



# **SUBSTITUTE TEACHER HANDBOOK**

## **2023-2024**

### **VISION**

*A Future Focused Community of Learners*

### **MISSION**

*Preparing Students to Live and Learn with Passion and Purpose*

### **DESTINATION**

*All Students will be Career and College Ready*

Dr. Marty Jimmerson, Superintendent of Schools  
MJimmerson@west-branch.k12.ia.us

**West Branch Community School District**  
148 N. Oliphant St., West Branch, IA 52358  
Phone: 319-643-7213 Fax: 319-643-7122

It is the policy of the West Branch Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Dave Hlas, Elementary Principal, 148 North Oliphant St., West Branch, IA 52358, 319-643-7211, [dhlas@west-branch.k12.ia.us](mailto:dhlas@west-branch.k12.ia.us)

## General Information

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### **CERTIFICATION**

The Department of Education requires that the school district keep on file a copy of the Iowa Certificate of each working substitute teacher.

It is required that you bring or mail a copy of your certificate to the WBCSD Central Office, 148 N. Oliphant St., West Branch, Iowa 52358.

If you are a graduate from an out-of-state institution and do not have an Iowa Certificate, we will be pleased to provide you with the appropriate form, "Application for Licensure (Non-Iowa Institution)", which should be used to obtain an Iowa Teacher's Certificate. All information regarding the various classes of certification, i.e., permanent professional, professional, preprofessional, substitute or temporary, as well as the various endorsements, is available on the back of this application.

### **APPLICATION**

An application can be obtained from our Central Office, 148 N. Oliphant St., West Branch, Iowa 52358 or from our school website [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us). Substitute teachers must have a completed application form, a background check and teaching certificate on file before being called to substitute.

### **PAYMENT**

The first day that you substitute in the district you must report to Central Office, which is located at 148 N. Oliphant St. in Hoover Elementary School. The following forms must be completed prior to your receiving a payroll check:

1. Employment Eligibility Verification Form. This form verifies that any individual hired is not an "Unauthorized alien" and is required by the Immigration Reform and Control Act. Please bring two forms of identification, preferably a driver's license and social security card. Your payroll check cannot be released until the district has copies of these forms of identification on file.
2. W-4 Employee's Withholding Allowance Certificate
3. Iowa W-4

A base rate of \$145 per diem has been approved by the Board of Education. Partial days are paid on a prorated basis.

A substitute teacher who serves in the same assignment for a period in excess of five consecutive teaching days shall be paid on the BA or the MA lane, depending upon the substitute's degree. A maximum of five years of experience shall be allowed on the schedule. (The higher rate shall apply to the period of employment in excess of the first five days in that specific position.) When a certified teacher substitutes for an associate, pay will be \$12.90 per hour unless another arrangement is made prior with Central Office. A timecard should be filled out for this work.

## **RECORD OF WORKDAYS**

Substitutes will be responsible for maintaining a record form of all days of substitute teaching. The substitute should obtain the form at the first building in which you substitute. The substitute must have a separate form for each pay period. The payroll cutoff is the Friday before the 10<sup>th</sup> of each month.

The substitute must have the school secretary sign this form at the completion of each day of work. At the end of each pay period, it is the responsibility of the substitute to submit this form to Central Office no later than the first working day following the end of the pay period. Late forms will be included in the payroll for the following month.

Payment will be made on the 20<sup>th</sup> of each month or on the 18<sup>th</sup> or 19<sup>th</sup> if the 20<sup>th</sup> is on a Saturday or Sunday. Please do not request to pick up your paycheck early.

Payment will not be made for any day that has not been approved by the building level secretary.

## **DEDUCTIONS**

Deductions will be made for social security, Medicare and federal and state taxes.

Substitutes will become IPERS covered after establishing an ongoing relationship with the school district. An ongoing relationship is established when the employee is paid covered wages of \$1,000 or more per quarter in two consecutive quarters.

## **PROFESSIONAL ATTITUDES**

It is important that the substitute teacher does all that he/she can to advance the profession. Remember that substitutes often see unusual classroom reactions, and unfavorable comparisons among schools and classes should be guarded against. Please respect the differences you find among teachers and children. Good planning does not in itself insure the absence of all problems. However, the better prepared you are to meet these problems, the more effective your service will be. Follow as closely as possible the regular teacher's lesson plans and strive to maintain acceptable standards of conduct. Any concerns should be directed to the building level principal immediately.

