

## SUBFINDER SUBSTITUTE CALLING SYSTEM

The SubFinder calling system has been used by Montgomery County Public Schools since 1999.

We will enter your name into the system within five working days after all of your information is on file and you've attended an orientation session. To complete the registration process, you must dial the system - **381-6152** - the system will ask you to enter your **PIN number (this is your entire Social Security Number) and then press the pound sign \_**. At that time, it will tell you that you are "calling for the first time" or "calling as a new employee." You will be asked to give your name - this registers you with the system.

If you dial the system, enter your Social Security Number and get the message that your ID number is "invalid", you will know that we have not entered your name into SubFinder yet. Please contact the Personnel Office at 382-5125, if all of your information has been turned in and you believe your name should be in the system.

When the system calls you, you respond by entering your ID number. You will then be given information about the job that is available which you can accept or decline by following the system prompts. If you accept the job, you will be given a job number. While all schools may not use the job number as job verification, we recommend that you have the number of the job when reporting to the school.

### **Suggestions -**

Call the system to review your jobs. This will allow you to know if someone (roommate, spouse, etc.) accepted a job on your behalf or to confirm a job in the event you might have accepted a verbal offer from a school administrator.

Activate the "do not disturb" function of SubFinder if you will not be available for calls during a particular call-out period.

Make yourself "unavailable" in SubFinder if you will not be able to accept jobs for an extended period of time. **If you are unavailable for more than two consecutive weeks, please notify Barbara Waugh in Personnel at 540-382-5125 or by e-mail at [bwaugh@mcps.org](mailto:bwaugh@mcps.org).**

**Call-out times are from 6:00 p.m. to 10:00 p.m., and 6:00 a.m. until approximately 12:00 noon.**

If you need to make permanent changes to the information that is on file (i.e. name, address, phone number, subjects/grades or schools you are available to sub in) please contact our office at 382-5125. We will make permanent changes to your file. Change of address must be submitted in writing. Name changes can only be made when we receive your new Social Security card.

Principals are provided with a list of substitute teachers. This listing includes an ID number (not your Social Security Number) which is assigned to you by SubFinder. This allows principals to specifically request you in the SubFinder system, for a particular job.

### **Please Note -**

- ◆ If you have accepted a job, which is later cancelled, SubFinder will notify you.
- ◆ If you need to cancel a job that you have accepted, you must (1.) call SubFinder and (2.) call the school.
- ◆ Don't decline a job just because you receive a 'last-minute' call from the system and will not be able to report on time. If you wish, accept the assignment in SubFinder and then call the school to advise them of your projected arrival time.

You should also be aware that principals can request that you not substitute at their school. If this happens, they should notify both the Personnel Office and you that they are putting you on their "do not use" list. Notification from one school will not preclude you from being called for substitute assignments at other locations. However, notification from several schools will prompt a review by the Director of Human Resources and may result in permanent removal of your name from the system. In this event, written notification will be sent to you from the Director.

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## OPPORTUNITIES FOR EMPLOYMENT

If you are interested in full-time employment as a teacher in the Montgomery County Public School system, you are encouraged to complete an application online @ [www.mcps.org](http://www.mcps.org). We suggest that candidates for May graduation submit an application in early spring (March) so student teaching experiences can be included.

Teacher Aide positions become available throughout the year so we accept online applications anytime.

Long-Term Substitutes are generally selected from the substitute teacher list. Your long-term status begins on the 16<sup>th</sup> consecutive day of a job. Any absence (except for one day due to personal illness, doctor's appointment, or death of a family member) will break your long-term status and you will be required to begin again at day one.

Homebound Teachers are often needed throughout the year for both short-term and long-term assignments. You must be a certified teacher. If you are interested, please contact Barbara Waugh at 382-5125.

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## GENERAL INFORMATION ON MONTGOMERY COUNTY PUBLIC SCHOOLS

20 schools -

11 elementary schools --- 9 Grades K-5  
1 Grades K-2 (CPS)  
1 Grades 3-5 (CES)

4 middle schools - Grades 6-8 - AMS, BMS, CMS, SMS

4 high schools - Grades 9-12 - AHS, BHS, CHS, EMHS

Alternative schools - Independence Secondary - located at 412 Roanoke St., Christiansburg, VA 24073. ISS is a small school (approximately 6 faculty members) for students in grades 6-12 who function better in a small environment. Students apply to attend the alternative schools. Rivendell School and the Phoenix Center are located at Old SES.

## PROCESS FOR BECOMING A SUBSTITUTE -

Submit a completed teacher application online @ [www.mcps.org](http://www.mcps.org). You will be asked to provide the following supporting documentation:

1. A. Copy of your teaching license if you are a licensed teacher, or  
B. Copy of diploma or transcripts if you are a graduate of a 4-year college but not a licensed teacher, or  
C. Verification (letter from advisor, class schedule or copy of statement showing tuition payment) that you are actively enrolled in an undergraduate program
2. Negative TB results (from risk assessment, skin test, or chest x-ray)
3. Completed tax withholding forms (W-4, VA-4)
4. Fingerprinting for FBI criminal history record search and a child protective services record search through the Virginia Department of Social Services
5. Two references (names listed on the application)
6. Employment eligibility verification (I-9) form
7. Child support withholding form

Once you have submitted all of the information indicated above, you will be eligible to attend an orientation session and have your name entered into the SubFinder system. During the orientation session, you will be given information on registering with the system and the options available to you. Also, your name will be placed on a county-wide list of available substitutes which is distributed to all principals. You must be 21 years of age to substitute in middle and high schools.

