



## 2022-2023 Substitute Employee Handbook

On behalf of the Butler and Warren County Educational Service Centers and the Southwest Ohio Council of Governments (SWO-COG), we would like to recognize that you are a vital part in supporting our local school districts.

The Southwest Ohio Council of Governments (SWO-COG) employs substitute teachers for Butler and Warren County school districts. The Warren County Educational Service Center and the Warren County Commissioners created it in 2012. Warren County Educational Service Center is contracted by SWO-COG to act as the fiscal agent, including payroll, and human resources services. Both Warren and Butler County Educational Service Centers provide employment onboarding, substitute training, and Frontline / Absence Management services for SWOCOG.

The services and good work that you perform as a substitute are highly valued, as you have the ability to make a positive contribution to the work of our school districts. By agreeing to serve as a substitute, you have indicated acceptance of full professional responsibility for the tasks which you are assigned. Through your work with our school districts, you have agreed to abide by their policies, rules, and regulations as part of every assignment you accept.

Please read this handbook carefully in order to become acquainted with SWO-COG Consortium policies. You are required to acknowledge the Substitute Employee Handbook to indicate you have read and understand the information and terms as presented in this handbook every year through Public School Works.

The information in this handbook is not exhaustive, but is intended to assist you with general policies. If you need specific information for a particular school district, please contact the district directly.

From all of us here at the Butler and Warren County Educational Service Centers we extend our best wishes for your success as a substitute and thank you for your interest in assisting young people in becoming skilled, competent and caring citizens.

Sincerely,

A handwritten signature in blue ink that reads 'Chris R. Brown'.

Chris Brown  
Superintendent  
Butler County Educational Service Center

A handwritten signature in blue ink that reads 'Tom Isaacs'.

Tom Isaacs  
Superintendent  
Warren County Educational Service Center

## Employment Information for Substitutes

### Absence Management (formerly Aesop)

Southwest Ohio Council of Governments (SWO-COG) uses Absence Management, an automated substitute placement service, provided by Frontline Placement Technologies for K-12 School districts.

### Licensure

In order to receive compensation for teaching in the State of Ohio, you must have a current teaching license or substitute license. A copy of the credential must be provided as part of the SWOCOG substitute onboarding and annual "Intent to Return Process." A copy of the license will be kept on file in the offices of the SWO-COG, which is located at the Warren County Education Service Center. Failure to renew a teacher credential, substitute license, or background check will automatically disqualify an individual from serving as a substitute employee in our schools.

Substitute and Credentialed Teachers licenses are issued by the Ohio Department of Education. It is the responsibility of employee to keep required documents up to date. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan (IPDP) and do not work through the Local Professional Development Committee (LPDC).

### ODE –Substitute Teaching License - with 3+ Fields

**SUBSTITUTE TEACHING LICENSE (1 Year or 5 Year)**, there are 3+ fields and subs will select the teaching field(s) based on their post-secondary degree(s) they hold. Instead of ODE looking at the content hours as in the past, it will be based on the person's degree now.

Post-secondary degree in Education:

**1) Issued with a teaching field of Education Degree - Unlimited subbing**

- a. Valid for daily substitute teaching in any subject or grade level.
- b. Valid for teaching unlimited days in a specific class in any subject or grade level.

Post-secondary degree in a subject **related** to an area of licensure:

**2) Issued with a teaching field in a designated subject area related to the post-secondary degree (e.g., *Integrated Mathematics*.)**

- a. Valid for daily substitute teaching in any subject or grade level.
- b. Valid for teaching **unlimited days in the designated subject area in any grade level.**
- c. Valid for teaching **up to one semester (60 days) in a specific class IN OTHER SUBJECTS.**

**LIMITATION:**

If the same assignment goes beyond one semester (60 days), the SWO-COG Board will determine and can approve additional subsequent semesters in the same classroom. The SWO-COG Board's approved and signed document will be placed in the sub's personnel file.

