

Dear Substitute Teacher,

We thank you for applying to Jordan School District and welcome you to our Substitute Teacher Program. It is important for you to become acquainted with District procedures for substitutes; therefore, the following information will be helpful to you.

We will be using AESOP (Automated Educational Substitute Operator) to manage the process of substitute placement needs this school year. The AESOP system has several features that will be of benefit to you. Substitute teachers may:

- Access AESOP by telephone or through the Internet
- View and/or hear available jobs
- Update personal information, such as address and phone number
- Review past and future assignments
- Review or modify availability

When a substitute is given a teaching assignment, unless circumstances do not permit, the assignment will be for the full absence of the teacher. In order to provide consistency for the students, the substitute will be expected to remain in the assignment until the regular classroom teacher returns to school.

It is our expectation for you to succeed in your substitute teaching assignment. Please read through the JSD Policy Summary for Substitutes and the Reporting procedures.

Thank you for substituting in Jordan School District. The job of a substitute teacher is not an easy one, and your willingness to substitute is very much appreciated. If the Human Resources Department can be of help to you, please call.

Respectfully,



June LeMaster
Executive Director
Human Resources



Kyle Hansen
Administrator
Human Resources - Elementary



Patti Hanlon
Substitute Teacher Clerk
patricia.hanlon@jordan.k12.ut.us
801-567-8219

SUBSTITUTE TYPES & PAY PROCEDURES

EMERGENCY SUBSTITUTES: An Emergency substitute is one who does not qualify with the minimum of 90 quarter hours or 60 semester hours of university credit. Emergency substitutes will not be authorized to be assigned as a long-term substitute. An Emergency substitute will be paid at the rate of **\$74.00** per day. Emergency substitutes may substitute only at the home school when there is no other substitute available.

REGULAR SUBSTITUTES (with equivalent of an Associates Degree or higher): Substitute will have at least 90 quarter hours or 60 semester hours of college credit verified by college transcripts. Substitutes will be paid at the rate of **\$82.00** per day.

LICENSED SUBSTITUTES (with a **current** Utah Teaching License): Substitute will be paid at the rate of **\$90.00** per day. Substitute will be allowed to work long-term assignments.

RETIRED TEACHER SUBSTITUTES: Retired teachers from any Utah School District will qualify. The retired teacher substitute will be paid **\$106.00** per day.

ALL SUBSTITUTE TYPES ON LONG TERM TEACHING ASSIGNMENTS: On the tenth consecutive day of a single assignment, the daily rate is increased by **\$10.00** per day (due to increased responsibilities that may be associated with long-term substitute teaching), and will be paid retroactive from the 1st day of the assignment. If you take days off during that assignment, you **must have at least 10 days on both sides of the break**. At the principals discretion, a long term substitute may be given additional compensation for working a teaching assignment that does not include a preparation period.

Jordan School District pays substitutes half day or full day. **More than** four (4) hours constitutes a full day.

The pay period covers a calendar month, from the 1st through the last day of the month. Pay is deposited to your bank account on the 25th of the month in accordance with our direct deposit. You are paid on the 25th of the month for the preceding month.

REPORTING PROCEDURES & RETENTION

Substitutes are a very important part in the total educational program in Jordan School District. Because of this, we must be as concerned with the quality of their performance as we are with that of the regular classroom teacher.

At the request of a school's principal, a substitute may be excluded (not retained) for any reason, or for no reason, from a single teacher's classroom or from the entire school. If several exclusions occur for a substitute teacher, the substitute teacher may be blocked from further substitute teaching assignments without notification. Information reported by a school will not be made available to the substitute teacher.

Common reasons for which a substitute may be excluded include:

- Showing up late or leaving early
- Failure to monitor students at all times
- Failure to follow the teacher's lesson plan
- Failure to maintain a good rapport with students (making disparaging remarks, using negative tone, etc.)
- Failure to manage the classroom appropriately
- Engaging in activities that take attention away from students (reading, surfing the web, phone calls, etc.)
- Any violation of district policy
- Touching a student in a way that makes the student uncomfortable (touching students is not advised)

A substitute teacher is retained only as an independent contractor on a day-to-day basis. There is no expectation of being called or utilized as a substitute teacher. The fact that a substitute teacher has been retained on one occasion does not imply an expectation of further retention.

A substitute teacher's file is confidential, the property of Jordan School District, and may not be reviewed by the substitute teacher.

