



ALBANY UNIFIED SCHOOL DISTRICT SUBSTITUTE TEACHER HANDBOOK

FOREWORD

Whenever the regularly assigned teacher is not able to report to work, it is most important that the District have available a reserve pool of qualified teachers. Substitute teachers have served well in the Albany Unified School District. The excellent service rendered by substitute teachers has permitted us to provide a continuity of student learning opportunities in the absence of the regular teacher.

The aim of this handbook is to provide a general orientation to the Albany Unified School District and to provide specific information designed to help the substitute teacher perform an effective instructional job. Although there are variations among the schools within the District, there are procedures that are standardized. Knowledge of these procedures provides guidance to all staff members concerned.

Marla Stephenson
Superintendent

BOARD OF EDUCATION

Paul Black
Jonathan Knight
Patricia Low
Allan Maris
Ronald Rosenbaum

DISTRICT ADMINISTRATION

Marla Stephenson, Superintendent
Laurie Harden, Assistant Superintendent, Business
Marsha Brown, Director, Student Services
Cynthia Attiyeh, Human Resources Administrator

DISTRICT OFFICE CONTACTS

Cynthia Attiyeh, Human Resources Administrator
(510) 558-3757
Pamela Allen, Payroll Technician
(510) 558-3758

SCHOOL SITE PERSONNEL

School Site

CORNELL ELEMENTARY SCHOOL (K-5)
920 TALBOT AVENUE
(510) 558-3700

MARIN ELEMENTARY SCHOOL (K-5)
1001 SANTA FE AVENUE
(510) 559-6520

OCEAN VIEW (K-5)
1000 JACKSON STREET
(510) 528-6480

ALBANY MIDDLE SCHOOL (6-8)
1259 BRIGHTON AVENUE
(510) 558-3600

ALBANY HIGH SCHOOL (9-12)
603 KEY ROUTE BOULEVARD
(510) 558-2500

MACGREGOR HIGH SCHOOL (9-12)
1000 JACKSON STREET
(510) 559-6570

ALBANY CHILDREN'S CENTER
1140 NINTH STREET
(510) 559-6590

Site Personnel

Wendy Holmes, Principal
Christine Adams, Secretary

David Kumamoto, Principal
Janet Nichols, Secretary

Terry Georgeson, Principal
Kathleen Piccardo, Secretary

Peter Parenti, Principal
Debbie Marquez, Secretary

Ted Barone, Principal
Cheryl Rodden, Secretary

Alexia Ritchie, Principal
Maria Santoyo, Secretary

Susan Stevenson, Director
Felicia Lien, Acct. Technician

REQUIREMENTS FOR SUBSTITUTE TEACHING

CREDENTIAL

All substitute teachers employed by the Albany Unified School District must hold a valid California teaching credential (for K - 12 grades) or Emergency 30-Day Substitute Teaching Permit. Evidence of having the credential or permit must be on file in our District Personnel Office.

The Emergency 30-Day Substitute Teaching Permit authorizes service in Preschool and grades K - 12 for no more than 30 days per teacher, per school year.

Substitutes are required to keep their credentials/permits valid. The Albany Unified School District cannot place a substitute in a classroom with an expired credential or permit.

TUBERCULIN TEST

The Education Code requires that teachers show proof of absence of active Tuberculosis within 60 days of employment. Proof of absence of active Tuberculosis must be updated every four years. The certificate must be on file in the District Personnel Office prior to the beginning of the school year.

FINGERPRINT CLEARANCE

The Education Code requires that all teachers submit fingerprints prior to employment, and that the Department of Justice “clears” the individual for work in a school district.