Each of us must exhibit a positive, enthusiastic, caring attitude towards each other, our students and our school.

Each of us must communicate openly and tactfully, identify problems early, and then join together to work out the best solution possible.

Always make sure to disagree without being disagreeable.

Each of us must be a team player. We must support each other and be flexible as we work together toward our established school goals.

The substitute teacher must treat information about our school (students, staff and problems) in a professional manner. Always follow the district's chain-of-command.

The substitute must show you care about our students and our school by getting involved and volunteering a little extra time when it is needed.

The substitute is expected to be a self-starter and self-directed learner. Whatever your job, take the initiative to regularly and systematically analyze what you are doing and build a plan to improve personally and professionally.

We consider the substitutes to be integral members of our staff, so please be sure to follow our dress code policy while subbing in our buildings by dressing in “business-casual” attire.

### **AVAILABILITY**

As much advance notice as possible will be given before you are expected to assume a teaching position. However, this is often impossible. Normally, you can expect to be called on the evening before or between 6:00 and 8:00 a.m. on the day of the needed service. We will try to secure positions for you in the buildings and subject matter areas of your choice. However, when emergencies do arise elsewhere, you are encouraged to accept those positions whenever possible. If it is inconvenient for you to teach for a specific period of time or if your phone number changes, please contact Laura Góngora at 319-643-7213.

### **ARRIVAL AT SCHOOL**

Under normal conditions, you are expected to report to the principal’s office at 8:00 a.m. Secure the necessary materials, keys and schedules, complete the required forms and check the regular teacher’s mailbox for bulletins until 4:00 p.m. at the elementary and 3:50 p.m. at the middle school and high school. Remember, you are replacing a regular teacher and should assume a regular teacher’s duties unless notified otherwise. The regular teacher will expect to find a brief summary of the day’s work as well as any other information that would be helpful, such as bulletins, parental notes, assignments and problems.

### **DUTIES AND RESPONSIBILITIES**

1. Report to the school office promptly. The principal or secretary may have special instructions. Given sufficient notice, the substitute should report at the same time regular teachers begin duty (8:00 a.m.) and remain until 4:00 p.m. at the elementary and 3:50 p.m. at the middle school and high school.
2. Ask for any special directions the principal may suggest, and also the special events that may be planned for the day, as well as regular teacher’s special duties for the day.
3. Locate the teacher’s mailbox and check for notes, memos, bulletins or specific announcements pertinent to the day’s activities. US Mail or other materials may be left in the mailbox.
4. Locate the teacher’s daily schedule, plan book, attendance slips, record book, manuals and other needed materials.
5. If not provided, and if not familiar with the class, ask if there are any specific problems or need that the substitute should be aware of, e.g., behavior, disabilities, etc.
6. Check the regular teacher’s schedule for any duties you may have: recess, lunchroom, etc.
7. Check or refresh your memory regarding fire drill procedures, emergency procedures or other procedures for the school and specific class. Fire and tornado and emergency drill information is posted in each classroom.

8. Assist in the supervision of halls, stairs, etc. as needed.
9. If a student becomes ill in the classroom, send them to the office.
10. Report any illness or accidents to the office. If the substitute is on duty, an accident report should be filled out. Accident report forms may be obtained from the office.
11. Any student who leaves your classroom is your responsibility unless requested by another teacher.
12. Classroom discipline is an area which classes will undoubtedly test a substitute. Be friendly, but firm and businesslike, and behavior will be good. If a problem is unusual, you should ask assistance from the office.
13. If the substitute is teaching for an extended time, attendance at all scheduled meetings is expected. In case of doubt, contact building principal.
14. As time permits, correct all papers, workbooks or tests given while you are substituting (if requested by the teacher).
15. Keep individual subject areas or activities together by date or day.
16. At the end of a substitution, leave a summary of the work completed, as well as any other information that would be helpful to the teacher (notes, assignments, special bulletins, etc.).
17. Report to the principal's office at the end of the school day regarding the next day or any problems concerning your stay in the building.

## **SCHOOL PRINCIPALS AND ADDRESSES**

Building	Address	Principal	School Phone
Hoover Elementary	148 N. Oliphant	Dave Hlas	319-643-7211
Middle School	900 W. Main St.	Brian Walthart	319-643-5324
High School	900 W. Main St.	Sara Oswald	319-643-7216