Post-secondary degree in a subject **unrelated** to any area of licensure:

**3) Issued with a teaching field of General Substitute Teaching**

- a. Valid for daily substitute teaching in any subject or grade level.
- b. Valid for teaching **up to one semester (60 days) in a specific class AT ANY GRADE LEVEL.**

**LIMITATION:**

If the same assignment goes beyond one semester (60 days), the SWO-COG Board will determine and can approve additional subsequent semesters in the same classroom. The SWO-COG Board's approved and signed document will be placed in the sub's personnel file.

Substitutes holding a current **short term substitute license** or a **long term substitute license** are permitted to substitute **for long term assignments up to 60 consecutive days in the same classroom (subject area/grade level)**, no matter what type of license subject area/grade level they currently hold.

**On Day 61**, of any consecutive long term assignment in the **same classroom (subject area/grade level)**, the substitute must then hold either a **current long term substitute license or teaching license/certificate** with the **same subject area/grade level** as **what is on the teacher's credentials**. If not, then the SWO-COG **may not be able to** pay the substitute for any day(s) worked past Day 60, during the long term assignment, depending on the licensure.

### Criminal Background Checks

Every person working in an education setting in the State of Ohio is required to submit to a background check. Background checks include both a BCII (*Bureau of Criminal Identification and Investigation*) and FBI (*Federal Bureau of Investigation*). The Ohio Department of Education (*ODE*) will not issue any credential until the mandatory background checks have been completed and sent electronically. Background checks may be completed at either Butler County ESC or Warren County ESC.

### Non-Discrimination Statement

The SWO-COG consortium does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, genetic information or age in its programs and activities, including employment opportunities.

The SWO-COG HR Director shall serve as compliance officer whose responsibility it will be to ensure that our agency complies with Federal and State regulations. Complaints of workplace discrimination may be submitted to the SWO-COG HR Director who will, for SWO-COG employees process the complaint, and for all other employees refer the complaint to the appropriate district of assignment personnel.

### Attendance

Substitutes are required to arrive on time and remain in the building until the end of the workday as listed in Absence Management for that assignment. Arriving late or leaving early from an assignment could result in a reduction of pay and/or one's removal from the Absence Management system.

### Appearance

All substitute staff members are required to serve as role models for students and co-workers with regard to dress and grooming.

The SWO-COG retains the authority to address apparel and grooming guidelines and/or individual staff members where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the SouthWest Ohio Council of Governments its member districts and/or agencies and/or their programs.

## Payroll

The SWO-COG processes substitute pay for all school districts through direct deposit. This will require substitutes to have a valid checking and/or savings account with an accredited financial institution. We also require a personal e-mail address in order to access payment notification through the **Employee Kiosk** system, <https://kiosk.mcoecn.org/apex/f?p=185:LOGIN:5356915723854:::>, This system allows to update personal information, view/print direct deposit notices, and W2's.

Subs can log on to the SWO-COG's website, <https://www.bcesc.org/apps/pages/swo-cog/current-subs>, under header, Additional Information to print off the annual **SWO-COG Pay Date Schedule** for the school year. Questions regarding payroll and all employment verifications should be directed to the **Payroll Department of the SWO-COG at Warren County ESC: Julie Blackburn at (513) 695-2900, Ext. 3070** or [julie.blackburn@warrencountyesc.com](mailto:julie.blackburn@warrencountyesc.com).

## Personal Information

At any time while substitutes are employed by the SWO-COG, if any of the substitutes' personal information changes, such as last name, address, phone number or email address, the substitute will log in to their **Employee Kiosk** account and update the information under **Employee Profile; Request Profile Data Changes** at: <https://kiosk.mcoecn.org/apex/f?p=185:3:12085441280133:::>

## Taxes

The SWO-COG is only required to withhold Federal, State and School district taxes. In general, we are not required to withhold municipal income taxes for the various municipalities where the schools you may serve are located. There are rare circumstances where we are required to withhold those taxes. The COG has procedures in place to identify when those circumstances occur and we notify employees whenever municipal income taxes for various localities must be withheld.

