

# USD 445 Coffeyville

615 Ellis Street  
Coffeyville, KS 67337

620-252-6400  
[www.cvilleschools.com](http://www.cvilleschools.com)

## SUBSTITUTE TEACHER HANDBOOK 2023-2024



Dr. Craig Correll  
Superintendent of Schools

Coffeyville Unified School District 445 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment, in its programs or activities. Coffeyville Unified School Districts is an equal opportunity employer.

**Coffeyville USD 445 School Information**

**Dr. Jerry Hamm Early Learning Center..... 620-251-1147**

202 Walnut, Coffeyville, KS 67337

- Principal .....Amanda Cavaness
- Asst. Director .....Meaghan Ward
- Lead Secretary .....Jenifer Hannigan
- Secretary .....Victoria Barnett

**Community Elementary School..... 620-252-6430**

102 South Cline, Coffeyville, KS 67337

- Principal .....Angela Linthacum (grades 3-6)
- Asst. Principal.....David Lovelace (grades 5-6)
- Asst. Principal.....Tara Thompson (grades 3-4)
- Asst. Principal.....Julie Stukesbary (grades K-2)
- Lead Secretary .....Shanna Ehmke
- Secretary .....Angela King
- Secretary .....Kayla Smith
- Secretary .....Holly Hayden

**Roosevelt Middle School..... 620-252-6420**

1000 W. 8th, Coffeyville, KS 67337

- Principal.....Luke Claar
- Asst. Principal.....Julie Dunham
- Lead Secretary .....Rosemary Sortore
- Secretary .....Dottie Decker

**Field Kindley Memorial High School..... 620-252-6410**

1110 W. 8th, Coffeyville, KS 67337

- Principal.....Travis Stalford
- Asst. Principal.....Kelsa King
- Asst. Principal.....Wade Welch (Athletic/Activities Director)
- Lead Secretary .....Kimberley Jones
- Book Keeper .....Jennelle Speer
- Athletic Secretary.....Shanna Brown
- Attendance Secretary ....Megan Wade

Substitute Coordinator, Julee Johnson ..... 620-252-6430

Payroll Clerk, Corriisa Walker ..... 620-252-6400

Asst. Superintendent/Business Manager, Michael Speer..... 620-252-6400

Board of Education Office  
 615 Ellis, Coffeyville KS 67337  
 Phone: 620-252-6400  
[www.cvillesschools.com](http://www.cvillesschools.com)

*BOE Approved, November 13, 2023*

## **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the USD 445 School District's compliance with the regulations implementing Title IX, Americans with Disability Act or Section 504 is directed to contact the Superintendent of Schools, who has been designated by the Board of Education to coordinate the district's efforts to comply with the regulations implementing these laws. You may also contact the Section 504 Coordinator at the Kansas State Board of Education by calling 785-296-2424.

## **Preamble**

The USD 445 Board of Education, administration, teachers, and other employees of the district recognize and declare that it is their mutual aim to provide a quality education to all district pupils. All those above recognize and agree that they have the shared responsibility to:

- Respect each pupil's dignity and worth
- Respect each pupil's right to learn in a safe, supportive environment
- Uphold the standards of the teaching and administrative professions
- Promote quality teaching based on recent pedagogical research
- Assume responsibility for student learning, along with students and parents

In addition, each employee shall demonstrate professional behavior that supports team effort and enhances team behavior, performance and productivity.

## **Purpose**

The Substitute Teacher Handbook is intended to serve as a guide and reference for all classified employees. The Substitute Teacher Handbook should not be regarded as constituting a contractual arrangement with USD 445 Coffeyville, and, does not alter the "at-will" relationship between employer and employee. This handbook supersedes any previous handbook or unwritten policies, and except where restricted by law, USD 445 reserves the right to change the policies described herein. While the handbook provides important information relative to aspects of your substitute teacher position with USD 445, it cannot be used as the basis for all decisions. You are encouraged to consult your supervisors with specific questions you do not find addressed in this handbook. This handbook is subject to updates and changes throughout the fiscal year.

