

NORTH BRANFORD PUBLIC SCHOOLS

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INTRODUCTION

Welcome to the professional staff of the North Branford Public School System. As a substitute teacher, you are an important member of our instructional team.

Your role as a substitute teacher is one of challenge and must be met with a conscientious effort. It will call for alertness and resourcefulness. Our community wants only the best possible education for its children. The mission of the North Branford Public School System, a proud, caring community, is to prepare all students to be capable and confident life-long learners who are responsible citizens in a diverse and rapidly changing world by providing a comprehensive, challenging program in collaboration with family and community. This applies to all children, whether they are your responsibility for a day or for a longer period of time.

This handbook has been written to serve as a guide for you. Supplementary material dealing with specific procedures in each school may be issued in the various schools. We sincerely hope that this information will assist you in your substitute teaching duties. Please remember that the administration stands ready to help you.

Thank you for your help and enjoy the experience.

Mr. Scott Schoonmaker
Superintendent of Schools

PROCEDURES FOR EMPLOYMENT

APPLICATION

Applications are submitted electronically via our school website (northbranfordschools.org) In addition to the application, all candidates must provide a copy of their college transcripts to the Superintendent's office.

CERTIFICATION

Connecticut Teacher Certification Regulation states that in order to serve as a substitute teacher, a person shall hold a minimum of a bachelor's degree from an accredited institution. Each school year, a master list of substitute teachers is compiled by the Superintendent's office.

FINGERPRINTING

All substitute teacher applicants must complete a Personal Inquiry Waiver form, a Criminal Records Check form, and fingerprint cards. Applicants must then be fingerprinted and must submit a certified check or money order to have a record check done by the FBI. Fingerprinting may be done by the police department in the applicant's town of residence or by appointment at the North Branford School District's Central Office. Applicants may also choose to use the service provided by ACES for an additional fee. ACES will make the results for the record check available to other districts without repeating the process. It is the responsibility of the applicant to have the fingerprinting completed and the check or money order submitted prior to receipt of the applicant's first paycheck.

WAGES

Substitute teachers are paid at a daily rate established by the district for the school year. You will be paid for either a full-day or a half-day. The student day is 6 hours and 25 minutes. The substitute report time for each school is different, so please refer to the school report time table later in this document for specific reporting times by school. We do not have a mechanism to pay daily substitutes on an hourly basis, so if you are asked to work another schedule (for example, an extra hour) by a building office, please remind them that you cannot record that on your time sheet. Extended and long-term substitutes may receive a higher per diem wage based on length of assignment.

2011-2011 WAGES

Sub Teacher	\$65.00 per day
Sub Para	\$60.00 per day
Sub Secretary	\$ 9.00 per hour

TIMESHEETS

Timesheets are available at every school. You retain your timesheet for the two week period and bring with you each day you substitute. Your timesheet must be approved by the school's office at the end of each day.

The timesheets are normally collected at the end of a pay period for payment in two weeks. You may turn your timesheet in to the building secretary at the end of the timesheet cycle, or into Central Office.

Please record the name of the **person** that you replaced, not the position. This makes payroll accounting much simpler. We expect that you will work the same schedule as the person being replaced, unless you receive authorization to modify the schedule from the appropriate administrator.

CALLING SYSTEM

North Branford Public Schools utilizes AESOP sub placement services. AESOP is a web and telephone based substitute placement service. You will receive your personal log in and pin number under separate cover. You may use your log in and pin to access the service to actively search for absences and "build" your weekly calendar in advance. You also have the ability to create your personal availability calendar and specify your personal calling time preferences.

RESPONSIBILITIES

The following information will assist you in understanding the roles and responsibilities of the building principal, the classroom teacher and the substitute teacher.

BUILDING PRINCIPAL OR DESIGNEE

The principal or designee is expected to assist the substitute teacher by:

1. Defining the value of the substitute teacher in a specific classroom situation.
2. Establishing personal as well as professional support.
3. Supervising substitute teachers and maintaining a file of reports with any appropriate administrative comment.
4. Involving the substitute teacher in the professional climate of the school.
5. Reminding the substitute teacher to check the day's lesson plans, seating charts, extra duties, etc.
6. Informing the substitute teacher of the locations of the teachers' rest rooms, cafeteria and faculty rooms and, whenever possible, introducing the substitute to teachers immediately adjoining the room to which the substitute is assigned.

CLASSROOM TEACHER

The classroom teacher is expected to assist the substitute teacher by:

1. Leaving the lesson plans, daily or emergency, which are clear and simple to follow.
2. Providing a copy of the daily teaching schedule, including times.
3. Having manuals and necessary teacher guides readily available. Also, any supplies, films, software or the like necessary to the day's instruction should be on hand.
4. Having a description of routine procedures such as those used for:
 - a. Fire drills
 - b. Cafeteria
 - c. Dismissal
 - d. Library
 - e. Computer Lab
 - f. Playground/Recess
 - g. Evacuation
 - h. Lockdown
5. Listing and explaining duties such as lunch, bus, playground and detention.
6. Leaving important information about any child such as sight or hearing problems. Emotional and/or health problems, especially

what to watch for and how to deal with it, should also be explained as necessary.

7. Listing specialists working with the class or individuals, e.g., Art, Music, Physical Education, Speech Therapist, Psychologist, Social Worker, Reading Specialist, Guidance Counselor, etc.
8. Providing seating chart when necessary.