## Retirement Systems

Substitute teachers are required to become members of the State Teacher Retirement System (STRS). Additional details regarding STRS are on the web at [www.strsoh.org](http://www.strsoh.org).

If at any time throughout the year, a SWO-COG substitute teacher requests to withdraw his/her funds out of STRS, a letter of resignation from the substitute is required to "sever" employment and must be sent to Julie Blackburn, [julie.blackburn@warrencountyesc.com](mailto:julie.blackburn@warrencountyesc.com), at WCESC. The sub's Absence Management account will be made "inactive" for a minimum 60 days and the written documentation will be placed in the sub's personnel files. If the substitute chooses to return to substitute teaching through the SWO-COG, they will need to go through the **Request to Be Reactivated** process which is detailed on the Butler County ESC website at: <https://www.bcesc.org/apps/pages/inactive-subs>.

## Canceling Assignments/Illness/Emergencies

Substitutes may cancel jobs they have accepted if done prior to the cutoff time (*as listed for each district in the section labeled School District and Building Information*). Substitutes do not have the option to cancel jobs they have accepted if the cutoff time has passed (*as listed by the district in the School District and Building Information*). Substitutes needing to cancel jobs after the cutoff time cannot cancel the job using the Absence Management system. This includes those needing to cancel due to illness or emergency. In these circumstances, the substitute must contact the Building

Principal or Building Secretary at the building the substitute is cancelling. A reason must be given to the Building Principal or Building Secretary as to why you wish to cancel the job.

Sometimes when a substitute arrives to a building for his/her accepted assignment, the Building Secretary has cancelled/removed the assignment because the building no longer needs the substitute's services in that assignment. The Building Secretary may offer him/her another assignment in the building or in another building in the district. The substitute may decide if he/she wants to accept the offered assignment(s) or not. If the substitute does not want to accept the assignment(s) offered, a quarter-day vacancy must be created and assign him/her to this vacancy.

### Job Shopping

When a substitute accepts a job in the Absence Management system, it is an expectation that he/she will report for that assignment. Choosing to cancel an assignment in order to accept another assignment is considered **Job Shopping**, and is not an acceptable practice.

Please be advised that if found Job Shopping within the Absence Management system, you may be excluded as a substitute from a building, several buildings, or a district as a whole. It is not considered Job Shopping if a principal or other administrator arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s). You will not be penalized for these re-assignments. Absence Management Account Responsibility

Substitutes in the Absence Management system, under the direction of the Southwest Ohio Council of Governments, are prohibited from accessing the Absence Management system to look for available jobs while currently working an assignment within a district. The exception to this your lunch bell and if you have not been assigned to sub in a classroom during your plan bell.

Please keep all user ID's, passwords, and PIN's used to access any of the SWOCOG systems private, confidential, and secure. Allowing others to access your accounts could result in further disciplinary action up to termination.

### Staff Meetings

Substitute employees should follow the schedule of the person for whom they are substituting. Substitutes are expected to find out from district administration whether or not they should attend meetings and take notes to leave for the staff member.

### Web Alerts/School Delay & Closing Information

Web Alerts are a way of posting important information out to all active substitutes within the system such as school year reminders, contact information for each district's Absence Management administrator, warnings and/or school delay/closing information.

From time to time, Absence Management administrators post "Web Alerts" on Absence Management. When you log into Absence Management a Web Alert may appear on your home page. Each Web Alert has a "posted" date included with it so you know when the message was placed in the system. Below is an example of a posted Web Alert...

**Example:** "The Lakota Local Schools are operating on a 2-hour delay Thursday, May 20th due to Curriculum In-service."

In the event of inclement weather, it is the responsibility of the substitute to check for school updates. If you think a calamity day or delayed start time may occur please refer to television, radio, internet, district websites, or other communication methods for updates and announcements.

If the building in the district where you are scheduled to work is on a delay, report for your job assignment at the appropriate time after the delay. If the building in the district where you are scheduled to work is closed, do not report for work.

You are not compensated for the time of the delay or for a “closed” day, only the actual hours worked will be compensated.

