

POST FALLS SCHOOL DISTRICT #273
2018 - 2019

SUBSTITUTE TEACHER'S
HANDBOOK



www.pfsd.com



Post Falls School District #273

DISTRICT ADMINISTRATIVE OFFICE

P.O. Box 40 · Post Falls, ID 83877-0040

208-773-1658 · FAX 208-773-3218

www.pfsd.com

Superintendent Welcome

August 2018

Dear Educator,

Your role as a substitute teacher is important to the instructional program offered to students in the Post Falls School District. The Post Falls School District is committed to attracting and keeping the highest quality of individuals to work as substitute teachers in our district. The education, safety and the success of our children preschool through twelfth grade, as well as all alternative education classes that are offered is our top priority.

This handbook has been prepared to provide the guidance necessary for program continuity and coordination with the regular teachers work. Thank you for your dedication and willingness to be part of the Post Falls School District. Your service to our students is greatly appreciated.

Sincerely,

Jerry Keane

Jerry Keane
Superintendent of Schools

Substitute Coordinator Welcome

August 2018

Dear Substitute Teacher:

Welcome to the Post Falls School District! Please review the 2018-2019 substitute handbook carefully. In the orientation we will review expectations and procedures, this benefits you and the school district.

I will contact you when a substitute position for which you qualify is available. If you are unable to fulfill your scheduled substitute teaching assignment, please email me at dshepard@sd273.com or call the sub hotline at 208-773-3267 at the prompt dial 7000, please leave your name and school assignment. I can be reached at 208-773-1658 during school hours.

I look forward to working with you this coming school year.

Sincerely,

Dawna Shepard

Dawna Shepard
Substitute Coordinator

SUBSTITUTE TEACHER EMPLOYMENT PACKET:

At the orientation/interview a payroll packet will be given to you. This packet must be completed and returned to the District Office. Once all payroll paperwork is completed and references are checked you will then be placed on the substitute list.

Required payroll forms:

- 1) W-4
- 2) I-9 acceptable identification required, see back side of I9 form- this will need to be presented (most common forms of ID are driver's license & social security card or passport by itself)
- 3) **Fingerprint fee** of \$32.00 (**check or exact cash**)
- 4) **Accident reporting and personal safety form** (signed & dated)
- 5) **Direct deposit form** (with voided check or print out from bank attached).
- 6) **PFSD Employee package check list.**

Fingerprinting:

Post Falls School District #273, as a condition of employment, requires each employee/substitute to undergo a criminal history check. Employees/substitutes will obtain the history check within five (5) days of being hired. All employees/substitutes should read the entire background check/registration policy as stated in the employee/substitute handbook. This background/fingerprint check is now required by State Law (see Policy No 405.8/405.8a).

Fingerprinting must be completed at the Post Falls School District office. Please contact the Human Resources Department at (208) 773-1658 to schedule an appointment for fingerprinting.

The employee will pay the fee charged by the Idaho State Department of Education to process the initial fingerprint/background check. Currently the State Department of Education fee is \$27.00; prospective employees/substitutes must also pay a \$5.00 fingerprinting fee. Both fees are payable to Post Falls School District. ****Please note, payment should be made at the time of the fingerprinting. The total fee of \$32.00 may be made by check, money order, or exact cash; we are not able to make change or accept credit card payments at this time.**

The refusal or failure of a prospective employee to submit to the criminal history check will constitute sufficient grounds to reject his/her application.

While awaiting the results of the criminal history check the employment will be considered temporary and conditional subject to receipt of notice of a satisfactory background check as provided by law. The Idaho State Department of Education will notify the district office administration as to any information garnered from the background check. In the event the background check is unsatisfactory the Superintendent may recommend termination in accordance with district procedures.

All information received from the background check is highly classified and will not be subject to public scrutiny.

Payroll:

Post Falls School District payroll is a Direct Deposit system only (no live check). A direct deposit form is enclosed in the substitute payroll packet. On payday a direct deposit notification printout showing the same detail that a payroll "check" would show will be mailed to you.

Every substitute is required to complete a time sheet and submit it to the district office on or by the 15th of each month. Timesheets are available at the school sites or district office. The district pay period is from the 16th of one month to the 15th of the next month and distributed on the 25th of the month. If the 25th falls on Saturday, payroll is distributed on Friday, 25th falls on Sunday it is distributed on Monday.

** If a time sheet is not received in the District Office by the 15th of each month, pay will not be issued.

Substitutes are paid a rate of \$80.00 per day, \$40.00 per half day and \$85.00 per day for long term substitute (after the tenth consecutive day for the same certificated teacher). A full day is defined as any fraction above one-half of the regular hours that are required.

RESPONSIBILITIES OF SUBSTITUTE

Starting the day:

Accept the call and report to work **30 minutes** before the scheduled arrival of the students. Go directly to the school office and sign the necessary forms. Obtain the individual teacher's substitute folder which will contain seating information, lesson plan location, class record book, names of helpful students, and classroom procedures including lunch and recess schedule.

LATE START MONDAYS: Post Falls School District has implemented a late start schedule on Mondays only.

SCHOOL HOURS	MONDAYS	TUESDAY-FRIDAY
Greensferry Elementary	9:15am-3:10pm	8:50am-3:10pm
Mullan Trail Elementary	9:20am-3:15pm	8:55am-3:15pm
Ponderosa Elementary	9:10am-3:10pm	8:45am-3:10pm
Prairie View Elementary	9:15am-3:10pm	8:50am-3:10pm
Seltice Elementary	9:25am-3:20pm	9:00am-3:20pm
West Ridge Elementary	9:25am-3:20pm	9:00am-3:20pm
Post Falls High School	8:10am-2:25pm	7:45am-2:25pm
Post Falls Middle School	8:15am-2:25pm	7:50am-2:25pm
River City Middle School	8:15am-2:25pm	7:50am-2:25pm
New Vision High School	8:15am-2:15pm	7:50am-2:15pm
Kindergarten AM	9:20am-11:45pm	8:55am-11:45pm
Kindergarten PM	Monday - Friday	12:20pm-3:05pm
Kindergarten M-W-Th Session	Kindergarten T-W-F Session	
Monday 9:15am-3:05pm	Tuesday 8:55am-3:05am	
Wednesday 8:55am-11:30am	Wednesday 12:20pm-3:05pm	
Thursday 8:55am-3:05pm	Friday 8:55am-3:05pm	

RESPONSIBILITIES OF THE TEACHER

Current seating chart.

Daily program and bell schedule.

Complete lesson plans made out for the current week with sufficient detail to be easily understood.

Discipline plan with name(s) of student(s) with behavior plans and copies of plans.

List of students with physical or special problems along with strategies for treatment.

Fire drill procedures.

Duty schedule.

INCLEMENT WEATHER

When the weather creates hazardous road conditions, school may close for the day. School closures are announced between 5:45 a.m. and 8:00 a.m. on the following radio stations: KVNI, KJRB, KHQ, KGA,

KXLY, KDRK and television stations KREM-2, KXLY-4, and KHQ-6. School closures will be posted on the district website www.pfsd.com.

**DIRECTIONS TO SCHOOLS / PRINCIPALS & SECRETARIES
(from District Office) W 206 Mullan Ave, Post Falls ID 83854**

Frederick Post Kindergarten–Principal: James Shepard, Secretary: Karen Wilhelm 777-0479

Across from District Office, use west door. Address: 205 W Mullan.

Mullan Trail Elementary/Preschool–Principal: Katrina Kelly, Secretary: Linda Boggs 457-0772

Go west on Mullan, north on Compton (corner of Compton & Cherry). Address: 300 W Cherry.

