a substitute you are not asked to be a first responder to students or staff that require first aid. This is your notification that if you do give assistance to an injured student or staff member you would be doing so as a "Good Samaritan."

IV. Emergency Closure Information

School closure and late arrival due to inclement weather will be posted on the District Web at www.esd108.org. Closure information will also be listed on the local television stations.

PAYROLL INFORMATION

1. Regular deductions are made for state and federal income tax, social security and worker's compensation.
2. Substitutes receive their paycheck from the school district.
3. The payroll period ends on the sixth day of each month. Checks are distributed on the 20th day of each month. Payroll checks are not mailed, and will be available at the District office until picked up. Only the employee will be able to pick up the check; ID may be required. The District strongly recommends direct deposit. The forms are available through the Payroll office and the pay stubs will be mailed on payday.
4. Keep a copy of your timesheet for your record of the days and hours worked. This is your protection in case of an error on your paycheck. Timesheets are due in the payroll office on the 6th of each month.
5. If there is an error in your paycheck, call the payroll clerk at 630-6871 extension 2903.
6. If you are working for more than one Oregon Public employer and have worked six months or will be working 600 hours or more in 2009-2010, please contact payroll immediately for PERS deduction to start.

PAYROLL INFORMATION FOR SUBSTITUTE TEACHERS

1. Substitute pay for 2009-2010 is \$154.72 (less than 10 consecutive days) per day, and \$182.10 (ten or more consecutive days).
2. Regular deductions are made for state and federal income tax, social security and worker's compensation (and PERS, when applicable).

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute teaching experiences.

1. Discipline is based on mutual understanding, through honest, open communication. Our district is committed to the Canter method of assertive discipline.
2. Classroom management is improved if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative and resourcefulness are some necessary prerequisites.
4. As a substitute, you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and accepting.
5. If there is time before class begins, review the day's schedule and become familiar with related activities. When class arrives, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember the students' names, make a seating chart or use name tags.
6. If discipline problems arise which you are unable to manage, the principal or designee should be contacted immediately for assistance.
7. In any situation, no matter how well managed, emergencies will arise. Accidents, illness, the administering of medication, and other emergencies must be referred to the principal or designee.
8. Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this either by writing a summary or by calling the teacher.

SCHOOL AND CLASSROOM INFORMATION (SUBSTITUTE TEACHERS)

Substitute teachers must adapt to many schools, each with its own unique aspects. The substitute is a temporary member of the school faculty and, as such, owes loyalty to the group.

As a substitute teacher, all relationships with administrators, teachers, and children should be on a professional basis.

The substitute teacher recognizes that in each classroom the existing teacher-pupil relationship is important. No act or comment should be detrimental to that relationship. The substitute serves in lieu of the regular classroom teacher and should never become a critic teacher.

The substitute teacher should understand that discussion of the pupils, staff, or administration is not carried on at other schools or in the community at large. The substitute teacher must not reveal information given in confidence by pupils or fellow teachers.

SPECIFIC PROCEDURES

1. Get general procedure, room key, identification badge, location and lesson plans from the person designated as the contact person in that school.
2. Be aware that each school has different procedures on lunch count rules. It is best to buy your adult lunch ticket before school begins.
3. Read the plan book. This is your best clue to what you are to teach. As you locate textbooks and workbooks, add markers for the pages indicated. This will help you turn immediately to the assignment.
4. Take roll, following the plan of the school.
5. Check for previous day's absentees and sign excuses according to school policy.
6. Carry out the lesson according to the teacher's plans and usual routine of the class as much as possible, but do not be afraid to use your own innovations where they apply.
7. Perform the hall and playground duties of the regular teacher.
8. Follow the wishes of the regular teacher regarding collecting and grading papers. If no directions are left, correct the papers, but do not grade or enter in the gradebook.
9. Leave a brief summary of work that has been done during the teacher's absence. Include your phone number in case the regular teacher needs to contact you.
10. Leave the room in order. Leave a record of assignments given for the next day and have papers collected from students.

11. Complete and submit any evaluation forms given you by the office.
12. Close windows, turn off lights and lock doors when leaving the room at noon or at the end of the day.
13. Return the room key and identification badge to the office.
14. Fill out substitute timesheet and turn into appropriate person.

SUBSTITUTE PAY RATES 2009-10 SCHOOL YEAR

CLASSIFIED POSITIONS HOURLY RATES

Cook/Baker (all buildings)	\$9.00
Custodian	\$10.00
Educational Assistant	\$10.00
Secretary (all areas)	\$10.00
School Bus Driver	\$10.50
Experience Level I	\$11.00
Experience Level II	\$11.50
Mechanic	\$14.00
Experience Level I	\$14.65

SUBSTITUTE TEACHER DAILY RATES

Full Day	\$154.72	\$19.34/hr
After 10 days (same assignment)	\$182.02	\$22.75/hr
Half Day	\$ 77.36	
After 10 days (same assignment)	\$ 91.01	
Tutoring	\$ 19.34/hour	

River Mill Elementary School

850 N. Broadway
Estacada, Oregon 97023

(503) 630-8517

Contact: Seth Johnson, Principal
Joyce Randall & Janet Anderson, Secretaries

Keys: Will be signed out to you when you register.
Lunch Tickets: Purchased in the hall by the office from 8:45 to 9:00 a.m. for \$3.75
Parking Location: Park in any available space in the parking lot in front of the school.
Faculty Room: To the right of the main entrance.
Work Hours: 7:45 a.m. to 3:45 p.m.