### Payroll Rates

Substitute Teachers are paid a daily rate in quarters days based on 2 hour increments. The rates are determined by the districts. The rate can be located on our website.

### SWO-COG School District Web Sites:

#### **Butler County:**

Butler County Educational Service Center

(Alternative Program, Pre-school Special Ed, Pre-School Head Start): [www.bcesc.org](http://www.bcesc.org)

Butler Tech: <http://www.butlertech.org>

Edgewood City Schools: <https://www.edgewoodschools.com/>

Fairfield City Schools: <http://www.fairfieldcityschools.com/>

Hamilton City Schools: <http://www.hamiltoncityschools.com/>

Lakota Local Schools: <http://www.lakotaonline.com/>

Madison Local Schools: <http://www.madisonmohawks.org/>

Middletown City Schools: <http://www.middletowncityschools.com/>

Monroe Local Schools: <http://www.monroelocalschools.com/>

New Miami Local Schools: <http://www.new-miami.k12.oh.us/>

Ross Local Schools: <http://www.rossrams.com/>

Talawanda Schools: <http://www.talawanda.org>

#### **Warren County:**

Carlisle Local School District: <http://www.carlisleindians.org/>

Franklin City School District: <http://www.franklincityschools.com/>

Kings Local School District: <https://www.kingslocal.net/>

Lebanon City Schools: <https://www.lebanonschools.org>

Little Miami Local Schools: <http://www.littlemiamischools.com>

Springboro Community City School District: <http://www.springboro.org/>

Warren County Educational Service Center / SWOCOG Paraprofessionals District

(Pre-School, Special Ed, Alternative Programs): <http://www.warrencountyesc.com>

Warren County Vocational School District: <http://www.mywccc.org>

Wayne Local School District: <http://www.wayne-local.com>

### Student Discipline

Substitute teachers are responsible for control of classes. Corporal punishment is prohibited by school district policy.

Substitute teachers are encouraged to seek assistance from the principal or another teacher as it is needed.

**SPECIAL NOTICE:** *Please be advised that in districts where standing for and participating in the Pledge of Allegiance is not required, the SWO-COG substitutes will follow the districts rules.*

### Information from the Classroom Teacher

The following materials will be made available to you by the classroom teacher when possible:

- Lesson plans showing day's work to be accomplished
- Seating Chart
- Teaching manuals and desk copies of texts
- Schedule
- Any special classroom rules

### First-Aid, Safety and Health

As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher. If a fire drill or tornado drill occurs while you are on duty, please follow the classroom teacher nearest to your room to the proper exit.

### Universal Precautions

Most approaches to infection control are based on a concept called Universal Precautions. Universal Precautions require that you consider every person, all blood and most body fluids to be a potential carrier of infectious disease. Using Universal Precautions resolves this uncertainty by requiring you to treat all human blood and body fluids as if they were known to be infected with HIV, HBV or other blood borne pathogens. You can't identify every person who may transmit infection. Yet you cannot afford to fail to take every precaution, since it takes just one exposure to become infected. Federal law requires that all substitutes have Universal Precautions – Blood Borne Pathogen training annually. (OSHA Standard 29 CFR 1910.1030) The SWO-COG provides this training through an on-line program. Please refer to: <https://www.bcesc.org/apps/pages/swo-cog/current-subs>, under **Annual Training**, for information on this online training, **Public School Works**.

## Communicable Diseases

It is very common for children and adults to become ill in a childcare setting. However, there are a number of steps childcare providers and staff can take to prevent or reduce the incidents of illness among children and adults in the childcare setting.

Communicable disease is an illness caused by an infectious agent that is transmissible by direct contact with an infected individual, an infected individual's bodily fluids, or by indirect means (*as by a vector, such as a mosquito*). Therefore, we have worked with our local Health Departments to ensure we are doing everything possible to control the spread of communicable disease in our programs. This includes, but is not limited to:

- Daily health check for students;
- Daily cleaning of classrooms and buildings;
- Strict handwashing and hand hygiene;
- Encouraging staff to stay home when ill;
- Informing parents or guardians of possible communicable disease exposures; and
- Requiring all teaching staff, including substitute teachers to take a Communicable Disease course every 3 years.

