



SUBSTITUTE TEACHER HANDBOOK

2025-2026

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
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West Branch Community School District
225 N. Maple 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, 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

General Information

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, 225 N. Maple St., West Branch, Iowa 52358.

If you are a graduate from an out-of-state institution and do not have an Iowa Certificate, visit educate.iowa.gov/educator-licensure for information on how to apply/renew/convert licenses, authorizations, and endorsements.

APPLICATION

An application can be obtained from our Central Office, 225 N. Maple St., West Branch, Iowa 52358 or from our school website 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

Before you substitute in the district you must submit all forms to Central Office, which is located at 225 N. Maple St. (in the old Middle School). The following forms must be completed prior to your receiving a payroll check:

1. Employment Eligibility Verification Form. This form verifies the identity and employment authorization of individuals hired for employment in the United States. Two forms of identification, preferably a driver's license and social security card, are required. 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 \$14.00 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 substitute must have the school secretary sign this form at the completion of each day of work. At the end of each week, it is the responsibility of the substitute to submit this form to the school secretary. Late forms will be included in the payroll for the following month.

The deadline for time cards are:

<u>PAY DAY</u>	<u>PAY PERIOD</u>	<u>TIME CARD DEADLINE</u>
September 19	August 3 – August 30	September 5
October 20	August 31 – September 27	October 10
November 20	September 28 – October 25	November 7
December 19	October 26 – November 29	December 5
January 20	November 30 – December 27	January 9
February 20	December 28 – January 31	February 6
March 13	February 1 – February 28	March 4
April 20	March 1 – March 28	April 10
May 20	March 29 – May 2	May 8
June 19	May 3 – May 30	June 5

Payment will be made on the 20th of each month or on the 18th or 19th if the 20th 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 become IPERS covered at the start of the relationship with the school district.

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 service needed. 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 before 8:00 a.m. Secure the necessary materials, keys and schedules, complete the required forms and check the regular teacher’s mailbox for bulletins before the end of the school day at the elementary. 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 before the end of the school day. US Mail or other materials may be left in the mailbox.
4. At the elementary- locate substitute instructions and call ext. 124 with attendance and hot meal count. At Middle/High School- locate the substitute folder for plans and attendance lists and any specific instructions for the day, call ext. 301 with attendance.
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 nurse’s 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 for 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