You are reminded that you are not limited to the area of your degree or teacher licensure, but may substitute at any level or grade. The district's practice is to fill math and science positions with substitutes who are certified or degreed in these areas. Also, if you wish to make changes to your file by adding or deleting subject areas or schools, you may do so by contacting the Personnel Office at 382-5125.

**Welcome to Montgomery County Public Schools!** We are pleased that you have expressed an interest in becoming a part of our school system through employment as a substitute teacher. The information in this booklet is an overview of the topics discussed at the orientation session.

### **Responsibilities of All Substitutes -**

1. Comply with all school, School Board, State Department of Education and State of Virginia regulations and laws
2. Deliver an effective instructional program
3. Participate in same duties as regular teacher - such as lunch, study hall and bus duty

### **Additional Responsibilities of Long-Term Substitutes -**

4. Plan lessons for classes assigned
5. Perform same duties associated with teaching as regular teacher - such as grading, maintaining student and school records, etc.
6. Perform assigned duties similar to other teachers, in accordance with school calendar *scheduled* workdays
7. Do NOT report on *un-scheduled* work days unless specifically requested to do so by principal.

You are reminded that you are not limited to the area of your degree or teacher licensure, but may substitute at any level or grade. Also, if you wish to make changes to your file by adding or deleting subject areas or schools, you may do so by contacting the Personnel Office at 382-5125.

**TO REMAIN AN ACTIVE SUBSTITUTE WITHIN MONTGOMERY COUNTY SCHOOLS, YOU MUST WORK A MINIMUM ONE DAY EACH MONTH OR A TOTAL OF FIVE DAYS EACH SEMESTER.**

## **Assignment of Substitute Teachers -**

Each building principal or his/her designee is responsible for making arrangements for substitute teachers through the SubFinder system. The school administrator may make arrangements for a substitute, who is working in their building, to sub on a future date. (This assignment must be entered into SubFinder by the school administrator.)

## **Reporting/Departing Times -**

Refer to the attached list of schools and their respective start times. You should plan to arrive at the school to which you've been assigned **30 minutes** prior to that school's start time. If you accept a 'last-minute' call and will not be able to report on time, you should call the school to give them your projected arrival time.

Although the closing times of schools vary, you are expected to stay the entire time (if you were scheduled to work a full day) regardless of when students leave. However, you are NOT required to perform any extra-curricular duties that may be part of the regular teacher's workday.

## **Snow Days -**

During the winter months, you should listen to the radio or television stations which carry news of school delays and school closings, or you can call **382-5102 for school closing information**. If the school opening has been delayed for 1 hour, you should plan to report at regular time; but if the school opening has been delayed for 2 hours, you should plan to report 1 hour later than regular reporting time.

When schools are closed early due to inclement weather, you will receive pay according to the hours worked. On days when schools are closed for a full snow day, your assignments are cancelled without pay.

## Salary and Payroll Information -

**Salary** Substitute teachers earn **\$78.78** per day  
Long-term substitutes earn **\$111.10** per day, beginning on the 16<sup>th</sup> consecutive day of the same assignment(effective 9/07/05)  
Substitute aides earn **\$9.85** per hour  
Homebound teachers earn **\$23.23** per hour  
Substitute Nurses earn **\$22.73** per hour

**Taxes** Completed W-4 and VA-4 tax forms are required.

**Sign In** When entering one of our locations, report to the office to sign in. Use your **full legal name** on the sign-in sheets. We suggest that you keep a log of days you have worked, including name of school, name of teacher, and if assignment was full or half day. (Substitute are hired for a full day - 7.5 hours - or a half day - 3.75 hours. There is no variation in either of these time blocks.)

**Payday** Payday is the last working day of the month. Work performed in one calendar month will be paid at the end of the next month. (See payroll schedule)

**Assist Us** Please double-check all information on your direct deposit voucher including your name, address and social security number.  
Changes or corrections should be sent to the Payroll Office and must be in writing.

**Direct Deposit** Direct deposit is required for all employees.

Please call the Payroll Office at **381-6189** with any questions about direct deposit or payment for days worked.

**NOTE:** Substitutes are covered by Worker's Compensation. Any accident should be reported immediately to the principal or his/her designee.