PAYROLL INFORMATION

1. Pay Rate – Full Day:
 - a. 1-30 days - \$120.00/day
 - b. 31 + days - \$145.00/day after 30 consecutive days in the same assignment
2. Pay Rate – Partial Day:
 - a. Elementary - 4 or fewer hours = 60%
more than 4 hours = 100%
AM or PM = 60%
 - b. AHS Monday 1-3 periods=60%
 4-5 periods=100%
 Tues-Friday
 1 period=60%
 1 period + advisory = 60%
 2 periods = 100%
 2 periods + advisory = 100%
 - c. AMS 1-3 periods = 60%
 4-5 periods = 100%
3. Partial Day – Substitutes are expected to work a minimum of four hours to receive 60% pay. Lunch breaks are not required for a four hour work day. If a classroom assignment ends before four hours, please contact the secretary for an alternate assignment.
4. It is the responsibility of the substitute teacher to complete the Certificated Substitute (Daily) form provided in each school office (Exhibit 1). During each pay period, time sheets will be kept at each school office where the substitute works. The time sheets are the basis for the payroll warrants issued. Pay warrants will be issued to substitute teachers on the last working day of each month, except December , which is issued the first working day of January. Substitutes are paid from the 11th of the prior month through the 10th of the current month.
5. A substitute teacher who has never been a member of the State Teachers' Retirement System may teach one hundred (100) days in the school district before qualifying for STRS membership.
6. If the substitute teacher has been a member of the STRS system and has not withdrawn funds, he/she will start retirement deductions immediately, at the current rate in effect.
7. If funds have been withdrawn and the teacher returns to teaching in a position requiring membership in the STRS system and acquires one (1) year of creditable service, redeposit rights and previous service credit are allowed upon filing an Election of Redeposit form with STRS.
8. Substitutes may be eligible for retirement benefits. If you have questions about retirement benefits, please contact CalSTRS at (800)228-5453.
9. Substitutes may, if they wish, voluntarily become members of STRS by completing a form available in the Personnel Office. If they choose not to join STRS, they must join the alternate retirement program (APPLE: *Accumulation Program for Part-time and Limited-service Employees*).

DAILY SUBSTITUTE PROCEDURE

Every effort should be made to insure continuity of the educational program with as little disruption in the daily classroom routine as possible. Regular classroom teachers are instructed to have available a lesson plan for the day, general outline for a week, a schedule of weekly supervision duties, and an up-to-date seating chart to facilitate the responsibilities of the substitute.

A. Report to School:

1. Substitutes are expected to arrive at school at least thirty (30) minutes before class begins and stay at school through the teacher's last period of the day. If notification has been late, the substitute teacher should arrive as soon as possible.
2. Upon arrival, report immediately to the school office for instructions and room assignment. Discuss any problem with the principal or designee. Pick up the room key. Be sure to learn the attendance and cafeteria count procedures used at that particular school.
3. Check the regular teacher's mailbox for bulletins, urgent messages, and notices for students.

B. In the Classroom:

1. Locate the register or roll book, lesson plans, seating chart(s), and supervision assignment (playground or hall duty).
2. Check emergency drill regulations, ventilation, and lighting.
3. Make sure students know your name.
4. Start class work promptly, expecting and requiring cooperative student response.
5. If you cannot locate the material or information you need, ask the office staff for assistance.
6. Do everything necessary to provide a stimulating learning environment.

C. Basic Responsibilities and Procedures of Substitute:

1. The substitute teacher assumes the full schedule of the absent teacher. This includes all supervision for which the regular teacher is responsible: classroom, yard, cafeteria, clubs, study halls, bus, and any other special duties. Rainy days require changes in supervision and schedules. Consult the principal or designee concerning these circumstances.
2. The substitute is expected to follow the plans of the regular teacher as closely as possible. You are invited to attend other meetings at the request of the principal or a supervisor.

3. Plan to spend the regular teacher's minimum day on the job.
4. Maintain normal classroom routines and discipline procedures. The principal or vice principal should be contacted in case a serious discipline problem arises.
5. Leave the regular teacher an adequate report of work done and any other pertinent information.
6. Correct papers. List grades and leave a suggested lesson plan if you substitute in the same class for more than one day in succession.
7. Leave room as neat as possible with things approximately in the same place in which they were found.
8. Lock the classroom whenever you and the students are out of the room and at the close of the day.
9. Turn off lights when leaving the room.
10. Report to the office before leaving the school. The principal or office staff may have further instructions for you. At this time, you should receive information about the payroll sheet and RETURN THE ROOM KEY.
11. Inform the principal of any special problems you encountered during your assignment.