Seltice Elementary–Principal: Kandi Kuck, Secretary: Beth Schmidt 773-1681

Go west on Mullan to Chase; north on chase, on right side after rr tracks. Address: 1101 N Chase

West Ridge Elementary–Principal: Lisa Hoffeld, Secretary: Jill Stevenson 773-7291

Go west on Mullan to Chase, north on Chase to Poleline, west on Poleline, left on Clark Fork St., cross over the rr tracks. Address: 1758 N Clark Fork Parkway

Prairie View Elementary–Principal: Janelle Baker, Secretary: Michele Moe 773-8327

Go east on Mullan to Spokane Street, north on Spokane to Poleline, east on Poleline, cross over Greensferry, school is on the right. Address: 2478 E Poleline

Greensferry Elementary – Principal: Kathy Baker, Secretary: Jill Stowers 773-0999

Go east on Mullan to Spokane Street, north on Spokane to Poleline, east on Poleline to Greensferry, north on Greensferry, west on Bunting Lane, school is on the right. Address: 1520 Bunting Lane

Ponderosa Elementary–Principal: Scott Ross , Secretary: Michele Simons 773-1508

Go east on Mullan to Spokane street, south on Spokane to Seltice, east on Seltice to Greensferry; turn south on Greensferry, continue south to Ponderosa Blvd., turn east on Ponderosa Blvd. Address: 3483 Ponderosa Blvd.

Post Falls Middle School–Principal: Brad Harmon, Secretary: Michelle McCabe 773-7554

Go east on Mullan to Spokane Street, north on Spokane, east onto 15th, north on Williams, will take you to the school at Williams and 16th Street. Address: 301 E 16th

River City Middle School–Principal: Andy Preiss, Secretary: Jane Soltys 457-0933

Go west on Mullan, north on Chase, east on 15th, north onto Fir. Address: 1505 N Fir

Post Falls High School–Principal: Chris Sensel, Secretary: Susan Schneidmiller 773-0581

Go east on Mullan to Spokane Street, north on Spokane to Poleline, east on Poleline, continue until you cross over Greensferry, school on right just past Prairie View Elementary. Address: 2832 E Poleline

New Vision Alternative High School–Principal: Dawn Mackesy, Secretary: Teresa Browning 773-3541. Across from District Office, use east door. Address: 205 W Mullan

Contact person for substitute teachers: Dawna Shepard @ District Office 773-1658

E mail: dshepard@sd273.com

Substitute hotline 773-3267, at prompt dial 7000

POST FALLS SCHOOL DISTRICT NO. 273

Series 400: Certified Personnel: Instructional Considerations

Policy No. 405.8

Policy Title: Substitutes

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Substitutes are defined as any individual who temporarily replaces a certificated classroom educator, who is not under contract with the school district and who is paid a substitute wage as established by district policy on a day to day basis. As temporary day workers, substitutes are not employees as defined by the State of Idaho.

It is the policy of the Board of Trustees that individuals serving on a substitute or temporary basis in the school district shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of the regular contracted personnel.

Each substitute teacher applicant must undergo a criminal history check within five (5) days of submitting the Substitute Teacher Application, or be listed on the State Department of Education substitute registry list.

All substitute teachers will undergo substitute teacher orientation and training prior to being placed in a classroom.

Legal References: I.C. 33-506, 33-512, 59-1302

Applicable Procedural Regulations: 405.8a

Date of Adoption: 1/26/88

Amended: 8/8/05, 7/12/10

Reviewed: 2017

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Instructional Considerations

Section Title: Substitutes

Sub-Section No. 405.8a

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The substitute teacher coordinator will personally arrange for all substitute teachers and assign to the buildings. The coordinator will make every attempt to assign substitute teachers who hold valid teacher certificates unless such are unavailable.

Each substitute teacher applicant must undergo a criminal history check by completing a fingerprint card and submitting it with the required fee within five (5) days of submitting the Substitute Teacher Application. Any substitute teacher who has undergone a criminal history check for another Idaho school district and is listed on the state substitute registry list is not required to undergo an additional history check for the Post Falls School District.

Substitute teachers are required to sign in at the assigned building and obtain a visitor's identification badge to be worn while on school district property. The badge is to be turned in to the school secretary at the end of each day of substitute teaching.

Substitute teachers will be paid the Board approved daily rate. Substitute payroll is on the 25th of the month. Time sheets are to be submitted by the 15th of each month in order to be paid on

the 25th of that month.

Adopted: 1/88

Amended: 9/9/96, 8/8/05

Reviewed 2017

ACCIDENT REPORTING and PERSONAL SAFETY

The goal of the Post Falls School District is to help you maintain a safe and secure working environment. Since accidents do happen we want to clarify our policies and procedures regarding accident reporting.

- 1. Should you personally have an accident or injury while on duty with the school district, you must report this incident to an authorized supervisor immediately.*
- 2. Emergency care is available for you through our preferred providers.*
- 3. Telling a co-worker or reporting an accident at a later time or date does not qualify as district policy. Reporting must be to a supervisor immediately.*
- 4. This reporting procedure covers all accidents to yourself or students, parents and vendors. If you observe an accident report the incident as soon as possible. Your supervisor will determine the steps to take.*

By learning and applying safety techniques, we can reduce accidents. Should you need training in lifting, general safety and/or first aid techniques, we will provide this service to you. Our goal is to assist you in the prevention of accidents.

TIPS FOR CLASSROOM ORGANIZATION AND MANAGEMENT:

- * Put your name on the chalkboard. Take time to tell the class a little about yourself (be brief) before beginning the day's activities.
- * Write a daily schedule on the chalkboard. It helps the students anticipate what you expect of them. It also helps you maintain a regular classroom routine.
- * Let the class know that you will follow the normal classroom routine as closely as possible.
Under no circumstances are students to be left unsupervised.
- * Do not discuss controversial issues with students. Substitutes are not to share their personal views in the instruction of issues such as religion and politics.
- * Any unusual request from parents or students are to be handled by the building principal. Excusing students from school to go home, or giving early dismissal, shall be done only with the knowledge and consent of the principal. Please follow the individual school dismissal and checkout procedures.
- * Ask the students questions, i.e. their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
- * State clearly your expectations, but expect the unexpected.
- * Correct the day's work. Organize any student papers and label them clearly. Record grades, if indicated, in grade book.
- * **Write a complete review of the day's activities.** Be sure to indicate portions of the lesson plan which may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.
- * Leave the classroom in good order. Have students help in any housekeeping chores that would provide an orderly classroom upon the regular teacher's return.
- * **KEYS** School keys are not to be loaned to or in the possession of students at any time or under any conditions. Personnel are responsible for their keys and must immediately report the loss or theft of any key(s) to the principal. Adults (other than school personnel) must not be allowed to use the keys without permission of the principal.
- * As a substitute teacher, it is helpful to take an active interest in the students and their activities. The challenge is there – do your best!

Great Substitute Websites

- **<http://www.supersubstituteteachers.com/>**
- **<http://www.educationworld.com/preservice/classroom/substitute.shtml>**
- **<http://www.teacherneedhelp.com/students/subtc h.htm>**

POST FALLS SCHOOL DISTRICT 2018-19 DISTRICT CALENDAR

August 14	Secretaries and Principals Return
August 24	First Day for New Teachers
August 27	First Day for Returning Teachers
August 31	No School
September 3	Labor Day (No School)
September 4	First Day for Students
October 5	In-Service Day (No School for Students)
November 2	End of First Quarter (No School K-12)
November 16	Kindergarten Conferences (No School K)
November 19	Conferences (No School K-12)
November 20-23	Thanksgiving Break (No School K-12)
December 24-January 4	Christmas Break (No School K-12)
January 21	MLK Day (No School K-12)
January 25	End of Second Quarter (No School K-12)
February 18	President's Day (No School K-12)
March 20	End of Third Quarter (For K-8 ~ No School K-8)
March 21	Conferences (No School K-8)
March 22	End of Third Quarter (For 9-12 ~ No School K-12)
March 25-March 29	Spring Break (No School K-12)
May 27	Memorial Day (No School K-12)
June 6	Last Day for Students
June 7	Last Day for Teachers
June 21	Last Day for Secretaries and Principals