While we understand that illnesses will happen in our programs, we work hard to create policies and procedures to ensure that we have created the safest and healthiest environment possible for our students and our employees.

## Hepatitis B Vaccination Series

Receiving the Hepatitis vaccination is not required by the SWO-COG as a condition of employment. Therefore, your vaccination status has no bearing whatsoever on your eligibility to work or access employment opportunities. Pursuant to Federal Law, the SWO-COG must provide information regarding HBV, as well as an opportunity for vaccination.

The Hepatitis B vaccination is given in a series of three shots. The second shot is given one month after the first, and the third shot follows five months after the second. This series gradually builds up the body's immunity to the Hepatitis B virus. If the vaccination series is interrupted after the first or second dose of vaccine, the series should be picked up with the next dose administered as soon as possible. The series does not need to be restarted if a dose has been delayed. If you wish to receive the Hepatitis B Vaccination series, you may indicate your desire as part of the follow up paperwork when you complete the Blood Borne Pathogen training.

## Weapons Policy

The Governing Board prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms,



guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

- A. Weapons under the control of law enforcement personnel;
- B. Handguns in the possession of a person who has a valid concealed handgun license or who is an active duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle.
- C. Objects indistinguishable from a firearm used during school safety trainings;
- D. Theatrical props used in appropriate settings.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land.

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Legal

R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19

18 U.S.C. 922

### Drug Free Workplace

All school districts are committed to maintaining a drug free workplace. Drug or alcohol abuse in the workplace is dangerous and can lead to harm to not only the person abusing drugs or alcohol but also the fellow employees and students. It is especially important that employees not use drugs or alcohol in the workplace in view of the fact that, as employees within the schools, the conduct of all employees can potentially influence children within the schools. Districts will enforce a policy requiring all employees to refrain from the unlawful use, sale, purchase, possession or being under the influence of drugs or alcohol while on the job, on school premises, or while using school equipment. Employees who fail to comply with this policy will be subject to dismissal from substituting. Any employee convicted of an offense under a criminal drug statute must report his/her

conviction to the administration no later than five working days after the conviction. Failure to do so will result in loss of substitute opportunities.

Injury on-the-job and Workers' Compensation (Accident Reporting Procedures)

The following procedures are applicable to ALL accidents, injuries and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call the **Human Resources Department** at **(513) 695-2900, Ext. 7827**.

**If you are injured on the job**, the following steps must be taken in order to submit for a Workers Compensation claim.

**STEP 1: Your health is the first priority! Do not hesitate to seek professional care for a medical emergency.**

A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

**STEP 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.**

To submit an employee incident report, please use the following steps:

**From the SWO-COG website:** <https://www.bcesc.org/apps/pages/swo-cog/current-subs> . Scroll down until you see the header on the left, **Accident Information**. Click on the **Accident Report Form**. Then to the right, under **Report Employee Accident**, click on **Submit Accident Report**. Then select, **Click here if you are the injured employee**. Also, if anyone saw the accident you were involved in, then they will need to select, **Click here if you are NOT the injured employee**. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.

NOTE: You do not fill out any paperwork for the district/building you are subbing in because your employer is the **Southwest Ohio Council of Governments** for reporting purposes.

**MEDICAL CARE OPTIONS**When obtaining medical care, remember you **MUST TELL THE PHYSICIAN** it is due to a work-related injury.

If you obtain medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and you may have to pay for the services. We encourage injured employees to go to Atrium Medical Center (*Middletown*) or TriHealth Bethesda Arrow Springs (*Lebanon*), whichever are convenient to you and specializes in work-related injuries, treatment, follow-up, proper reporting, transitional work, physical therapy, and other occupational services.