## ELEMENTARY SUBSTITUTES

Following are suggestions to assist you if you are called to substitute in one of our elementary schools:

1. Your responsibility to the principal:
  - A. Report to the office when you arrive at the school
  - B. Discuss with the principal, administrative assistant or school administrator such matters as:
    - 1) Keeping attendance
    - 2) Attendance at faculty meetings
    - 3) Bell schedule
    - 4) Fire drill procedures - Take Role Book with you
    - 5) Special events - assemblies, programs, films, etc.
    - 6) Extra supplies - where are they kept, procedures for obtaining
    - 7) Incidences that take place that are of significance (i.e. serious discipline issues or student health concerns) need to be reported
2. Your responsibility to the teacher:
  - A. Do your best to follow the plans left by the teacher
  - B. (1) Contact the administration and/or your fellow teachers (a teacher who is similarly assigned i.e. another third grade teacher) and ask their advice if the plans are unclear or you need to alter the plans  
(2) If you alter the plans or omit a subject report this to the teacher
  - C. See that all assigned work is completed insofar as possible
  - D. Leave a note for the teacher if you alter the plans
  - E. Correct papers, workbooks, or other written work, if possible. If not possible, leave a note of explanation for the regular teacher
  - F. Leave a report of work covered and incidents that the regular teacher should know about
  - G. Follow the same schedule as the regular teacher - arrival, throughout the day and departure

## **SECONDARY SUBSTITUTES (Must be 21 years of age or older)**

Following are some of the major responsibilities of the substitute teacher to the regular teacher and to the school administration as well as some information and materials you can expect to be provided to you when you substitute in one of our secondary schools:

You may expect the regular teacher to provide:

1. An up-to-date seating chart for each period
2. Plans with sufficient detail to permit you to proceed
3. Names of pupils having specific, assigned responsibilities within the classroom
4. Indication of any major problems with respect to specific individuals or groups (may be furnished by the principal or teacher)
5. A clear explanation of any extra responsibilities that may go with the assignment
6. An outline of general procedures for reports or pupil accounting
7. A clear explanation of where to seek assistance for any type problem
8. Incidences that take place that are of significance (i.e. serious discipline issues or student health concerns) need to be reported

The classroom teacher expects you to:

1. Follow the provided plans as closely as possible
2. Ensure that all assigned work is completed insofar as possible
3. Leave a note if plans are altered
4. Correct papers or other assigned work, if possible
5. Leave a report of the work covered and any incidents the teacher should be made aware of
6. Leave a copy of any advance assignments made
7. Follow the same schedule as the regular teacher - arrival, throughout the day, departure

**At either the elementary or secondary level, we assure you of the following:**

1. Acceptance in any building as "one of the family" during your stay with us
2. Assistance from us in matters in which it is needed or desired
3. Variety and no dull moments as you work with our youth
4. Rewards that come from watching young people learn and grow
5. Thanks from all of us for your willingness to undertake this difficult, but essential task!

TITLE: Substitute Teacher

QUALIFICATIONS:

- Persons who hold a baccalaureate degree from an accredited institution of higher learning or who are enrolled in a full-time four (4)-year program leading to a baccalaureate degree shall be eligible to substitute teach on a daily basis. A substitute teacher who teaches continuously in excess of sixty (60) days must hold a valid Virginia teaching license.
- Substitute teachers must have completed sixty (60) college semester credit hours or ninety (90) quarter credit hours to substitute teach in Montgomery County elementary schools. Substitute teachers must have completed sixty (60) college semester hours and be at least twenty-one (21) years of age to teach in Montgomery County middle and high schools.

REPORTS TO: Building Principal

JOB GOAL: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Report to the building principal (or school administrative assistant) upon arrival at the school building.
2. Review with the principal, department head or team leader all plans and schedules to be followed during the teaching day.
3. Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he is assigned.
4. Teach the lesson outlined and described in the substitute teacher's guide as prepared by the absent teacher.
5. Consult with the building principal, department head or team leader before initiating any teaching or other procedures not specified in the substitute teacher's guide.
6. Assume responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Report in writing, on the form provided by the school's administrative assistant, the day's activities at the conclusion of each teaching day.
8. Follow all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: Ten (10) months (as needed basis.) Salary established by School Board.

EVALUATION: Evaluation of performance will be in accordance with provisions of School Board policy.

Adopted: April 2004  
Revised: September 2005

# **CLASSROOM MANAGEMENT SKILLS**

for

## **SUBSTITUTE TEACHERS**

Guideline One: **BE PREPARED**

Four Ways to Be Prepared:

1. Arrive early
2. Obtain needed administrative information
3. Scout the classroom
4. Locate needed teaching materials

Guideline Two: **TAKE CHARGE OF THE CLASSROOM**

Three Ways to Take Charge:

1. Start the class decisively
2. Take role efficiently
3. Give directions concisely

Guideline Three: **CLARIFY EXPECTATIONS REGARDING STUDENT CONDUCT**

Four Ways to Clarify Expectations:

1. Use a classroom discipline plan
2. Give specific directions about desired behavior
3. Give specific feedback about actual behavior
4. Circulate frequently around the classroom

Guideline Four: **COMMUNICATE THE SIGNIFICANCE OF LEARNING**

Four Ways to Communicate the Significance of Learning:

1. Minimize time spent on procedural matters
2. Require student attention and participation
3. Provide feedback to students about their work
4. Provide closure at the end of class