

**Welcome to Gilbert Schools!** The administration and faculty of the Gilbert Community Schools would like to welcome you. We are thankful for trustworthy and dependable substitutes like you. As a substitute you are an important member of our staff because it is your responsibility to provide students with instruction and support when the regular classroom teacher must be absent.

The purpose of this handbook is to serve as a guide to the substitute. As a substitute, you are a vital member of the school district and you make an important contribution to the educational program.

The educational staff of the school system recognizes the important role that substitutes play. The staff and District are deeply indebted to the many competent people who offer their services as substitutes.

We have high expectations of our staff and students as well as you, as a substitute, representing Gilbert Schools. We hope that your experiences as a substitute in the Gilbert Community School District will be meaningful and productive, and we are willing and available to help you in every way possible.

### **How to Get Jobs as a Substitute Teacher at Gilbert Schools**

Beginning July 1, 2019 Gilbert Schools will be using Absent Management from Frontline Education (formerly known as AESOP). This service from Frontline Education utilizes both the telephone and the Internet to assist you in locating jobs in our district. The Frontline Absence & Time solution is available 24 hours a day, 7 days a week. Frontline uses three methods to make jobs available to substitutes:

- You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at <http://www.aesoponline.com>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
- You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling to check the computer recording of your name by pressing Option 4.
- The system will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Absence Management service may call for substitutes: 5:30 am - 12:00 pm in the morning and 4:00 pm - 9:30 pm in the evening.

If you accept a job, you will be issued a confirmation number. **Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.**

## Qualifications and Requirements

To be employed as a substitute in the Gilbert Community School District:

1. Substitute teachers must have a valid and current, Iowa teaching license or substitute teaching license. You may also have a valid Substitute Authorization as earned through any of the state Area Education Agencies. It is the substitute's responsibility to remain currently certified and to file such certificate with the District Personnel Office.
2. All Substitutes must complete an application for substituting. Available either online or offline at <http://www.gilbertcsd.org/district/staff-resources/>.
3. Substitutes must complete federal and state withholding tax forms and file them with the District Office.
4. Substitutes must have satisfactorily completed Bloodborne Pathogens training either by attending a workshop or on-line with Heartland Area Education Agency or hold a completion certificate issued by another school district or agency. For information regarding on-line training opportunities, please contact our District Office at 515-232-3740. We can help direct you.
5. Substitutes who have performed satisfactorily during the previous year receive notification (in July) that the District would welcome their return. To be included on the list of substitutes available for a new school year, you must complete the District's substitute information update mailed to you in July and have a current Bloodborne Pathogens certificate on file.

## What to Do When You Arrive at School

School	Where do I park?	What doors should I enter?	Contacts
Elementary School 109 Rothmoor Dr Gilbert, Iowa 50105	Park in the lot just west of the building.	Enter the main (north) doors.	Principal: Staci Edwards Office: 232-3744 or <a href="mailto:elemoffice@gilbertcsd.org">elemoffice@gilbertcsd.org</a> Secretaries: Chris and Terri
Intermediate School 103 Mathews Dr Gilbert, Iowa 50105	Park in the north lot (near the playground)	Enter the main doors (northwest side)	Principal: Amy Griffin Office: 232-3748 or <a href="mailto:intoffice@gilbertcsd.org">intoffice@gilbertcsd.org</a> Secretaries: Joy and Tina
Middle School 201 E Mathews Dr Gilbert, Iowa 50105	Enter the parking lot at the west drive and park near the building.	Enter the main doors (west side of the building)	Principal: Mike Danilson Office: 232-0540 or <a href="mailto:msoffice@gilbertcsd.org">msoffice@gilbertcsd.org</a> Secretaries: Megan and Angi
High School 312 Gretten St Gilbert, Iowa 50105	Park in the north parking lot,	Enter through the north doors (next to the cafeteria).	Principal: Vic Vanderpool Office: 232-3738 or <a href="mailto:hsoffice@gilbertcsd.org">hsoffice@gilbertcsd.org</a> Secretaries: Penny and Rhonda

- Report to the school office to secure your assignment for the day and to get other necessary information. If you would like to purchase a school lunch, the Administrative Assistant will be able to help you.
- Locate the teacher's mailbox and check for items that might pertain to the day's activities.
- When you arrive at the classroom, locate the substitute folder or notes. The lesson plan book, the daily schedule, attendance slips, manuals and other pertinent information should be included in this folder.
- Carefully review the teacher's lesson plans.
- Check the classroom teacher's schedule for any special duties that you may be expected to perform such as recess, lunchroom, bus duty, etc.
- Familiarize yourself with emergency procedures. Fire drill and tornado drill instructions are posted in each classroom

## **Substitute Teacher Hours**

Arrival and Departure Times - You are expected to work regular hours of teachers or para educators in all four buildings. Teaching position 7:45-3:45 and a para educators 7:45-3:15

