

# **SUBSTITUTE HANDBOOK**

**2019-2020**

**Montgomery County  
Public Schools**



**ENGAGE  
ENCOURAGE  
EMPOWER**

# **WELCOME**

Welcome to Montgomery County Public Schools! We are pleased that you have expressed an interest in serving students by becoming a part of our school system through employment as a substitute.

## **GENERAL INFORMATION ABOUT MONTGOMERY COUNTY PUBLIC SCHOOLS 20 SCHOOLS SERVING 9800 STUDENTS**

### **Elementary Schools**

#### **Grades K-5**

Auburn Elementary, Belview Elementary, Eastern Montgomery Elementary, Falling Branch Elementary, Gilbert Linkous Elementary, Harding Avenue Elementary, Kipps, Elementary, Margaret Beeks Elementary, Price's Fork Elementary.

#### **Grades K-2**

Christiansburg Primary

#### **Grades 3-5**

Christiansburg Elementary

### **Middle Schools**

#### **Grades 6-8**

Auburn Middle School, Blacksburg Middle School, Christiansburg Middle School, Shawsville Middle School

### **High Schools**

#### **Grades 9-12**

Auburn High School, Blacksburg High School, Christiansburg High School, Eastern Montgomery High School

### **Alternative School**

Montgomery Central- located at 208 College St., Christiansburg, VA 24073. Montgomery Central combines ISS (a school with approximately 6 faculty members) for students in grades 6-12 who function better in a small environment, Rivendell, and the Phoenix Center.

Students must apply to attend the alternative schools.

**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
**Christiansburg, Virginia**  
**Official Job Description**

JOB TITLE: Substitute Teacher	SALARY SCALE: Substitute Teacher Salary Scale
LOCATION: Various	FLSA STATUS: Exempt
REPORTS TO: Director or Principal	TERMS OF EMPLOYMENT: Daily as needed

GENERAL DEFINITION OF POSITION:

The Substitute Teacher works with administrators, teachers, and other school staff to enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular classroom teacher.

LICENSURE, EDUCATION, AND EXPERIENCE:

Licensure/Certifications:

- Virginia teaching license required for long-term substitute or homebound substitute teacher positions

Education:

- 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 ninety (90) 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.

Experience:

- Functional knowledge of commonly used office equipment and work-flow technologies
- Effective verbal and written communication skills
- Ability to maintain an unquestionable degree of confidentiality
- Ability to multi-task, work with interruptions, and work under pressure
- Ability to be dependable and punctual

ESSENTIAL FUNCTIONS:

- Report to the building principal (or school administrative assistant) upon arrival at the school building.
  - Review with the principal, department head or team leader all plans and schedules to be followed during the teaching day
  - Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he is assigned
  - Teach the lesson outlined and described in the substitute teacher's guide as prepared by the absent teacher
  - 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
- Assume responsibility for overseeing pupil behavior in class and during lunch and recess periods
  - Report in writing, on the form provided by the school's administrative assistant, the day's activities at the conclusion of each teaching day
  - Follow all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates
  - Must possess physical and mental capability for the sole supervisory responsibility of public school students

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to sit, stand, walk, bend, squat, kneel, twist, and reach for extended periods of time
- Ability to communicate effectively- use of expressive and receptive skills
- Lift or carry materials up to 30 pounds
- Ability to maintain composure during stressful situations
  - Must possess physical and mental capability for the sole supervisory responsibility of public school students
  - Computer- handheld devices, word processing, internet, and software programs inherent to the curriculum
- Smartboard

EVALUATION

The Substitute Teacher is not evaluated on the standard performance appraisal evaluation implemented by Montgomery County Public Schools.

OSHA  
STATEMENT

The Substitute Teacher does not typically handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

ADA STATEMENT

The employer will make reasonable accommodations to enable individuals with disabilities to perform essential job functions in compliance with the Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III.