Atrium Medical Center  
1 Medical Center Drive  
Middletown, OH 45005  
(513) 974-2111

TriHealth Bethesda Arrow Springs  
100 Arrow Springs Boulevard  
Lebanon, OH 45036  
(513) 282-7000

You may also go to:

- Urgent Care facility in your area
- BWC Certified Physician *(To get the name of a BWC Certified Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.)*

**IF EXPOSED TO ANOTHER PERSON’S BODILY FLUIDS (BLOODBORNE PATHOGENS)**

If you are exposed to the body fluids of another person, the following documents must be given to the medical provider.

Item	Where to Obtain
1. A copy of the district Bloodborne Pathogens Exposure Control Plan (this includes additional information regarding procedures associated with an exposure)	Safety Document Library within PSW
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030)	Safety Document Library within PSW
3. A copy of the completed Employee Accident/Exposure Report	Accident Management System within PSW
4. Results of the source individual's blood testing (if available)	From the other individual or medical provider
5. All medical records applicable to treatment of the employee, including vaccination status	From medical provider

Evaluation

A building principal, under whom you serve, may observe and evaluate your work performance to determine whether or not to re-employ you as a substitute. A feedback mechanism is available in Absence Management for both substitutes and teachers to complete an assessment from their viewpoint for each job assignment completed. You are allowed up to fourteen (14) days after you complete an assignment to leave feedback.

Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility

All substitutes processed through the SWO-COG are reasonably assured of continued employment until otherwise notified. Typically, substitute teachers do not qualify for **unemployment benefits, based on service in an educational institution for any week of unemployment between academic years or terms, or during an established and customary vacation period or holiday recess.**

## Exclusion

The following criteria are considered and put in place with the best interest of the students served in our districts in mind.

- Administrators reserve the right to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings.
- Substitutes who are excluded from two buildings in one district may be excluded from the entire district.
- Substitutes who are excluded from two districts within this SWO-COG consortium may be excluded from Absence Management for all school districts associated with the SWO-COG.
- Depending upon the nature of the exclusion, a substitute may be excluded from an entire district immediately.

Exclusion from the Absence Management system may result from offenses including but not limited to the following:

- Poor Classroom Management.
- Not following lesson plans as outlined by the classroom teacher.
- Not supervising students when the assignment requires supervision.
- Job shopping.
- Accessing the Absence Management system during the work day (*i.e., phone, computer, mobile app, etc.*).
- Using computers during work time for any purpose other than the classes you are teaching.
- Using cell phones during class time. Phones should be turned off or on vibrate during work.
- Leaving the building during work hours without explicit permission from the building principal.
- Bringing food to the classroom for yourself or students.
- Leaving your classroom unattended.
- Touching a student or staff member in an inappropriate manner.
- Failure to maintain classroom control.
- Not following the regular classroom teacher's prepared lesson plans.
- Failure to leave any follow-up notes for the regular classroom teacher.
- Smoking on school grounds including inside one's own vehicle.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Not showing up for an assigned duty on time; creating a situation where students are unsupervised.

In addition, the SWO-COG reserves the right to remove any substitute from the Absence Management system, at any time, at its sole discretion.

## Substitute Job Description

- Reports to the building office and follow protocol provided including but not limited to signing in and out upon arrival and departure.
- Reviews all plans and schedules to be followed during the teaching day. Contacts the building secretary, principal, team-leader or department head for this information.

- Assumes responsibility for student behavior in class and during lunch and recess periods.
- Maintains established routines and procedures of the school and classroom assigned as fully as possible.
- Teaches the lessons outlined and described in the classroom teacher's lesson plans as prepared by the absent teacher.
- Provides report or summary of activities accomplished, lesson plans completed and not completed, any additional information the regular teacher may need to know when returning to the classroom. Completion of substitute feedback on Absence Management, although voluntary, is suggested.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

Other Duties and Responsibilities:

- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals.
- Is sensitive to and supportive of the needs of students from culturally diverse backgrounds.
- Adheres to and enforces all board policies.
- Conducts other duties or assignments as directed by the immediate supervisor or building administration.