**Long-term substitutes** should talk with the principal concerning attendance at staff meetings or in-service meetings.

## **Classroom Responsibilities**

### Professionalism

- Gilbert Schools expects all staff and students to treat each other with the utmost respect. Just as walking into an unfamiliar classroom is difficult for you, having an unfamiliar adult as their teacher can be difficult for many students.
- As a substitute for Gilbert Schools, you are an employee. Your “outside of school” activities reflect on you as a professional and we want all employees to have a positive influence on our school district.
- As a substitute for Gilbert Schools, your social media should not reflect poorly on any of the schools nor should you use that as an outlet to share confidential information or experiences.
- Cell phones. While you are working with students, these should not be visible. Your phone should be off and only used when you have a break.
- We ask that our substitutes dress professionally. Friday’s are “jeans day” at Gilbert but also need to be accompanied with professional attire.

### Reporting Absences as a substitute teacher

Student attendance must be taken daily. In the middle and high schools, it is necessary to take attendance each period. The procedure followed in each individual school will be explained by the school secretary. No student should be excused from class without securing the permission of the principal or the secretary.

## Classroom Management

Creating favorable rapport is an important aspect of successful substituting. A few suggestions may help you establish good classroom routines, provide for efficient learning situations, and develop an atmosphere of mutual respect between teachers and pupils.

- Expect good behavior, students tend to respond well when they know what is expected of them. A positive approach is worth more than many negative rules.
- Have materials ready. Be organized at the beginning of the class.
- Be aware of the attention span of the students you are working with.
- Except for a real emergency, never leave the class unattended.
- Buildings have established approaches to discipline at certain grade levels or school-wide. Check the substitute folder for specific instructions.
- Corporal punishment of any kind is prohibited. You should never put your hands on students in a disciplinary manner.
- If you have questions concerning discipline, contact the principal.
- Substitutes are to contact parents only under advisement of the principal.
- Common sense should prevail when administering all rules and guidelines.

## In the Classroom

**PBIS - Positive Behavioral Intervention and Support - (Elementary and Intermediate Only)** - The elementary has established a systematic approach to student behavior called PBIS. Throughout the building we have established a common language for expectations in common areas such as the lunchroom, recess, hallway, and restrooms. In addition, they have established a system of teaching those expectations and a method for positively reinforcing the behaviors that they wish to see. In addition, there is an established menu of appropriate consequences which clearly communicates to parents, staff and students the ramifications of behaviors. **For more detailed instructions please click on the link on the “Subbing at Gilbert” webpage.**

Follow the regular classroom teacher's plans and programs as closely as possible. The teacher's lesson plans, along with other information about rooms, seating, and assigned duties will be available.

If videos are scheduled, check the procedure for showing them and learn how to operate the audiovisual equipment needed.

If equipment or materials are broken or damaged, notify the office. Unless you are given other instructions and as time allows, correct all papers, workbook assignments, or tests given while you are substituting.

**\*\*You are not to be using your cell phone or texting when you have students in the room and class is in session.\*\***

### Homework

Do not assign homework unless the homework has been planned by the regular teacher. Substitutes who expect to be in an assignment a week or more may assign homework after discussing this with the teacher, the principal.

### Duty Schedule

You are required to perform the duties assigned to the regular teacher on the day or days of their absence, including playground duty, hall duty, detention and/or lunchroom supervision or other assigned responsibilities.

### Emergency Procedures

Become acquainted with fire drill and other emergency procedures. They are posted in each classroom. The secretary in each building will assist you if necessary.

Accidents or illnesses involving students should be reported to the office immediately. An accident form must be completed as soon as possible in case of any personal injury. Ask for help if you need it.

### **What to Do at the End of the Teaching Day**

- Leave a record of the work completed and any unusual problems which have arisen during the absence of the teacher. Teachers will also appreciate a note highlighting a successful experience with the class or an individual student.
- Make sure all materials are stored properly and the room is empty of students before leaving. Turn off all lights and close the door.
- Check out the office and return any keys/fobs you have been given.
- Return the completed substitute's survey to the office. We are interested in your ideas.

### **Other miscellaneous information:**

- You have the ability to cancel a sub job that you have already accepted, should you the need arise. Please understand that when you cancel the night before or morning of, it puts the school in a bind. We understand that illnesses are unexpected. If this becomes habitual, the building principal or superintendent will reach out to you.
- Should you have any questions, you may call or email Jen Holtan (232-3740 or [holtanjen@gilbertcsd.org](mailto:holtanjen@gilbertcsd.org)). You may also ask the building secretary.

### **Sub Pay**

- Teacher subs are paid \$120 per day (effective the 2019-2020 school year). Associate subs are paid \$11.50/hour.
- Payment will be automatically deposited into your account on the 20th of each month.
- Teacher subs are paid either full or half day based on how many hours subbed that day.