## **Verification of Employment and Employment Eligibility**

The Immigration and Naturalization law of 1986 requires employers to verify, within three business days of hiring, that all employees hired after Nov. 6, 1986, are citizens or aliens authorized to work in the U.S.A. Both employer and employee are required to fill in information to complete an I-9 Form. The human resources department shall verify all inquiries of employment verification. USD 445 shall request that each inquiry be received in writing on the requestor's letterhead, either by fax or mail. USD 445 Coffeyville shall provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. USD 445 utilizes the Government's eVerify procedure to confirm work authorization. If the Government cannot confirm that you are authorized to work, USD 445 Coffeyville is required to give

you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

### **Background Check**

Employment of all classified staff is subject to a background check. Should the background check show any convictions, probations, or diversion agreements, consideration will be made as to the duration and seriousness of the conviction. In questionable cases, the HR/Payroll Department will consult with the superintendent of schools when considering whether or not to employ the applicant in question. Under no circumstances will an applicant be employed if charges of child molestation or other sexual crimes are reported on the background check.

### **Safety Statement**

USD 445, Coffeyville, Kansas, promotes an aggressive safety and health program for all employees and students. The district will monitor all working conditions, practices, products, and personnel to ensure the safest environment for all concerned. The district will provide safety training in job procedures, materials, and other related matters. Employees are required to follow all general safety procedures and practices in the course of their duties. In the event of an accident or safety problem, employees are to immediately report to the building principal or supervisor.

### **Sexual Harassment Statement**

It is the policy of USD 445 to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment. Consistent with applicable federal and state laws, USD 445 endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions. Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other unwelcome physical, visual, or verbal behavior of a sexual nature. Sexual harassment is to be reported to your immediate supervisor, unless your immediate supervisor is involved. In that case, sexual harassment is to be reported to their superior.

### **Bullying by Staff**

Board Policy GA AE: The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored event. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

### **Employee Classifications**

The Employee Handbook is intended to address the policies and needs of all employees, except where indicated by specifically mentioning “licensed staff employees” or “classified staff employees” or “special services staff employees”. The Negotiated Agreement and contracts for employees supersedes similar items addressed in this Employee Handbook.

Licensed Staff Education:

Teachers: Staff who holds a Kansas teaching license and are covered by the USD 445 Teachers' Negotiated Agreement and the Licensed Employee Handbook. These employees are issued a contract.

Administrators: Staff who holds an administrator license and are assigned administrative duties. Administrators are not covered under the Negotiated Agreement and are included in Special Services. These employees are issued a contract.

Counselors: Staff who holds a Kansas Counseling license and are assigned counseling duties. Counselors are not covered under the Negotiated Agreement and are included in Special Services. These employees are issued a contract.

Substitute Teachers: Individual day contracted staff who hold a Kansas substitute teacher license and are covered under the Substitute Teacher Handbook. These employees are employed on an individual day basis as teacher absences occur with no expectation of continued employment.

Director Employees:

Staff, other than educationally licensed staff, who perform supervisory or other duties related to their field. These positions are Director of Human Resources, Director of Child Nutrition Services, Director of Maintenance, Director of the After-School Program, and the School Resource Specialists. These employees are issued an agreement.

Support Staff Employees:

Staff, other than educationally licensed staff, who perform duties related to their field. These positions include student support specialists, teaching assignments of non-fully licensed staff (PK-12). These employees are issued an agreement.

Classified Staff Employees:

Staff, other than licensed education staff, who are employed by the district and paid on an hourly basis.

Grant Employees:

Various employees hired under specific grant requirements. These employees often have special provisions for their employment due to grant requirements, such as set wages, vacation, hours worked or starting and ending times and are included in the Support Staff grouping. Example of these employees would include employees in the Parents as Teachers, Indian Education and Migrant Program. These employees may be listed under the "Classified Staff" designation depending on the grant requirements.

