

# WELCOME TO THE OAK HARBOR SCHOOL DISTRICT

## “A Caring Community Educating Every Student For Success”

**Welcome!** Thanks for your willingness to serve in our classrooms. As a substitute teacher, you play an important part in ensuring that every student has excellent instruction every day.

This guide for substitutes is designed to clarify your responsibilities as a substitute teacher and to support consistent instruction throughout the district. The staff at each school has been directed to provide assistance as you carry out your responsibilities as a member of our staff.

It is important as you perform your duties that you remember two guiding principles. The first is that a positive school environment is essential to learning, and the second is that from the time a student arrives in the morning until they leave at night they should have grown and become better for the activities and experiences they have learned at school. Your attention to these principles will help assure your success as a substitute.

Kurt Schonberg  
Executive Director of Human Resources

### **Selection and Assignment**

In order to substitute teach in the Oak Harbor School District you must have a valid Washington State Teaching Certificate. Substitutes will be placed on the District's substitute list after the following requirements have been fulfilled:

- An on-line application for certificated personnel has been completed.
- Interview with the Executive Director for Human Resources and two phone confidential reference checks completed.
- A completed Employment Eligibility Verification (Form I-9)
- A completed Applicant Disclosure Form
- A W-4 form for withholding and social security has been completed and signed.
- A Fingerprint Background Check by the Washington State Patrol & FBI
- Sexual Misconduct Form
- Retirement Eligibility Form

The District utilizes the substitute online program to arrange for substitutes. This allows the employee to go online to put in their absence and/or prearrange for a substitute. If the job is not taken by a substitute than the substitute caller will assign a substitute.

### **Accepting assignments**

Mornings are hectic for all of us! If you know you are unavailable.....**Please go into the substitute online system and mark the days that you are NOT available or call the 24-HOUR MESSAGE LINE at 279-5029 and state the days that you are NOT available.**

Substitutes work on a daily basis. Whenever possible, open jobs for substitutes will be on [www.substituteonline.com](http://www.substituteonline.com) . However, some calls are still placed as early as 6:00 a.m. on the day the substitute is needed. When you hear the phone ring, **PLEASE...**

- Have a pencil and paper by your phone...be ready to jot down notes!
- Make the conversation as brief as possible
- Have a map ready (see O.H.S.D. MAP) just in case you have questions about locations.
- Be ready to leave home with as little delay as possible.
- Repeat your assignment to the Secretary...just to prevent any misunderstanding.

The secretary, Shauna Gumbel, only has time for brief calls in the morning, therefore, if you have questions about other related matters, call her back between 9:00 a.m. and 2:00 p.m. She can be reached at 279-5019 in the Personnel Office.

**Contact the District Office if you have a change of address or phone number.**

### **After assignments have been accepted**

Unfortunately emergencies do arise and you may need to cancel. Please cancel the assignment and/or notify the secretary as early as possible using the substitute online program or the 24 hour line (279-5029). Please do not contact Shauna Gumbel at home.

Emergency situations also arise at the school site and the principal and/or his designee may request that you “fill-in” or in some cases rearrange your assignment for the day. We appreciate your ability to be flexible. You may be asked by the middle schools or high school to cover for a teacher during their “prep time.”

**All schools will be dismissed one hour early each Monday of the school year. You need to check with the building secretary and/or principal before leaving the building. You could be asked to stay to help supervise students or help do something else.**

### **Arriving at school and daily responsibilities...**

- **Report directly to the school office and sign in on the sign in sheet. It is important that if you leave the building at all during the day you let the office know that you are leaving.**
- Follow the regular plans and program of the day as closely as possible. You should be aware of notations in the daily bulletin, supervision schedules, and play areas, etc. Also be aware of fire drills and lockdown procedures.
- Take responsibility for grading papers, keeping records, making appropriate assignments, and taking over the special duties of the absent employee. If the assignment is for more than one day, and lesson plans do not extend, take responsibility for instructional planning as well.
- When assigned to a school for more than a short-term period, you are expected to attend meetings and assume all other extra duties required by the principal.