CLASSROOM & BEHAVIOR MANGAGEMENT

Following the Teacher's Lesson Plan

- Review lesson plan
- Follow it! No free day!
- Identify seating chart if available
- Follow already established classroom procedures
- If no plan is evident, use your own

Prevention

- Arrive 15 minutes early - Be prepared!
- Greet student at the door
- Introduce yourself
- Write your name on the board
- Immediately establish behavior expectations
- Be respectful
- Be positive
- Be patient
- Be fair and consistent
- Be organized!
- Smile
- Give praise
- Establish eye contact
- Get students working immediately
- Monitor students by walking around the room

Clear Rules and Expectations

- What do I want to see?
- Observable and measurable
- Short and positively stated
- Written down and posted

Positive Consequences

- Maintain 4 to 1 ratio
- Treat students with dignity and respect
- Be flexible

Alternate Plan

- Change the environment
- Separate Students
- Subtle methods (proximity, eye contact, etc.)
- Direct requests

Negative Consequences

- Use the teacher's and/or school wide discipline procedure
- Key is consistency and CALM implementation
- Avoid power struggles
- Never resort to use of corporal punishment
- Never use sarcasm or ridicule a student

VARIABLES OF COMPLIANCE

Descriptive Requests

Use positive and descriptive requests (i.e., "Please sit in your chair facing forward and look at me" is better than "Please pay attention").

Start Requests vs. Direct Requests

Positive requests for a student to start an appropriate behavior are better than negative requests for a student to stop misbehavior (i.e., "Please start your math assignment", versus "Please stop arguing with me.").

Question Format vs. Direct Request

The use of questions instead of direct requests reduces compliance (i.e., "Would you please sit down?" is less effective than "You need to sit down").

Two Requests

It is better to give the same request only twice than to give it several times.

Eye Contact

It is better to have eye contact when making a request.

Loudness of Request

It is better to make a request in a soft, firm voice rather than a loud voice.

Time

Give the student time to comply after giving a request (5 to 10 seconds). During this short interval, do not converse with the student; rather, look at the student, restate the request, and wait for compliance.

Distance

It is better to make a request from up close (3 feet) than from longer distances.

Neutral vs. Emotional Requests

It is better to respond to behavior in a calm and matter-of-fact way rather than to respond in an emotional way (i.e., yelling, giving ultimatums, etc.).

Reinforce Compliance

It is too easy to request a behavior from a student and then ignore the positive result. If you want more compliance, genuinely reinforce it.

JSD POLICY SUMMARY FOR SUBSTITUES

(Policies in their entirety are located at <http://www.jordandistrict.org/resources/policymanual/index.htm>)

AA409: Scope of Employment

All extracurricular activities outside regular school hours or off school property must be authorized in advance and in writing by the school principal.

Employees are not authorized to allow students in their homes for school-related social activities without prior written permission from the school principal.

Employees shall not charge a fee for any tutoring services provided to students at the school either within or outside regular school hours.

Possession or use of a weapon by any employee in a school building, in or on school property, or in conjunction with any school activity, unless specifically authorized by law, is in violation of the law and Jordan School District Policy, and will be subject to disciplinary sanctions which may include termination.

AA410: Study of Controversial Issues

Controversial issues are not intended to be part of the regular school curriculum. Controversial issues include religion, race, politics and gender. DO NOT DISCUSS

AS70: Child Abuse-Neglect Reporting by School Personnel

If you know or reasonably suspect abuse or neglect is occurring, immediately make an oral report to the school's principal or his designee.

AS90: Drugs and Alcohol

If you know or reasonably suspect a student is under the influence or is in possession of a controlled substance, immediately make an oral report to the school's principal or his designee.

AS91: Employees Transporting Students

Transportation may only be provided for a student when authorized in advance and in writing by the school's principal in accordance with District policy. For your own protection, DO NOT TRANSPORT STUDENTS.

AS94: Student Discrimination and Harassment

If a student has reported harassment (*Unwelcome conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, gender, creed, age, citizenship or disability and which creates a hostile educational environment*) immediately make an oral or written report to the school's principal or designee for investigation.

DE505: Use of Copyrighted Materials in Schools

Only those videos/DVDs which are obtained from the District Instructional Media Center and/or the school media center where the videos/DVDs are located may be used.

Using personally or privately owned videos/DVDs, programs taped at home, videos/DVDs purchased or obtained from rental or retail stores/sources, libraries, catalogues, the internet, or any other sources is **PROHIBITED**.

Elementary schools may use only those videos/DVDs with a MPAA rating of G.

Middle schools may use only those videos/DVDs with MPAA ratings of G. PG rated videos/DVDs may only be used after obtaining written, parent permission.

High schools may use only those videos/DVDs with MPAA ratings of G and PG. Videos/DVDs rated PG -13 may be used only with written, parent permission.

DP356: Substance Abuse-Free Work Environment

This policy will be administered in compliance with the Federal Drug-Free Workplace Act of 1988 which requires that all recipients of federal funds maintain a drug-free work place.