Benefit Eligibility:

Full-time Employees: Eligible for district benefits. For USD 445 benefit purposes, a full-time employee is one who is scheduled to work six or more hours per day, for nine or more months per year and whose recommendation for employment is approved by the Board of Education. For KPERS purposes, a full-time employee is one who is scheduled to work 630 hours, or more per year.

Part-time Employees: Not eligible for district benefits. Employees who work in permanent jobs, but who work less than six hours per day for any length of time in a fiscal year and whose recommendation for employment is approved by the Board of Education. These employees although are not eligible for district benefits, may be eligible for KPERs if the employee is scheduled to work 630 hours or more per year. Substitute Teachers are considered individual day contracted workers and not part-time employees.

Substitute Teacher and Temporary Employees: Not eligible for district benefits. Employees who are hired on a temporary basis, either for a specific job, or a specified length of time, employed either full-time or part-time.

Grandfather Clause: Those employees who were employed prior to July 1, 2016 and who worked five hours or more per day for nine or more months per year will continue to be eligible for district benefits.

**Employment Procedures**

The Board of Education shall, as a condition of entering or continuing employment, require each employee who is in regular contact with pupils, to submit a certification of health, stating the employee is free from TB infection, signed by a licensed physician or the Montgomery County Health Department on a prescribed form. Upon employment, the following information shall be provided to the Payroll Clerk at the Central Office:

- |                                  |                                |                          |
|----------------------------------|--------------------------------|--------------------------|
| Application                      | Copy of Social Security Card   | Copy of Driver’s License |
| Health Physical/TB Test Form I-9 | Withholding Tax Form (W-4/K-4) | Loyalty Oath             |
|                                  | Direct Deposit                 | KSDE Substitute License  |

**Payroll Consideration and Amounts**

If a substitute subs for less than a full day, the sub will be paid at half-day increments. The current pay schedule is as follows:

<b>Pay Scale</b>	<b>Per Day</b>
Substitute Teacher full day	\$100
After 10 consecutive days for same teacher	\$110
After 30 consecutive days for any teacher	\$115
After 30 consecutive days for the same teacher	\$120
After 90 consecutive days in same assignment, subs will be placed on teacher base salary, with no benefits, if they have full licensure for their current assignment.	

**Due to COVID related absences and the need for more substitutes to combat absences, during the 2023-2024 each of the above category pay scale per day amounts for USD 445 Coffeyville will be increased by \$50.**

**Pay periods are as follows:**

<u>For the month of:</u>	<u>Payday:</u>
August .....	September 15, 2023
September .....	October 13, 2023
October.....	November 15, 2023
November.....	December 15, 2023
December .....	January 15, 2024
January .....	February 15, 2024
February .....	March 15, 2024
March .....	April 15, 2024
April .....	May 15, 2024
May .....	June 14, 2024

If you substitute teach for a Special Education class, you will be paid through Tri-County Special Education Co-Op. There will be additional paperwork for you to fill out and their pay periods are different. Tri-County’s pay periods are on or before the 25<sup>th</sup> of the month. For per day amounts, to sub in Tri-County classrooms, please contact Tri-County.

If you have further questions, please call either the Central Office (620-252-6400) or Tri-County (620-331-6303).

**Kansas State Department of Education Teacher Certification**

Landon State Office Building, 900 SW Jackson Street - Topeka KS 66612-1182  
 Phone: 785-296-2288 Web: www.ksde.org

Kansas Fingerprint Information

**Fingerprint Process:** All applicants for initial Kansas certification and applicants whose certificate has been expired for one year or more will be required to submit fingerprint cards for a criminal history record check. Follow procedures outlined in the Fingerprint Card Instructions below. You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

Fingerprint Card Instructions

1. Enter your name (including aliases,) complete mailing address, social security number, citizenship, date of birth, and personal information (sex, race, etc.). The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers. Cards with missing or incomplete information will be rejected. **DO NOT SIGN AND DATE THE CARD YET** – this will be done in front of the law enforcement officer. Cards with incomplete information will be rejected.
2. Take the cards to a qualified law enforcement agency and have them take your fingerprints. Some law enforcement agencies may charge a fee to take your prints.
3. Have at least one form of picture identification for the law enforcement agency.