D. Substitutes Will Refrain from Doing the Following Without Consulting the Building Principal:

1. Begin a new reader.
2. Begin a new unit.
3. Complete a unit.
4. Change seating unless absolutely necessary.
5. Change grouping.

E. Under No Circumstances Will the Substitute:

1. Criticize the regular teacher or school policies on campus or in public. Concerns or suggestions should be directed to the school principal(s).
2. Leave money or valuables in or on the desk.
3. Release a child from his/her jurisdiction during school hours without written permission from the school office.

4. Dismiss class ahead of time.
5. Allow students to leave the classroom without permission.
6. Leave students unattended or unsupervised.

F. The Substitute Should Become Familiar with District Procedures and Policies

1. Copies of these may be reviewed in each school office.

RESPONSIBILITIES OF THE REGULAR TEACHER FOR THE SUBSTITUTE

The regular teacher will do much to insure the effectiveness of the substitute teacher by providing:

1. Daily lesson plans (as specific as possible);
2. Class list(s) and accurate seating chart(s);
3. Roll Book, forms, and attendance procedures;
4. Location and/or information for classroom and school rules, first-aid box, instrumental music or other special schedules, reliable helpers and monitors, special health/speech problems, book and supplies to be used; names of next door teachers or students who can help substitute with audiovisual equipment, etc.
5. Procedures for handling the Pledge of Allegiance, daily bulletin, daily lunch count, student passes, etc.;
6. Daily schedules (recesses, lunch, etc.);
7. Notice of supervision responsibilities(playground, hallways, etc.);
8. All necessary materials, textbooks, and equipment to carry out the lesson plan;
9. Instructions for emergency drills; and
10. Explanation of the system for correcting papers, collecting homework, and recording grades, if applicable;

EVALUATION OF SUBSTITUTE TEACHER SERVICES & SUBSTITUTE TEACHER REPORT

The primary responsibility of a substitute teacher is to provide for as much continuity of routines and instruction as possible.

The "**Evaluation of Substitute Teacher Services**" form (Exhibit 2) is intended to be used in the event of unusual or extraordinary events in a substitute assignment. A fully-credentialed substitute teacher seeking employment in the District may also request the evaluation by teacher and principal, if time permits. The substitute teacher will be informed of any reports of unusually positive or negative responses from the principal.

ANY WRITTEN INFORMATION WHICH COULD BE CONSIDERED NEGATIVE IS REVIEWED WITH THE SUBSTITUTE BY THE SITE ADMINISTRATOR OR DESIGNEE.

GENERAL INFORMATION

Student Accidents

School districts sometimes experience lawsuits over the injury of a student. These lawsuits are based upon suppositions that someone has been negligent. In some cases, the negligence is based on the actions of the teacher. Although the District does carry liability insurance, all employees should concern themselves about the safety and welfare of the students. The concern is of equal importance in the classroom as in the halls, in the cafeteria, and on the school grounds.

Personal Property

The District does not assume responsibility for lost or stolen valuables. Substitutes are reminded not to leave money or valuables in or on the desk or in the classroom.

Employee Accidents Injury incurred by the substitute should be reported on the day of the accident to the school office staff. Workers Compensation accident report forms will be provided and must be completed within forty-eight (48) hours of the accident.

Lunch

You may check with the school secretary about the availability of purchased lunches from the cafeteria.

Lunch breaks should be taken at the same time as the teacher's regularly scheduled lunch. If working 60% at an elementary school, no lunch break is authorized; please contact the secretary for an assignment.

Personal Appearance

Your choice of wearing apparel is important when working with students. Common sense and good taste should guide the manner of dress.

Tenure

Substitute services **DOES NOT APPLY** toward tenure in most cases. Services between the substitute and the District may be terminated at any time.