*This job description is not to be considered all-inclusive and is subject to modification as duties and responsibilities change with business necessity.*

DATE APPROVE : 07/2013	DATE(S) AMENDED:
APPROVED BY: Director of Human Resources	

**SUBSTITUTE HIRING PROCESS**

Once you have applied to the substitute posting, your application will be screened for the next substitute orientation. Applicants are selected based on the needs of the school division. If you are selected you will be invited to self-schedule a background check with the Human Resources, at the time of the background check appointment, you will be given hiring paperwork. Once approved by the MCPS School Board, you will be invited to attend a hiring paperwork appointment as well as an orientation session. You will be notified by e-mail throughout the process.

During the orientation session you will be given information on Frontline, the division substitute system, and the options available to you. Every attempt is made to make you active in the various systems (payroll, Frontline and notification of technology staff), within five days following the orientation date if paperwork is complete. You will be given an approximate start date. Your name will be placed on a county-wide list of available substitutes which is distributed to all principals. You must be 21 yrs. of age to substitute in middle and high schools.

As a reminder, you are not limited to substituting only in the area of your degree or teacher licensure but may substitute at any level or grade (Only in Elementary for those substitutes who are 21 years of age or younger).

The division's practice is to fill math and science positions with substitutes who are certified or credentialed 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 382-5100 (Ext. 1070).

**REMINDER: TO REMAIN AN ACTIVE SUBSTITUTE WITHIN MONTGOMERY COUNTY SCHOOLS, YOU MUST WORK A MINIMUM OF TEN DAYS PER ACADEMIC YEAR. Note: This number is prorated based on hiring date.**

### **ADDITIONAL EMPLOYMENT OPPORTUNITIES**

**NRV Detention Home** positions are also available as the detention center is also one of the division's schools. Should you be interested in serving that population, an additional training is required.

**Teacher Aide** positions become available throughout the year, so we accept online applications for those positions anytime.

**Long-Term Substitutes** are generally selected from the substitute teacher pool. Schools have needs for this position throughout the school year.

**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 Angela Carr at 382-5100 (Ext. 1070).

### **SALARY & PAYROLL INFORMATION**

#### **Substitutes:**

Administrator \$ 188.79/day

Instructional Aide \$ 11.07/hour

Instructional Aide (6.5hrs/day) \$ 71.96

Teacher w/o Degree (7.5hrs/day) \$ 83.00

Teacher w/ Degree (7.5hrs/day) \$ 110.00

Teacher (long-term) (7.5hrs/day) \$ 137.00

*All other substitutes will be paid at step 0 of the appropriate classified or professional pay grade*

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

Sign In At School:    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. (Substitutes 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                      Pay day 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)

Direct Deposit            Direct deposit is required for all employees.

Employee Self            See next page  
Service

Please call the Payroll Office at 382-5100 (Ext. 1073, 1074, or 1075) 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.