4. Place adequate postage on the envelope provided and give it to the law enforcement agency to use in submitting your fingerprints.
5. Sign and date the card in front of the officer taking your prints.
6. Request the law enforcement agency performing the fingerprinting process to staple the fingerprint cards together and mail them along with your background check fee (check or money order made payable to KSDE) to the Kansas State Department of Education in the addressed envelope provided with the application packet. Do NOT send cash. Do NOT combine the background fee and the application fee together. Submit two separate checks.
7. Cards submitted without the background check fee will not be processed. Bent or folded cards will not be accepted and a new set of fingerprint cards will be mailed to you for prints to be taken again.
8. A background check clearance is valid for one year. Applications for certification submitted one year after the background check clearance is received will require a new set of fingerprints for a new clearance.



<b>KSDE Substituting Limitations (K.A.R. 91-31-19)</b>			
<b>Classification</b>	<b>Max Days Same Assignment</b>	<b>Max Days/Sem.</b>	<b>Max Total/Year</b>
<u>Current teaching certificate--</u> endorsed in position held <i>(3/5 Year Certificate)</i>	Year	Semester	Year
<u>Current teaching certificate--</u> for any level or any endorsement <i>(3/5 Year Certificate)</i>	125 Days	Semester	Year
<u>Standard Substitute Certificate<sup>#</sup>--</u> Current/expired certificate or Recommendation from college have completed approved educational program <i>(5 year Certificate)</i>	90 Days	Semester	Year
<u>Emergency Substitute Certificate<sup>#</sup>--</u> - BA/BS level degree in any field <i>(1 Year Certificate)</i>	30 Days*	Semester	Year
<u>Emergency Substitute Certificate--</u> completed 60 college hours <i>(1 Year Certificate)</i>	15 Days*	60 Days	120 Days

\*If a local school board can demonstrate, in writing, an insufficient supply of substitute teachers, the board may appeal to the commissioner of education for authority to allow individuals holding an emergency substitute teaching certificate to continue to teach for an additional length of time not exceeding a total of 93 days in a school year.

***If the state board of education has declared a time of emergency, any person holding a five-year substitute teaching certificate or an emergency substitute teaching certificate with a baccalaureate degree may teach for the duration of the time of emergency in a position made vacant by reason of the emergency.***

Emergency Substitute License Requirements:

Minimum requirement: 60 semester credit hours from a regionally accredited college or university. Semester credit hours and/or degrees must be earned through a college or university accredited by one of the following regional accrediting associations:

- New England Association of Schools and Colleges
- Middle States Association of Colleges and Schools
- The Higher Learning Commission (HLC)
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges Senior Colleges and Schools Commission on Colleges

- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
  - Association for Biblical Higher Education
- CEU's and/or Clock Hours are NOT equivalent to semester credit hours.

You will need to fill out a Form 8 for your first emergency substitute license and also when you are renewing your emergency substitute license.

Your first emergency substitute license will be valid for the school year in which you apply through June 30th. Each renewal of an emergency substitute teaching license will be valid for two school years. You can apply to renew an emergency substitute license in February of the year it expires.

#### Standard Substitute License Requirements:

- Must hold a degree and have completed a teacher preparation program in order to qualify.
- All applicants for an initial Kansas license must submit one fingerprint card for the purpose of a KBI and FBI background clearance report.
- If you are applying for an initial Substitute License, have completed a KANSAS teacher preparation program, and have never held a standard teaching license in Kansas, submit FORM 1 online.
- To apply for an Initial Kansas Substitute License and you have completed a teacher preparation program outside of Kansas, or a Renewal of a Kansas Substitute Certificate, complete Form 5 online.