Change of Address or Telephone Number

Substitutes are requested to give prompt notification to the Personnel Office of any change of address or telephone number. A new W-4 form should be completed for an address change.

Annual Re-application

To maintain eligibility for substituting, the substitute teacher must complete the Reasonable Assurance form each year, preferably by July 1.

**ALBANY UNIFIED SCHOOL DISTRICT
CERTIFICATED SUBSTITUTE
DAILY**

Exhibit 1

Location: _____

Name: _____ Social Security Number: XXX-XX-____

Please Print

Date Range _____ 1 1th through _____ 10th, 20____
Month Month

			SITE OFFICE USE ONLY	
Date	%of Day	Teacher Absent	Reason for Absence	Resource Account
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL				

I hereby certify all entnes to be correct:

I hereby certfy that the above named employee
fulfilled his/her assignment for the dates indicated.

Employee Signature / Date

Administrator Signature / Date

Personnel Office
Evaluation of Substitute Teacher Services

Exhibit 2

(Note: Teacher and principal or designee must complete this form and send it to the Personnel Office after the last day of each substitute assignment.)

Substitute Teacher's Name _____

Date of Assignment _____

Grade Level/Subject _____

School _____

Regular Teacher's Name _____

Principal _____

Regular Teacher's Evaluation of Service

	Excellent	Satisfactory	Unsatisfactory	Not Known
1. Utilization of lesson plans				
2. Use of instructional material				
3. Record keeping and feedback				
4. Rapport with students				
5. Classroom organization maintained				

Comments: _____

Teacher's Signature _____

Date: _____

Principal's Evaluation of Service

	Excellent	Satisfactory	Unsatisfactory	Not Known
1. Knowledge of subject				
2. Professional judgment				
3. Classroom control				
4. Rapport with students				
5. Cooperation with staff				

Comments: _____

Did you personally observe this substitute teacher at her/his assignment?

___Yes

___No

Would you want this person to substitute teach at your school again?

___Yes

___No

Did the substitute return/leave the books and lesson plans?

___Yes

___No

Principal's Signature _____

Date _____

SUBSTITUTE ONLINE FOR SUBSTITUTES

SubstituteOnline.com is a system which allows substitutes to book jobs online.
Click on the Demo for Substitutes for some basic information.

LOG-ON INFORMATION

www.substituteonline.com

1. Username – last name (upper or lower case)
2. Password
3. Select District – Albany SD
4. Press “Logon”

Requested Substitute: A teacher can designate a substitute as “requested.” A “Requested Substitute” receives an e-mail informing them they have a job offer (before the job is opened to all substitutes) and that they have until 6:00 pm (if the job is for the next day) to respond. If the job is for a later date, they will have 48 hours to accept the job. After the deadline, the job opens to all available subs. If a teacher has more than one “requested” substitute, all the substitutes receive the email at the same time. The first one to accept the job online and receive confirmation is the substitute for that job. *You have been requested to sub for Teacher name from 00/00/0000 to 00/00/0000 at School Site This job will be held for you, AND any other subs that this absent employee may have requested, until 6:00pm the night before the job starts OR for the first 48 hours after the absence was entered, whichever occurs first. [Note: the district MAY now release some jobs immediately or earlier than the 48/6pm rule] YOU MUST GO ONLINE TO TAKE THIS JOB. If you do not see the job on your list of Open Jobs, it has probably been assigned to another requested sub. Please do NOT REPLY to this notice. NOTE: Because e-mails are sometimes delayed on the Internet, YOU MAY HAVE RECEIVED this notice late even though it is sent by our system IMMEDIATELY. Requested jobs however, will display on your computer as they are entered.*

Pre-Arranged Substitute: A teacher can contact a substitute directly and pre-arrange a date. If a teacher contacts you directly for a job and you consent, remind the teacher to highlight your name on his/her list when he/she submits the absence. Once your name has been highlighted, you will receive an email confirming that you have been automatically booked for that teacher. If you don’t receive an email, contact the teacher to remind him/her to submit the absence and highlight your name. If you don’t receive an email and report for work the day of the absence and another substitute has confirmation that he/she booked the same job, the other substitute will get the job. If you receive an email confirming that you have been booked for a job and you haven’t talked to the teacher, contact the teacher. If you can take the job, then you’re already booked. If you cannot take the job, the teacher must cancel your booking and obtain another substitute.