DP358: Employee Discrimination and Harassment

Jordan School District is committed to providing an employment environment that is free from illegal harassment and other forms of illegal discrimination based upon race, color, sex, pregnancy, childbirth or pregnancy-related conditions, religion, national origin, age (if the individual is 40 years of age or older) and disability.

The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

- Seek to resolve issue directly with the accused.

- Seek to resolve issues through administrative personnel. Register a formal complaint with the District compliance officer who will initiate an investigation.

DP301: Appearance and Attire (Employees)

Employees of Jordan School District are expected to adhere to standards in grooming and dress which reflect a positive image to students and patrons and which are in keeping with a professional education system.

DP371: Employee Information Network Acceptable Use Policy

Employees will use the Internet and other electronic information resources in an appropriate manner.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

You are on the same professional level as a regular teacher and are expected to observe the same ethical codes.

If you cannot accept an assignment for the entire number of days, do not accept the assignment.

If you cannot accept assignments for an extended period because of illness or for some other reason, please adjust your **temporary unavailability** in Aesop.

Please report to the Main office 15 minutes before the start of your assignment, sign in and pick up your badge. This **badge shall be returned at the end of each day** whether or not you are planning to return the next day. Be sure all windows and doors are locked. If the school has issued a key, it is the substitute's responsibility to **return the key** prior to leaving the building. Keys are not to be returned by a student. ***If you are going to be late, please notify the school as soon as possible.***

The substitute is responsible for the students' conduct in the assigned classes. Familiarize yourself with the school policies and procedures such as: attendance, discipline, support systems, class schedules, and lesson plans. Keep an accurate absence report. When, and if, special problems arise, you should feel free to turn to the responsible administrator for help. You should not feel that such a request for help is in itself a reflection upon your ability, or that it will be so considered.

Substitute teachers are expected to familiarize themselves with emergency procedures to be used in the event of an earthquake, fire, lockdown, or other emergency situation at the school. These procedures vary from school to school, so it will be necessary to familiarize yourself with the procedure for each new substitute teaching assignment.

The substitute is responsible for the full schedule of the regular teacher. You are required to remain at the school, even though there may be conference time between classes, until the students have left for the day and the classroom is in order. This includes the classroom day, activity assignments, study halls, outside duty and any special responsibilities performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. You are invited to attend faculty meetings, and expected to attend specific meetings at the request of the principal or supervisor.

Leave the teacher a note of work done, especially if lesson plans have been altered, and any problems that may have occurred. Correct work completed by the students during the day if possible.

In addition to the above requirements, long-term substitute teaching assignments may also include any or all of the following responsibilities:

- Adjusting teacher lesson plans to meet student needs
- Correcting papers
- Recording grades
- Other duties of the regular classroom teacher

CONFIDENTIALITY: It is unprofessional to disclose information about students. Substitutes should avoid comments that convey private information about themselves or their students, such as grades, medical conditions, learning or discipline problems, personal information, etc.

UNDER NO CIRCUMSTANCES will the substitute:

- Release a student from his or her jurisdiction during school hours without written permission from the school office.
- Resort to use of corporal punishment.
- Criticize the regular teacher about his/her materials or methods.
- Touch a student in a manner that makes the student uncomfortable. (The best practice is to refrain from ever touching a student.

Personal computers and reading materials should be left at home. Substitute teachers are expected to spend the classroom time instructing and helping students. **Cell phones and other electronic devices must remain off during class time. District computers in the classroom are not for personal use.**

WORKERS' COMPENSATION

Pinnacle Risk Management Services
P.O. Box 571647, Murray, UT 84157-1647

Claim Inquiries and Customer Service
(801) 288-4240
Toll Free-After Hours: 1-888-263-5001

All diagnostic testing, hospital admittance (both in- and out-patient), physical or chiropractic therapy must be pre-approved by Pinnacle Risk Management Services in advance. Failure to obtain approval will result in denial of service and billed charges.

Jordan School District has elected a managed care program for their workers' compensation plan. You must remain in the network to obtain full payment of services.

All employees should obtain treatment for work related injuries and illness from one of the following designated providers only:

IHC Facilities:

IHC WorkMed.....801-288-4900
(8:00 a.m.-5:00 p.m. Monday-Friday)
201 East 5900 South, Suite 100 – Murray

Non-IHC Facilities:

After Hours Medical Urgent Care
(9:00 a.m.- 9:00 p.m. Monday-Sunday)
10433 South Redwood Road - South Jordan801-501-0500
3451 South 5600 West, Suite F - West Valley.....801-957-0900

Concentra Medical Center
(8:00 a.m.,-5:00 p.m. Monday-Friday)
385 West 9000 South – Sandy801-562-5200

First Med
(8:00 a.m.- 10:00 p.m. Monday-Friday, and
9:00 a.m.-10:00 p.m. Saturday, and
12:00-10:00 p.m. Sunday)
8822 S. Redwood Road, Suite E122 - West Jordan..... 801-256-0009

Smiths Food & Drug, Harmons and Rite Aid
are the designated pharmacies for Workers' Compensation prescriptions.