#### Ready to Apply

Steps for completing an online application:

- Access the \*Kansas Licensure Application System website.
- Click on the register button to display the KSDE User Registration Form.
- Follow the steps to complete the registration process.
- Log in with the username and password you created to see the KSDE Web Applications link.
- Click on "2.KLAS-Use only for Forms 2, 3a, 8 or 20" menu option to access the application form you need.
- Fill in the form and submit.
- You can monitor the progress of your application using the Educator License Lookup.

# Kansas State Department of Education Teacher Licensure and Accreditation

FORM  
**5**

900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212 Phone: 785-296-2288 <http://www.ksde.org>

If you are applying for an initial Substitute License, have completed a **KANSAS** teacher preparation program, and have **never held a standard teaching license in Kansas**, submit **FORM I**.

### To apply for an INITIAL KANSAS SUBSTITUTE LICENSE

1. Complete the application form 5 through section IV.
2. Include a \$70.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. **DO NOT SEND CASH.**
3. Determine if you need to submit fingerprints by reviewing the Kansas Fingerprint Information on the next page. If fingerprints are needed, follow the instructions for submitting a fingerprint card.
4. If you have held a Kansas standard certificate or license (current or expired): No additional documentation is needed.
5. If this is your initial Kansas Substitute license and you completed an out-of-state approved teacher education program:  
\*Attach a complete set of official transcripts; **AND**  
\*Form 5A must be completed and mailed to the licensure officer at the institution where you completed your teacher education program.
6. Mail the application, fee and all applicable supporting documents to: Teacher Licensure and Accreditation, KSDE, Landon State Office Building, 900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212. Processing fee **cannot** be refunded and does not guarantee a license will be issued.

### To apply for RENEWAL of a KANSAS SUBSTITUTE CERTIFICATE

1. Complete the application form 5 through section IV.
2. Include a \$70.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. **DO NOT SEND CASH. Do not combine this fee with the background fee if you are submitting fingerprints.**
3. Determine if you need to submit fingerprints by reviewing the Kansas Fingerprint Information on the back of this page. If fingerprints are needed, follow the instructions for submitting fingerprint cards.
4. A substitute license renewal requires 50 professional development points awarded by a Kansas district. Attach an official PDC transcript and an official college/university transcript if applicable.
5. Mail the application, fee and all applicable supporting documents to: Teacher Licensure and Accreditation, KSDE, Landon State Office Building, 900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212. Processing fee **cannot** be refunded and does not guarantee a license will be issued.



## KANSAS TEACHER LICENSURE FINGERPRINT MEMO

# Fingerprint Information and Instructions

### Who needs a background check?

- Any applicant applying for their first Kansas license.
  - Any applicant whose Kansas certificate/license has expired.
  - Any applicant submitting any type of license application (renewal, added endorsement, initial school leadership/specialist license, etc.) if the applicant has never submitted fingerprints as a part of any previous application for a Kansas certificate or license.
- If this is your first license or your license is expired, make sure you submit your license application and fee **no later than six months** after you submit the fingerprint card and fee or you will be required to submit a new card and fee.
- If your license is currently valid and you have never submitted fingerprints as any previous application for a Kansas certificate or license, **submit your fingerprint card and fee at the time you submit your next license application.**

You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

#### 1. Fill out the card:

- Complete name (including aliases, maiden, previous married), mailing address, social security number, citizenship and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth.)
- **DO NOT SIGN THE CARD YET - this will be done in front of the law enforcement officer.**
- The spaces for OCA, FBI and MNU numbers may be left blank if you do not have one of those numbers.
- Cards with missing or incomplete information will be rejected.

#### 2. Have your prints taken - Only a qualified law enforcement officer or properly trained school personnel can take your fingerprints:

- Contact your local law enforcement agency before you go! They may require an appointment.
- Take at least one form of picture identification with you.
- Some law enforcement agencies may charge a fee to take your prints.
- Sign the card in front of the officer taking your prints.
- Digital prints are accepted as long as they are in the FD258 format.