PERSONAL INFO (Third button on the left at the top of the page) – Use this page the first time you log on and whenever you want to change information. Click on *Update Personal Info* press OK

Personal Info for Substitutes

E-mail: _____
Phone: _____
Pager Number: _____

Display to Emp? ☒ Display to Site? ☒ (Show Email/Phone#)

DON'T CONTACT ME ☐ UNTIL _____ (MM/DD/YYYY)
Note: You are responsible to update your status.

Days Not Available: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

* Enter Subject Codes separated by a comma and space in your Preferences list.

Subject Code	Description	Subject Code	Description
6-7PE	6-7 Physical Education	6 Math	6th Grade Math
6 Sci	6th Grade Science	789Blk	7, 8, 9 Block
MathSc	7th Grade Math/Science	Art	Art
ArtCrf	Art/Crafts	Auto	Auto Mechanics
Biol	Biology	BusEd	Business Education
DO/Voc	DO/Vocational Business	Drama	Drama
ElMB	Elementary Music/Band	Eng	English
5th	Fifth Grade	FA/Chr	Fine Arts/Choir
1st	First Grade	4th	Fourth Grade
German	German	Health	Health
10th	High School	11th	High School
12th	High School	9th	High School
HSMath	High School Math	Hist	History
HC Sci	Home&Consumer Science	HSBand	HS Band
HSChor	HS Choir	Hum	Humanities
Hum 6	Humanities-6th	Hum 7	Humanities-7th
IA	Industrial Arts	InsMus	Instrumental Music
JH B/C	JH Band/Choir	KeyCmp	Keyboarding I/Computer Applications
K	Kindergarten	LA	Lang Arts
Math	Math	MathHS	Mathematics HS
MathJH	Mathematics JH	Math 6	Mathematics-6th
Math 7	Mathematics-7th	Math 8	Mathematics-8th
6th	Middle School	7th	Middle School
8th	Middle School	PEHlth	Physical Ed/Health
PE	Physical Education	PE HS	Physical Education HS
PE/Hist	Physical Education/History	Presch	Preschool
Res Rm	Resource Room	Sci	Science
Sci 6	Science-6th	Sci 7	Science-7th
SciMth	Science/Math	2nd	Second Grade
SLP	SLP	SS	Social Studies
SS/PE	Social Studies/PE	Span	Spanish
Sp Ed	Special Education	SpEdHS	Special Education HS
3rd	Third Grade		

Preferences: * List your preferred subjects/grade levels here or use the codes listed on the bottom, right box

DO NOT CONTACT ME: If you do not want the 6:00am-8:30am calls that let you know there is an opening, click the box and fill in the "until" date.

DAYS NOT AVAILABLE: Click on the days that you are not available to substitute. You will not get any early morning phone call on those days.

Make sure you click "Update Changes"

Calendar View Sites Excluded UPDATE CHANGES

Substitute Online FAQs

How do I obtain jobs if I don't have a computer? Substitute Online is accessible from any computer and many libraries have free internet access.

Can teachers still call me directly to set up a job? Yes, but you still need to accept the job at SubstituteOnline.com.

How often are jobs updated on Substitute Online? They are updated every 5-10 minutes.

I've been checking, but there don't seem to be any jobs. What should I do? Teachers can submit absences any time of the day, so it's good to check several times a day. Sometimes teacher submit absences late in the evening, so you might want to check before you go to bed. The Sub caller starts at 6:00 in the morning, so if you're up before then, you might want to check then.

How do I get my name out there? Some substitutes put an information sheet about themselves in teacher boxes or post something in the staff room. Also, if you do a great job, teachers will share that information.