Additional Comments

Estacada School District is a tobacco free district. Smoking is not allowed on district property at anytime.

Lunch count slips are to be posted on the clipboard located in the hallway outside the room by 9:15 a.m.

List names of absent students on the lunch count slip for home check by office staff.



Eagle Creek Elementary School

30391 SE Highway 211
Eagle Creek, Oregon 97022

(503) 630-8621

Contact: Dan Draper, Principal
Christy Ward & Tracy Gaither, Secretaries

Keys: Will be signed out to you when you register.
Lunch Tickets: Purchased in the office for \$3.75
Parking Location: Please park in the lower area of the parking lot in front of the building.
Faculty Room: To the right of the main entrance.
Work Hours: 7:45 a.m. to 3:45 p.m.

Additional Comments

Estacada School District is a tobacco free district. Smoking is not allowed on district property at anytime.

Lunch count is taken first thing in the morning. A student will collect for the office.

Feel free to ask questions.

Clackamas River Elementary

301 NE 2nd Avenue
Estacada, Oregon 97023

(503) 630-8552

Contact: Nancy Torbert, Principal
Pam Hubbard & Leann Rich, Secretaries

Keys: Will be signed out to you when you register.
Lunch Tickets: Purchased in the office for \$3.75
Faculty Room: Please ask the office staff for directions.
Work Hours: 7:45 a.m. to 3:45 p.m.

Additional Comments

Estacada School District is a tobacco free district. Smoking is not allowed on district property at anytime.

Please obtain a substitute packet from the office staff.

Please complete the evaluation at the end of the day.

Feel free to ask questions.

Estacada Junior High School

500 NE Main Street
Estacada, Oregon 97023

(503) 630-8516

Contact: Anna Pittioni, Principal
Bonnie Mull and Kristy Brown, Secretaries

Keys: Will be signed out to you when you register.
Lunch Tickets: \$3.75
Student Enrollment: 365
Parking Location: East side of the high school by the tennis courts and on the street on the south side of River Mill Elementary.
Faculty Room: Please check with the office staff.
Wok Hours: 7:00 a.m. to 3:00 p.m.

Additional Comments

Estacada School District is a tobacco free district. Smoking is not allowed on district property at anytime.

Bell schedules may vary. Morning announcements will include information for the day in question.

Please feel free to ask questions.

Estacada High School

355 NE 6th Street
Estacada, OR 97023

(503) 630-8515

Contact: Scott Sullivan, Principal
Gary Lewis, Vice-Principal
Denise Pemberton and Jill Peterson, Secretaries
Linda Cole, Attendance/Receptionist Secretary

Keys: Will be signed out to you when you register.

Lunch Tickets: \$3.75

Parking Location East side of the high school next to the gymnasium, first row of parking spaces in front of the high school facility, and on the street on the south side of River Mill Elementary.

Faculty Room: Next to the main office.

Work Hours. 7:00 a.m. to 3:00 p.m.

Additional Comments

Estacada School District is a tobacco free district. Smoking is not allowed on district property at anytime.

Bell schedules may vary. Check with Denise Pemberton, secretary, for bell information. This will include assembly schedules. Bulletins and morning announcements will answer questions for the day.

2009-2010 Board of Directors

Angi Riedel, Zone 1 – Expires 2013

angiriedel@ccwebster.net

21003 S. Mattoon Road

Estacada, OR 97023

H - (503) 631-2801 C – (503) 957-0928

Steve Woods, Zone 2 – Expires 2013

sbwoods@cascadeaccess.com

36750 SE Kemp Road

Estacada, OR 97023

H – (503) 630-3432

Danny Scott, Zone 3 – Expires 2011

dannys@eaglefoundryco.com

P.O. Box 250

Eagle Creek, OR 97022

H– (503) 637-6677 W– (503) 637-3048 C– (503) 519-0873

Sherri Graham, Zone 4 – Expires 2013

Loves.life2@yahoo.com

P.O. Box 2503

Estacada, OR 97023

H & C – (503) 724-5801

Mark Greene, Zone 5 – Expires 2013

mgreene@ncelec.com

27770 SE Currin Road, Estacada, OR 97023

H- 630-5479 C– (503) 970-4895

Jason Guthu, At Large – Expires 2011

jguthu@cascadeaccess.com

P.O. Box 297

Estacada, OR 97023

H- (503) 637-6611 W-(503) 630-4492 C–(503) 519-8884

Vacant, At Large – Expires 2011