In the event of a life- or limb-threatening emergency, injured workers should seek care from the nearest hospital emergency facility. In less critical situations, employees are required to seek medical care from one of the above providers.

Employee Access Instructions



Dear Jordan District Employee:

Personal and payroll information can be accessed online through Skyward Employee Access. Over the next few months, we will be phasing out printed deposit statements. To view and/or print payroll information, you will need to login to Skyward Employee Access, which can be accessed over the internet. Below are instructions to help you get started. To access Skyward, you will need your login and password. **If you are a new employee or do not know your Login and Password, call the Information Systems Help Desk at (801) 567-8737 between 7:00a.m and 5:00p.m., Monday – Friday.**

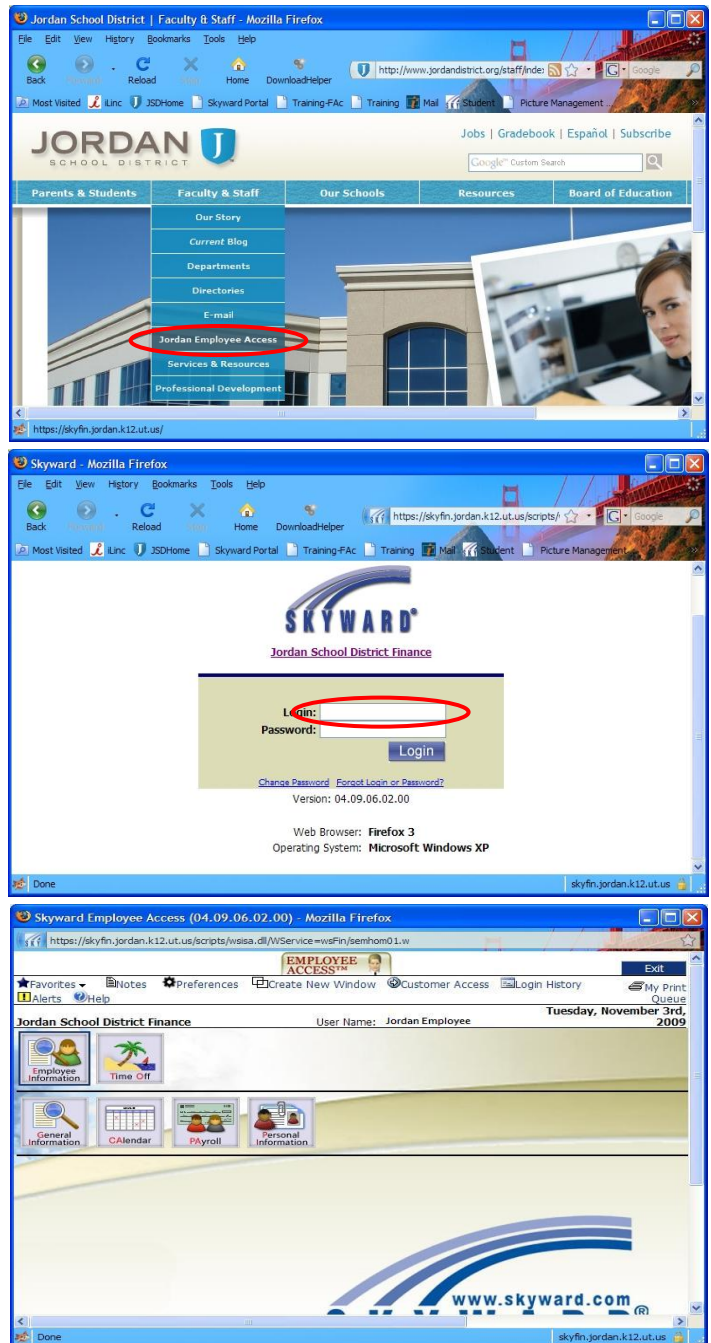
Step 1 - Begin by opening a web browser and navigating to www.jordandistrict.org. From the Faculty and Staff pull down menu, select “Jordan Employee Access”.

Step 2 – From the Skyward Employee Access screen, enter the login and password you have been assigned.

Your Login is: _____
Your Password is: _____

If you have a district email account and you have forgotten your login and password, click the “Forgot Login or Password” link and the information will be emailed to you.

Step 3 – Click on the Employee Information button and then on the Personal Information button to access your personal information.



Employees should get acquainted with Skyward Employee Access as soon as possible and not wait until payday. Employees must use Employee Access to view leave day balances and insurance information.