SUBSTITUTE TEACHER

The Substitute teacher is responsible for the following:

1. Reporting to the school office upon arrival and before departure at the following times, specific by school.

Reporting and Departure Times for North Branford Public School

Substitutes are listed below:

School	Grades	Report Time	Departure Time
North Branford High School	9-12	7:15 am	2:12 pm
North Branford Intermediate School	6-8	7:15 am	2:20 pm
Totoket Valley Elementary School	3-5	7:50 am	3:00 pm
Jerome Harrison Elementary School	K-3	8:20 am	3:30 pm

The above table dictates the actual hours required of substitutes in each school and differs from student start and dismissal times.

2. Information learned about pupils is **strictly confidential** and must be treated as such. Any infraction of this policy is highly unethical and could lead to removal from the substitute list.
3. Substitute teachers should expect to perform the duties of the classroom teacher including the allied tasks of supervising bus lines, recess and playground, cafeteria, study halls, and the like. Completion of daily attendance and lunch reports are also required.
4. The plans of the classroom teacher should be followed by the substitute teacher. Assignments should be collected and a brief summary of the day left for the regular teacher. If appropriate, student papers should be corrected.
5. Class control should be administered in a firm but friendly manner. Sarcasm, profanity and physical punishment should never be used.
6. Any problems encountered during an assignment should be discussed with the building principal. Communications to or from parents should also be brought to the attention of the building principal. In the high school, such problems should be directed to the department chairpersons.
7. Pupil records are not available to the short-term substitute teacher. Any information needed can be obtained from the principal or guidance counselor.
8. All accidents involving students or the teacher, no matter how minor, must be reported to the school nurse promptly. Medicine is never administered to students by the substitute teacher. All necessary medication is administered by the school nurse or building principal.
9. Remember that the substitute teacher is the TEACHER for the length of the stay. The substitute teacher should make every effort to continue the regular instructional program of the school. By following classroom teachers' plans and by seeking assistance when necessary, the substitute teacher's day will be a meaningful one.
10. All substitutes are requested to submit to the principal or department chairperson a written report of the day's activities. This would include concise comments on the availability of all necessary lesson plans and materials, a summary of material covered, and a description of any problems or difficulties encountered.

SUGGESTIONS AND STRATEGIES

Although the substitute teacher is expected to carry on in accordance with directions left by the regular classroom teacher, there will be occasions where neither plans nor directions will be available. It is in instances like these that the creativity and ingenuity of the substitute teacher are essential. The following is a list of helpful hints and suggestions for an "emergency" assignment without appropriate teacher plans for the day.

1. Check with the principal, another teacher, audiovisual coordinator for availability of any films, tapes, or recordings relevant to the unit in which the students are currently involved.
2. Check with the multi-media specialist for availability of materials, software, learning kits relevant to the unit in which the students are currently involved.
3. Do not feel stifled. Fee free to inject your own ideas, seat games, etc. in making the lesson a worthwhile learning adventure for the students.
4. Use students effectively in assisting with the lesson to ensure the continuity of the academic program.
5. Bring dramatizations and role-playing into a lesson whenever appropriate.
6. Divide the class into small groups on a one-day project based upon the current unit of study.
7. If possible, plan a tour of the learning or instructional media center for a class period or two, provided such a tour has not been conducted previously.
8. In general, whether or not the classroom teacher's plans are available, be creative, alive, alert, firm, fair, confident and happy with your assignment and the students with whom you are in contact.

GENERAL INFORMATION

Hot Lunch is available at all public schools in North Branford.

School Cancellations are broadcast over radio stations WELI 960 and KC101FM and over television stations 3, 8 and 30.

Fire Drill directions are posted near the exit of each classroom. Computer labs have special instructions. Substitute should immediately familiarize themselves with the plan of evacuation.

Dismissal of Students by means other than regular dismissal procedures are prohibited. Under NO circumstances are pupils to be dismissed or leave the school grounds prior to the regular dismissal except by reporting to the principal and getting permission first.

Telephones and Computers used by staff should be limited to school business and other essential calls.

EVALUATIONS

The classroom teacher, on return to school following an absence, will review with the principal (or designee) the performance of the substitute based upon the implementation of the regular teacher's lesson plans.

PROFESSIONAL ETHICS

During service as a substitute teacher, access to confidential information concerning students may occur. Such data may concern student records, classwork, behavior, home environment, inclusion in free or reduced lunch program, or in classroom special education programs. This information must not be discussed outside the school.

Since substitute teachers work in a variety of schools, grade levels, and classrooms, it is imperative that they refrain from making comparisons among these assignments. Teaching styles vary from teacher to teacher and any comparison would be unfair to the staff involved. Carrying "tales" from building to building about administrators, teachers, parents and/or students is unethical, reflects poorly on the substitute teacher, and can be grounds for dropping the substitute's name from the list of substitute teachers.

REGULAR SCHOOL HOURS

School	Grade	Start Time	Dismissal Time
Jerome Harrison	1, 2	8:50 a.m.	3:15 p.m.
	AM Kindergarten	8:50 a.m.	11:35 a.m.
	PM Kindergarten	12:30 p.m.	3:15 p.m.
Totoket Valley Elementary	3, 4, 5	8:20 a.m.	2:45 p.m.
North Branford Intermediate	6, 7, 8	7:40 a.m.	2:05 p.m.
North Branford High	9, 10, 11, 12	7:30 a.m.	1:57 p.m.