#### 3. Background check fee:

- Prepare check or money order for **\$50.00** made payable to KSDE.
- **DO NOT SEND CASH.**
- The **\$50.00** for the background check must be submitted as a separate payment from the application fee that is submitted with the license application. **Do NOT combine the background fee and the application fee.**
- A card submitted without the background check fee of **\$50.00** will not be processed.

#### 4. Mail the card and the fee (DO NOT BEND THE CARD):

- Place adequate postage on an envelope addressed to:

*You may use this as a mailing label on any envelope or the one this fingerprint packet arrived in.*



Teacher Licensure and Accreditation  
 Kansas State Department of Education  
 Landon State Office Building  
 900 SW Jackson St Suite 106  
 Topeka KS 66612-1212

- Request the law enforcement agency performing the fingerprinting process to place the card along with your **\$50.00** background check fee in the envelope, seal it and mail it.
- Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Big Seven and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel KSDE, Landon State Office Building 900 SW Jackson, Suite 106, Topeka, KS 66612-1212 (785) 296-1298

Dec 2015



Teacher Licensure and Accreditation  
 Kansas State Department of Education  
 Landon State Office Building  
 900 SW Jackson Street, Suite 106  
 Topeka, Kansas 66612-1212

(785) 296-2288  
 (785) 296-7933 -fax  
[www.ksde.org](http://www.ksde.org)

## **What the Substitute Can Expect From the District/School**

### The District will:

- Post teacher absences on the Absence Management attendance/absence program.
- Substitutes may “choose” the absence they wish to fill from within the program.
- Absences not filled automatically by the Absence Manager system will result in the Substitute Coordinator making personal phone calls in an effort to fill the position.
- Make available a kiosk to clock in/out when the substitute day starts/is complete.

### The School Office will:

- Provide you with the School Substitute Handbook
- Support you in appropriate discipline or other problems
- Acquaint you with the classroom and location of lesson plan book, teacher's guides, etc.
- Bring to your attention any special situations
- Express appreciation for your cooperation and services

### The Regular Teacher will have accessible:

- A list of pupil names and/or seating chart
- Daily and weekly schedule
- Complete and detailed lesson plans
- Fire and Tornado drill directions, which are posted in each classroom
- Name of student you can rely upon for assistance
- Name of teacher who will provide assistance
- Elementary Only:
  - List of pupils by bus number
  - A list of students with special needs (emotional, physical or medical)
  - A list showing special schedules of students in class (Reading, Math, Speech, etc.)

**What the District Expects of the Substitute**

1. Report to the school main office at least 15 minutes before school begins to sign all necessary forms and clock in. All Substitute Teachers will be required to sign into the district time-clock system, Time and Attendance (formerly Veritime), when they arrive at the school. A kiosk will be available in the main office.

Early Learning Center 8:00 am – 3:00 pm	Elementary 8:05 am - 3:20 pm	Middle School 8:10 am – 3:10 pm	High School 8:10 am - 3:10 pm
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2. Teach and follow the lesson plans as well as you can.
3. Assume the duties of the regular teacher that may include:
  - Maintaining lunch and attendance records
  - Grading papers (unless otherwise directed)
  - Bus duty
  - Playground supervision (except noon duty)
  - Fire drill and tornado drill supervision
  - Care of plants, materials, etc.
  - Leave the room in good order, closing all windows
  - Other responsibilities listed on school substitute guide
4. Notify the principal or office of any problems or accidents that might occur.
5. Send all student medication to the office.
6. School Board Policy JDA states, "corporal punishment shall not be permitted in the school district". It is a generally accepted policy that employees do not touch students to discipline them except to protect themselves or students.
7. Never leave a class unattended. Use the classroom phone to communicate with the office.
8. Keep the room pleasant and conducive to learning.
  - Maintain good discipline and positive relationships with students.
  - Be positive and kind to students.
  - Treat all students equally, respecting their needs as students.
9. Be professional and ethical in communications and conversations to parents, students, district staff and the general public.