- All unusual requests from parents and students should be referred to the principal or vice principal. This includes requests for early dismissal or exclusion from a particular activity.
- The substitute should be a good public relations person. A substitute should not compare one school with another, one teacher or principal with another, or one group of pupils with another. Avoid negative criticism and any conduct that might prompt dissension. Remember that a professional approach must be exercised in terms of discussing children, colleagues, and parents. To discuss problems of this nature with other professionals is acceptable and recommended, but to discuss them with neighbors or friends is unethical. Ethical consideration should be given constant thought.
- Substitutes are expected to handle their own discipline cases as much as possible as set forth in the staff handbook for the individual schools. However, all unusual behavior problems should be taken to the principal or vice principal and should not be handled by the substitute.

### Before leaving school...

- A brief written account of all activities should be left for the regular teacher: all assignments made, work covered, any unusual problems, names of absentees, tardy pupils, discipline problems, outstanding work, money collected, etc.
- Correct all papers or workbook pages given to students that day unless specifically directed not to complete this task.
- Leave the room in a neat, orderly condition; return materials, equipment or books.
- If additional time remains, ask the principal or secretary for additional duties to fill your day.
- **Please sign out in the office when you leave the building and return room keys and any other substitute materials.**

### Payroll

Substitute teachers are paid for either full or half days. Checks are issued the last business day of the month and will be mailed to your home address unless you have elected Direct Deposit. **You no longer have to fill out a time sheet but you do have to sign in and out of each building.** The sheet that you sign in and out on is now the time sheet so it is important that you sign in and out. **Not signing in and out of the buildings could result in you getting paid a month late.**

Deductions from checks will be made to conform to social security and withholding tax regulations. Withholding tax may or may not be deducted from your paycheck. This will depend on how you have completed your W-4 form. If a substitute desires information on the Washington State Teachers' Retirement System, please contact the Substitute Payroll Department at the District Office.

Substitute teachers shall be paid the basic rate of **\$142.80** a day. When assigned to the same classroom on consecutive days, a substitute shall be paid a daily rate based on placement on the certificated salary schedule, beginning on the 21<sup>st</sup> day after original transcripts and verification of experience have been provided.

Under the District's liability insurance policy, the substitute is covered the same as a regular classroom teacher.

**If you would like to know the schools start and end times please go to [www.ohsd.net](http://www.ohsd.net) . The following is a schedule of the times that the substitute teachers need to be in the buildings:**

### **BVE , OVE, CHE, HCE & OHE**

Full Day: 8:30 a.m. – 4:00 p.m.  
Morning: 8:30 a.m. – 12:15 p.m.  
Afternoon: 12:15 p.m. – 4:00 p.m.

### **OHHS**

Full Day: 7:30 a.m. – 3:00 p.m.  
Morning: 7:15 a.m. – 11:00 a.m.  
Afternoon: 10:30 a.m. – 2:15 p.m.

### **OHMS & NWMS**

Full Day: 7:30 a.m. – 3:00 p.m.  
Morning: 7:30 a.m. – 11:15 p.m.  
Afternoon: 11:00 a.m. – 2:45 p.m.

## **Title IX**

Pursuant to 28A.640 RCW. The district is required by Title IX of the 1962 Educational Amendments and by regulations, not to discriminate on the basis of sex against applicants for admission or employment. The district is committed to providing equal opportunities for all persons, without regard to sex, in its educational programs, activities, policies, and employment practices.

## **School Emergencies**

Emergencies happen when we least expect them. Because a student spends many hours at school, the Oak Harbor School District has an updated and detailed emergency preparedness plan for many emergency situations. Each disaster has a step-by-step approach to insure a child's safety. Many schools have prepared kits to use in case of an emergency. To find out more about how you can be prepared, please contact the Transportation Director at 360-279-5081.

**In case of emergencies such as an earthquake or fire the schools will follow these procedures:**

- **Students will remain with their class group or report to a designated disaster center if they do not have a class group.**
- **Teachers will immediately take roll and send out notices if students are not within their class group.**
- **Students will not be released until there is “positive parent contact,” i.e. the parent picks up the child, verbal telephone contact is made, or another person provides written parental permission to take the student.**
- **All emergency information will be released to emergency broadcast stations. You can also call our Emergency Telephone Communications Number at 360-279-5060 or find the information at [www.ohsd.net/schoolclosure](http://www.ohsd.net/schoolclosure).**

The Oak Harbor School District also complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating

