

Introduction to COVENTRY PUBLIC SCHOOLS Substitute Teachers and Substitute Teacher Assistants/Clerks

Coventry Public Schools provide a high quality, standards-based education for all students in an environment based upon respect, trust, and ethical and responsible behavior. Coventry Public Schools provide an environment where students are meeting and exceeding standards in an atmosphere that fosters and values individual talents. All members of our school community are full participants in the evaluation of their performance with the single aim of improvement.

Definition:

Substitute employees are those persons employed on a daily basis to perform the full work schedule for a regular certified teacher or teacher assistant during his/her absence from duty.

Rates of Pay:

Substitute employees are paid on a day-to-day basis. Persons employed as a substitute teacher on a day-to-day basis shall be paid at the rate of \$75.00 per day.

Persons employed as a substitute teacher where the person teaches thirty (30) consecutive days for the same teacher shall be eligible for \$85.00 per day beginning with the 31st day and for each day thereafter up to 90 days.

Substitute teacher assistants and supervisory assistants working in regulatory positions are paid at the rate of \$9 per hour.

Substitute clerks are paid at the rate of \$7.40 per hour.

Standards of Conduct:

Substitute employees are expected to exhibit appropriate professional demeanor. For this reason, Coventry maintains certain standards regarding employee conduct. Substitute employees are expected to conduct themselves in a positive manner and provide a proper role model. Such conduct includes, but is not limited to:

- **Reporting to work punctually**
- **Maintaining personal and work place cleanliness and orderliness**
- **Treating all students, parents, visitors and coworkers in a courteous, professional manner**
- **Performing assigned responsibilities effectively and efficiently**
- **Exhibiting responsibility**

Certain workplace conduct is unacceptable and may cause substitute employees to be removed from the sub list. This type of conduct includes, but is not limited to:

- Unprofessional behavior, as deemed by the building principal
- Use of profanity and abusive language
- Theft, destruction, defacement or misuse of school property or the property of coworker/student
- Falsifying or altering any record or report, or making false statements
- Improper attire or inappropriate personal appearance
- Engaging in any form of harassment
- Disclosure of confidential information

- Insubordination
- Inadequate performance of assigned responsibilities
- Absence or tardiness without timely and proper notification

When a building principal or his/her designee asks that a substitute employee be removed from the school's sub list, he/she is removed. When a second request is received to remove a substitute employee from another school's sub list, the substitute employee is removed from the entire Coventry Public Schools' sub list for a period of one year, at which time the substitute employee can petition for reinstatement. Coventry Public Schools may terminate the employment of a substitute employee with or without notice and with or without cause, and the substitute employee may terminate his/her services with or with notice or cause. There is no provision for progressive discipline or counseling for substitute employees.

Dress Code:

Substitute teachers may not wear jeans. All substitute employees may not wear sweatshirts or athletic attire, or attire which is extremely short, low cut, or tight, such as shorts, spandex, or tights. Male substitute teachers shall wear a collared dress shirt and tie.

Reporting for Work:

1. In most instances, AESOP will notify substitutes beginning at 5:30 a.m., and whenever possible, the night before. All substitute employees will receive instructions how to access the AESOP system at home by computer or telephone.
2. If a substitute employee needs to cancel after accepting an assignment and cannot access AESOP, he/she must notify the school directly as soon as possible. All substitute employees should first report to the Principals' Office on arriving at the building and again at the end of the day before leaving. They should sign the AESOP sheet in addition to any other sign-ins the school may require. Substitute Teacher Assistants should punch a timecard and sign it at the end of the day. Instructions will be given by the Principal or his/her designee on the day's work plans, special programs, etc. The substitute is responsible for carrying on all of the special duties assigned to the regular teacher or teacher assistant. Whenever possible, the Principal will introduce the substitute to the pupils. In any case, it is desirable that the substitute remember to introduce themselves to each group of children.
3. **Substitute employees should report for work approximately 10 minutes before their first class and remain approximately 5 minutes following their last class.** A time schedule for each school is included in the hiring packet.

Duties and Responsibilities:

1. Substitute teachers are expected to assume all normal duties of the regular teacher for the day on which they substitute. When they are notified of the intent of the District to retain their services in the same capacity for the next day, they shall take necessary steps to insure adequate planning and preparation to meet the next day's needs of the students.

2. Conducting the day's activities, the substitute teacher should find the following materials available to assist him/her in carrying out the daily routine:
 - a. Up-to-date seating chart.
 - b. Special class schedules.
 - c. Special activities and assignments for students.
 - d. Pupil Attendance Register (Elementary school only).
 - e. Procedure for lunch, milk, etc. and ordering forms (Elementary only).
 - f. Fire Drill expectations.
 - g. Appropriate building practices/expectations.
3. A written summary report of the day's activities should be left in the regular teacher's mailbox. This report should include:
 - a. The extent to which the daily lesson plans were carried through.
 - b. Descriptions of significant student behavior problems experienced in classes.
 - c. Copies of tests or written work given by the substitute.
4. Substitute employees should not introduce methods of teaching contrary to those used now.
5. Substitutes who are in long-term assignments are expected to correct all objective written work done under their supervision, except as otherwise determined by the Principal. They are not, however, expected to correct workbook practice or other written work which was assigned by the regular teacher. An exception would be where the regular teacher's absence is extended beyond a point where it is essential that such work be returned to students to allow normal progression of expected work and study.
6. Occasionally, it may be necessary to make changes in the teacher's original plan. Also, occasions may arise, especially in the Middle and High Schools, where the experiences and training of the substitute may be such that a special plan needs to be made. These changes in plans should be discussed with the Principal or his/her designee beforehand.
7. Day-to-day substitute teachers are not required to attend faculty meetings, curriculum meetings, department meetings, etc; however, they may voluntarily attend as a means of keeping better informed of the District and its practices and procedures. Substitute employees are not trained and therefore should ask for help with any situation involving bloodborne pathogens or hazardous communication procedures.
8. Substitutes should see that their rooms and desks are left in proper order, windows locked and lights out.
9. Unusual or severe discipline should not be given by the substitute teacher or teacher assistant. If there are problems in this area, please check with the Principal or his/her designee for proper direction.
10. Substitutes should disengage or turn off all cell phones while in the classroom. Cell phones should only be used before or after classes or during any free periods.

Professional growth in the classroom is always encouraged. Substitute teachers and teaching assistants should be evaluating themselves as to: classroom management and making the most profitable use of the time available, personal neatness, disposition, proper speaking voice, and ability to accept the responsibility and work cheerfully.

Unemployment Benefits for Substitute Employees

Chapter 12-44 of Title 28, Labor and Labor Relations Act, states that an employee working for an education institution is **not entitled** to unemployment benefits during the months of no school between terms if that person has reasonable assurance of work in the next school year. Coventry provides you with a form that states that you have reasonable assurance of work as a substitute employee in the next school year and we ask that you acknowledge receipt of this assurance by signing and returning the form to us.

The law reads, "...benefits shall not be paid based on those services for any week of unemployment commencing during the period between two (2) successive academic years or during a similar period between two (2) regular but not successive terms...if there is reasonable assurance that such individual will perform services in any such capacity for any education institution in the second of those academic years or terms."

We can make available to you a copy of Title 28, Chapter 44, Section 68 of the Employment Security Benefits of the Labor and Labor Relations Act for your review.