The Substitute Coordinator may assign substitute teachers by the request of a teacher or administrator. In most cases, the assignment will be at the discretion of the Substitute Coordinator. Should there be a question of substitute assignments, either on the part of a substitute teacher, teacher, or administrator, the Substitute Coordinator will consult with the Director of Human Resources to make a decision on assignments based on the district’s strategic plan and what is in the best interest of the students

**Evaluation of Substitute Teacher by Regular Teacher**  
**Coffeyville USD 445**  
*(INFORMATION MAY ALSO BE SUBMITTED IN AESOP)*

Substitute: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Substituted for: \_\_\_\_\_

**CLASSROOM TEACHER:**

Please comment below on the performance of your substitute and return this form to the office today.

1. Lesson plans were followed as directed. \_\_\_\_\_  
Yes      No

2. Procedures for correcting papers were followed. \_\_\_\_\_  
Yes      No

3. Adequate information was left for me by substitute regarding day's work. \_\_\_\_\_  
Yes      No

4. Classroom, desk, books, papers, etc. were left in order. \_\_\_\_\_  
Yes      No

5. Overall appraisal of substitute: On a 5-point appraisal scale (#1 excellent to #5 poor), please circle the number that best describes the substitute's performance.

1      2      3      4      5

6. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If you have any concerns about having this teacher assigned to this school again, please discuss with the building principal.

NOTE: This form is available for inspection by substitute on request. Conferences may be arranged with the principal if desired.

Regular Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

## Substitute Teacher's Experience Report Coffeyville USD 445

*(TURN IN COMPLETED REPORT TO OFFICE AT END OF THE DAY  
INFORMATION MAY ALSO BE SUBMITTED IN AESOP)*

I substituted for \_\_\_\_\_ on \_\_\_\_\_  
(Regular Teacher)

- |  |              |             |
|--|--------------|-------------|
| 1. I was welcomed and assisted by the office staff.  | _____<br>Yes | _____<br>No |
| 2. The substitute teacher information provided contained the teacher's daily schedule, including any duties.                 | _____<br>Yes | _____<br>No |
| 3. The attendance directions were adequate.  | _____<br>Yes | _____<br>No |
| 4. The lunch count directions were adequate.   | _____<br>Yes | _____<br>No |
| 5. The classroom rules were posted.  | _____<br>Yes | _____<br>No |
| 6. The seating charts were up-to-date, and responsible students were labeled on the chart for each class.                    | _____<br>Yes | _____<br>No |
| 7. Lesson plans were up-to-date and contained sufficient specific and detailed information for me to perform satisfactorily. | _____<br>Yes | _____<br>No |
| 8. Teacher's editions of necessary textbooks were available.   | _____<br>Yes | _____<br>No |
| 9. How would you rate the classroom behavior of the students?  | Excellent    | _____       |
|  | Good         | _____       |
|  | Fair         | _____       |
|  | Poor         | _____       |
| 10. I had a satisfying day(s) at _____.<br>(Name of School)  | _____<br>Yes | _____<br>No |

COMMENTS:

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\_\_\_\_\_  
Substitute Teacher's Name

\_\_\_\_\_  
Date



**COFFEYVILLE USD 445**

**JOB DESCRIPTION**

TITLE: Substitute Teacher

QUALIFICATIONS: Standard Substitute: Kansas certification and Bachelor's Degree  
Emergency Sub: Kansas emergency substitute certification and at least 60 college credit hours. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the lesson plans or Substitute Teacher's Guide as prepared by the absent teacher.
5. Consults, as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the teacher handbook.
6. Assumes responsibility for overseeing pupil behavior in each and every situation just as though you are the regular teacher.
7. Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Accepts all assignments during the regular school day assigned by the principal, except for a 30 minute duty free lunch period when in a full-day assignment. A lunch period is not scheduled during a half-day assignment.