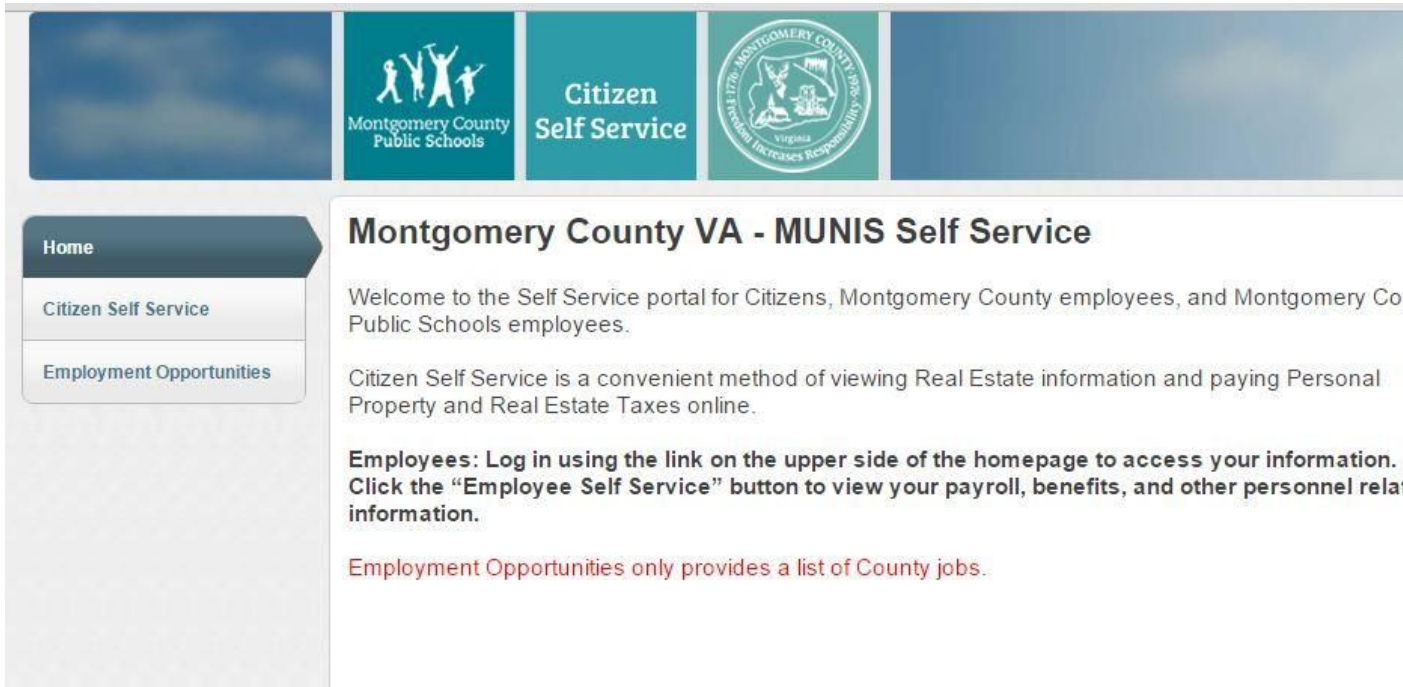
## **EMPLOYEE SELF SERVICE (ESS) LOGIN INSTRUCTIONS**

You can now access your pay stub – including deduction information – online. You will no longer receive a paper pay stub from the Payroll Department. Paper pay stubs may be printed through the Employee Self Service system. Follow the directions below to log in to ESS.

To log on to Employee Self Service, visit <https://mss.montva.com>

Click on “Log In” in the top right corner of the page.





### First time login – reset password

To log in as an Employee to access ESS, you will first click on the Log In link in the top right corner of the above screen. After clicking the login button, the following login screen will appear.

**User name:** Employee’s last name and then first initial - Example (smithj) for John Smith

**Password:** Last four digits of your social security number

The image shows a login form with a light blue border. It contains two text input fields: the first is labeled 'User name' and the second is labeled 'Password'. Below the 'User name' field is a blue underlined link that says 'Forgot your password?'. To the right of the 'Password' field is a blue button with white text that says 'Log in'.

After entering the assigned username, a Password will need to be entered. The first time you log in, by default, your initial password will be the last four digits of your social security number. After entering the initial password and selecting Log In button, you will be taken to a screen to change your password to one of your choice.

**Before proceeding you must change your password.**

Current password	<input type="text"/>
New password	<input type="text"/>
Password strength	Unacceptable
Confirm new password	<input type="text"/>
New password hint	<input type="text"/>

As you enter a New Password, the Password Strength will change from Unacceptable to Acceptable. Once the required length and type characters have been entered, based on the parameters set by the Administrator for a valid and acceptable password, your new password will be accepted.

**Before proceeding you must change your password.**

Current password	••••
New password	••••••••
Password strength	Acceptable
Confirm new password	••••••••
New password hint	Nickname twice no space

You will be required to enter a New Password Hint that will be stored and e-mailed to you should you forget your password and need assistance.

When you have entered a valid New Password and New Password Hint and selected Change, a window will appear to confirm that password has been successfully changed.

**Your password has been successfully changed.**

Once you have logged into the site you will be taken to the main screen below. To access the employee self-service, click the “Employee Self-Service” button.

The screenshot shows the Montgomery County VA - MUNIS Self Service portal. At the top, there are logos for Montgomery County Public Schools, Citizen Self Service, and the Montgomery County seal. Below the navigation menu, the main content area is titled "Montgomery County VA - MUNIS Self Service". It includes a welcome message, a description of Citizen Self Service, and instructions for employees. A red circle highlights the "Employee Self Service" button in the navigation menu.

**Home**

**Employee Self Service**

**Employment Opportunities**

## Montgomery County VA - MUNIS Self Service

Welcome to the Self Service portal for Citizens, Montgomery County employees, and Montgomery County Public Schools employees.

Citizen Self Service is a convenient method of viewing Real Estate information and paying Personal Property and Real Estate Taxes online.

**Employees:** Log in using the link on the upper side of the homepage to access your information. Click the “Employee Self Service” button to view your payroll, benefits, and other personnel related information.

*Employment Opportunities only provides a list of County jobs.*

### **SUBSTITUTE RESPONSIBILITIES**

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

Following are suggestions to assist you if you are called to substitute

#### **Your responsibility to the principal:**

1. Report to the office when you arrive at the school
2. Discuss with the principal, administrative assistant or school administrator such matters as:
  - A. Keeping attendance
  - B. Attendance at faculty meetings
  - C. Bell schedule
  - D. Fire drill procedures- Take Role Book with you
  - E. Special events- assemblies, programs, films, etc.
  - F. Extra supplies- where are they kept, procedures for obtaining
  - G. Incidences that take place that are of significance (i.e. serious discipline issues or student health concerns) need to be reported

#### **The teacher's responsibility to the substitute**

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. Incidences that take place that are of significance (i.e. serious discipline issues or student health concerns) need to be reported

**Your responsibility to the teacher:**

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 work covered and incidents, so that the teacher is aware upon return.
6. Leave a copy of any advance assignments made
7. Follow the same schedule as the regular arrival, throughout the day and departure

**CLASSROOM MANAGEMENT GUIDELINES**

**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

#### **FRONTLINE SUBSTITUTE JOB NOTIFICATION SYSTEM**

Frontline is the division's cloud based substitute system. This system was introduced to our substitutes and employees for the start of the 2015-2016 school year.

We make every effort to put your name into the system within five working days after all of your employee paperwork is completed and you have attended an orientation session. Please do not request to begin working prior to this time. Your handbook includes the Substitute Quick Start Guide for Frontline. Please refer to this guide to use the system by logging in from the web or for calling Frontline.

Please contact the Personnel Office at 382-5100 (Ext. 1070), if all of your information has been turned in and you believe your name should be in the system.

There are several ways to secure substitute job openings. You have the ability to look for available jobs by logging in to Frontline, you can and/or will be called by Frontline for jobs, or you may be contacted directly by a teacher or administrator for a job.

You will only see jobs in Frontline for which you are qualified and only for locations where you have selected to work. To log in to Frontline, type [www.frontlinek12.com/Frontline](http://www.frontlinek12.com/Frontline) in your web browser's address bar. Enter your ID number and PIN, and then click Login. To call Frontline, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN (followed by the # sign).

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.

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

**SUGGESTIONS:**

Call the system or log in 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.

If you receive a call from Frontline and do not wish to be called again that day, you will be given options to do so. **Please be careful to not push the option to never be called again.**

You may enter non-work days in Frontline if there are particular days or date ranges that you are unavailable accept jobs. Please enter the reason. Also, please notify Angela Carr in Personnel at 540-382-5100 (Ext. 1070) or by e-mail [angelacarr@mcps.org](mailto:angelacarr@mcps.org) if you will be unavailable to work for an extended period of time.

If you need to make changes to the information that is on file and in the system, i.e. name, address, phone number, subjects/grades or schools where you are willing to serve, please contact our office 382-5100 (Ext. 1070). We will update the information. Please note, that changes of address must be submitted in writing. Also, name changes can only be made when you present a new Social Security Card in person at the Human Resources office.

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 Frontline. This allows principals to assign you in Frontline for a particular job.

**Please Note -**

If you have accepted a job, which is later cancelled, Frontline will notify you.

If you need to cancel a job that you have accepted, you must

1. **Cancel in Frontline**

## 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. It is acceptable to accept the assignment in Frontline 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 to inform you that they are putting you on their “do not use” list. Being placed on a school’s “do not use list” will not preclude you from being called for substitute assignments at other locations. However, notifications from several schools will prompt a review by the Director of Human Resources and may result in permanent removal from the substitute employee pool. In this event, your Frontline account will be disabled and a written notification will be sent to you.





