

Bowling Green School
SUBSTITUTE APPLICATION FORM

Today's Date: _____

Name: _____

SS # _____

Contact Numbers:

Home: _____

Cell: _____

Other: _____

Describe previous experience:

Grade level/Subject preference: _____

Would you be interested in subbing in the cafeteria? _____

Would you be interested in subbing for a custodian? _____

Bowling Green School Substitute Handbook

Dear Substitute Teacher:

We want to express our sincere appreciation for your willingness to serve as a substitute teacher. Your efforts are critical in ensuring that continuity in the classroom exists when our regular classroom teachers are absent. We realize that you have had to make arrangements in your household to assist us in carrying out our daily instructional routines.

If you have concerns or questions about your role as a substitute, please do not hesitate to contact Bowling Green School Administration. We look forward to working with you in the future.

Sincerely,

Kris Neyland, *Director of Curriculum and Instruction*

Substitute Teacher Responsibilities

Successful substitutes exhibit a genuine interest in and concern for the welfare of students. Positive interaction between the substitute and the students is an integral part of the job. With that prerequisite firmly in mind, the substitute must carry out the following responsibilities relating to effective classroom management. A concerned, interested substitute should adhere to the following:

- Arrive 15 minutes before class begins in order to get organized.
- Check the regular classroom teacher's mailbox and the teacher bulletin board for announcements, messages and materials.
- Follow the lesson plan as stated. Leave notes to the teacher about work completed or not completed, as well as any other information that would be helpful to the classroom teacher. If no plans are left on the desk, see Mrs. Kim Burris for assistance.
- Stand at the door and greet the students as they enter the classroom. Interact with them in a friendly but firm manner.
- Record classroom attendance on provided rosters. Call the office with absentees.
- Never leave the classroom unattended. Ask a neighboring teacher to supervise in the case of an emergency.
- Maintain proper discipline and classroom order. Report any disciplinary problems to the Dean of Students.
- Do not talk or text on a cell phone. Give students your full attention.
- Return all materials to their proper places at the end of the day.

- Check with Mrs. April Rester or Mrs. Kris Neyland at the end of the school day to see if the teacher will need you the following day.

Professional Ethics

The substitute teacher, like the regular classroom teacher has the following professional obligations:

- The first obligation of the classroom teacher and his/her substitute is to the student. The school exists to meet the educational needs of Bowling Green School students.
- Under NO circumstances should a substitute teacher criticize or degrade a regular classroom teacher, administrator or student in the presence of other teachers, parents or students.
- The substitute teacher should observe the same rule of confidentiality that all school personnel must observe. School personnel do not discuss student conduct, grades or abilities with anyone outside the school or with unauthorized personnel in the school.
- Set a good example for students.
- Never publicly ridicule a student. It is the surest way of creating a discipline problem.

Suggestions for Meeting a Class for the First Time

- Arrive early and examine plans left by the classroom teacher.
- Greet students as they arrive. Introduce yourself and ask their names.
- Write your name on the board, and learn their first name as soon as possible.
- Catch the students being good. Have fun and don't be afraid to make mistakes.

Helpful Hints for Substitute Teachers

- The most frequent complaint about substitutes from the regular teacher is, "*My substitute didn't follow my lesson plans.*" Good substitutes make every effort to stay on task and complete the teacher's plans. Leave notes as to what you did and did not complete.
- Substitutes SHOULD NOT criticize or talk about any student, teacher or administrator in or out of the classroom.
- Constant circulation and monitoring of the classroom will prevent most discipline problems. Sitting at the teacher's desk and shouting across the classroom is a sure way to ignite disruptive behavior.
- Verbally chastising a student in front of the class is a poor practice and should be avoided at all cost. Punishing the entire class for the actions of a few is disastrous.

- Do not eat or drink in front of the students; do not permit students to have gum, food, candy or drink.
- Do not allow a student to leave/miss your class to “work” for another teacher or coach. A student must have a note from Mrs. Valarie or Mrs. Burris (not a coach/teacher) before being excused from an academic class.
- Check roll each period. Report missing student to office. Do not take students’ word that a student checked out or has been absent all day. Write down students who are tardy; call the office. If the teacher does not leave an attendance roster for each period, please call the office and ask Mrs. April Rester to print one for you.
- Please review the quick reference list for crises/emergencies. A detailed emergency plan can be found in each teacher’s classroom with evacuation maps. Never leave your students in an emergency situation.

Other Important Points

- Sign in and out each day in Mrs. April Rester’s office. If you do not, you will not be paid. Indicate if you substituted a full or half day.
- Substitute pay is \$55.00 per day.
- If your teacher has duty, you must fulfill his/her duty.
- Dress professionally. No shorts, leggings, tight-fitting clothing, low cut blouses, tank tops, sweat pants, exercise wear, etc. No visible tattoos or piercings other than in earlobe. You will be sent home if your attire and appearance are unsuitable.
- DO NOT fraternize or gossip with students. Conversations should ONLY be about assignments and lessons only.
- DO NOT use your cell phone or other electronic devices while in the classroom.
- DO NOT permit students to use their cell phones.

SUBSTITUTE EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that in the course of the performance of my duties as a substitute teacher I may become aware of information about students and staff members that is of a personal and confidential nature. Except when disclosure of information of this nature is mandated by law (e.g., mandatory reporting of allegations of abuse or neglect of children) or failure to disclose such information could jeopardize the health, safety or well-being of others, I may not share with anyone personal and confidential information about students and staff members.

I also understand that the crisis and emergency procedures of Bowling Green School must remain confidential in order to protect the safety of all students and staff members. I may not share evacuation site locations or procedures the school will follow in the event of an emergency. I also may not contact parents, members of the community, or the media in the event of a crisis while I am on duty as a substitute employee.

I further understand if it is found that I have breached the confidentiality required of me in my position, I will be removed from any and all employment at Bowling Green School, and, in some cases, I may be reported to state and local officials.

My signature below indicates that I have agreed to the terms of this agreement.

Substitute Employee (Print Name)

Signature of Substitute Employee

Date_____