# Absence Management

## SIGNING IN

Type [aesonline.com](http://aesonline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

## RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).

Date	Time	Duration	Location	Filter
Mon, 4/30/2018	11:00 AM - 6:00 PM	half day	Victoria County School District Victoria County Community Schools	<input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept

## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for

other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**








If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



# Map for Directions to MCPS Schools




**BLACKSBURG**

Home of the Virginia Tech Hoops, the town is the second largest in Virginia and frequently cited as a great place to live, raise a family, start a small business, or retire. The impressive Moss Arts Center and historic Lyric Theater host arts and cultural events, downtown offers an array of dining and shopping venues, and numerous parks and greenways will keep outdoors enthusiasts happy.

-  **Blacksburg High**  
3401 Erar Lane  
Blacksburg, VA 24060
-  **Blacksburg Middle**  
3109 Fries Fork Road  
Blacksburg, VA 24060
-  **Gilbert Linkous Elementary**  
313 Toms Creek Road  
Blacksburg, VA 24060
-  **Harding Avenue Elementary**  
429 Harding Avenue  
Blacksburg, VA 24060
-  **Kipps Elementary**  
2301 Fries Fork Road  
Blacksburg, VA 24060
-  **Margaret Beeks Elementary**  
779 Airport Road  
Blacksburg, VA 24060
-  **Price's Fork Elementary**  
4021 Fries Fork Road  
Blacksburg, VA 24060






**EASTERN MONTGOMERY COUNTY**

This rural agricultural community is a traveler's delight. The area is located halfway between Christiansburg and Salem, tucked between mountains and valleys along the Roanoke River. At the heart of the community is the Meadowbrook Center, which includes a library, a branch of the Montgomery Museum, a weekly farmers market, and a YMCA with a pottery studio. Each August crowds flock to the EastPond Tomato Festival and celebrate the tasty summer fruit with music, art contests, and cooking competitions.

-  **Eastern Montgomery High**  
4695 Crozier Road  
Elliston, VA 24087
-  **Shewsville Middle**  
4179 Old Town Road  
Shewsville, VA 24152
-  **Eastern Montgomery Elementary**  
4580 Eastern Montgomery Ln  
Elliston, VA 24087






**CHRISTIANSBURG**

This diverse and vibrant town is the fourth largest in Virginia. The beautiful and impressive Harkader Sports Complex and Christiansburg Aquatic Center, along with the Christiansburg Community Center, Frog Pond, and Hackberry Trail, provide ample energy outlets. Quaint downtown Christiansburg and Cambria offer unique art and dining options, while the New River Valley Mall area meets all your regular shopping needs.

-  **Christiansburg High**  
100 Independence Blvd  
Christiansburg, VA 24073
-  **Christiansburg Middle**  
1253 Beffalo Drive, NW  
Christiansburg, VA 24073
-  **Christiansburg Primary**  
240 Betty Drive  
Christiansburg, VA 24073
-  **Belview Elementary**  
2187 Peppers Ferry Road  
Radford, VA 24141
-  **Falling Branch Elementary**  
735 Falling Branch Road  
Christiansburg, VA 24073

**AUBURN**

Surrounded by rolling hills and farmland, this rural community is just 20 miles from the Blue Ridge Parkway. Nearby Honestee Farm hosts frequent square dances, and Sirkland Farms offers music, nature experiences, and the region's largest pumpkin festival each October. Not far from Christiansburg, Radford or Foyt, you can enjoy the country without sacrificing access to town.

-  **Auburn High**  
1650 Auburn School Drive  
Riner, VA 24145
-  **Auburn Middle**  
4153 Riner Road  
Riner, VA 24149
-  **Auburn Elementary**  
1740 Auburn School Dr.  
Riner, VA 24149
-  **Christiansburg Elementary**  
160 Wadis Lane  
Christiansburg, VA 24073
-  **Montgomery Central**  
208 College Street  
Christiansburg, VA 24073