

# Handbook for Substitute Teachers



Horseheads Central School District  
Horseheads, NY 14845

Human Resources:  
607-739-5601 Ext. 4211

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## **SUBSTITUTE TEACHER HANDBOOK**

### **INTRODUCTION**

The Horseheads Central School District believes firmly in the importance of a strong substitute program to augment its regular education program.

Education is a continuous process and its needs are best served when teacher absence is minimized, but in those instances when a teacher must be absent, it is imperative that a competent substitute be available to continue the educational process with a minimum of disruption.

It is with that goal in mind that this handbook has been created and distributed. Please feel free to contact the building principal for specific details of assignments in particular buildings.

We hope you will find this handbook helpful, and we welcome your suggestions on how to make it more useful.

### **GST BOCES SUBFINDERELECTRONIC CALLING SYSTEM**

Our district utilizes the services of the GST BOCES Sub-Finder Calling System to do the actual calling of substitutes. Calls are made for current day positions beginning at 5:30 AM. Calls for next day and future positions are made between 4:30 and 9:00 PM. Calls will be made in the following order:

1. Call fully certified subs first.
2. Next, call those substitutes who are not certified but who hold a degree.
3. Last, call those substitutes who are not certified and do not hold a degree.

Upon approval of your application, you will be assigned a Personal Identification Number (PIN). You should keep this number in a location where it is convenient when you receive a call. A letter will be sent to all substitutes, explaining the Sub-Finder procedures.

When a position comes available that matches your qualifications, you will receive a call, at which time you will enter your PIN. You will then have the option to accept or decline the job. You can review or make changes to your profile via the web at <https://gstbores.subfinderonline.com>. The website offers a tutorial to help familiarize you with the system.

You can also access job information at 1-877-388-0911. You should call in and register with Sub-Finder as soon as possible. You will not receive any calls until you register.

## **ASSIGNMENT AND NOTIFICATION**

At the time of application, each substitute is asked to indicate grade level and subject preferences. We will make every effort to assign each substitute to the area of his or her training, experience, and interest.

The substitute should report to the school to which he or she is assigned at the appropriate time. In the event of any possible delay, he or she should notify the building principal.

The substitute should always report to the school office first, place his or her name on whatever type of sign-in sheet is used, and get any instructions connected with the day's work.

Each school will have its own substitute folders and information appropriate for that particular school.

The substitute should return to the main office prior to leaving a building.

## **SCHOOL DAY**

Substitute teachers who are called to replace a regular classroom teacher are subject to all school regulations. They should be sure that they have access to the teacher's plans and that they have, or know where to get, those materials that will be needed for the day. They should familiarize themselves with the communications system used in that particular school.

Students respond positively to a well-organized classroom. Many discipline problems can be avoided if the substitute has reported early enough to allow time to become familiar with the day's plans.

Substitute hours at each school are outlined in the chart below:

## **SCHOOL BUILDING INFORMATION**

### **Big Flats Elementary School**

**(Grades Pre K – 4)**

**607-739-6373**

Principal: Elizabeth Scaptura

### **Center St. Elementary School**

**(Grades Pre K – 4)**

**607-739-5601, Ext. 2228**

Principal: Patricia Sotero

### **Gardner Rd. Elementary School**

**(Grades Pre K – 4)**

**607- 739-6347**

Principal: Patrick Patterson

### **Ridge Rd. Elementary School**

**(Grades Pre K – 4)**

**607- 739-6351**

Principal: Anne-Marie Bailey

### **Intermediate School**

**(Grades 5 - 6)**

**607-739-6366**

Principal: Michael Bostwick

### **Horseheads Middle School**

**(Grades 7 - 8)**

**607-739-6356**

Principal: Ron Holloway

### **Horseheads High School**

**(Grades 9 – 12)**

**607-739-5601, Ext. 1234**

Start time: 7:50 AM

Principal: Karen Donahue

## **Substitute Hours:**

**Grades Pre-K - 6**

**8:00 a.m. – 2:30 p.m.**

**with a 30-minute lunch break**

**Grades 7 – 12**

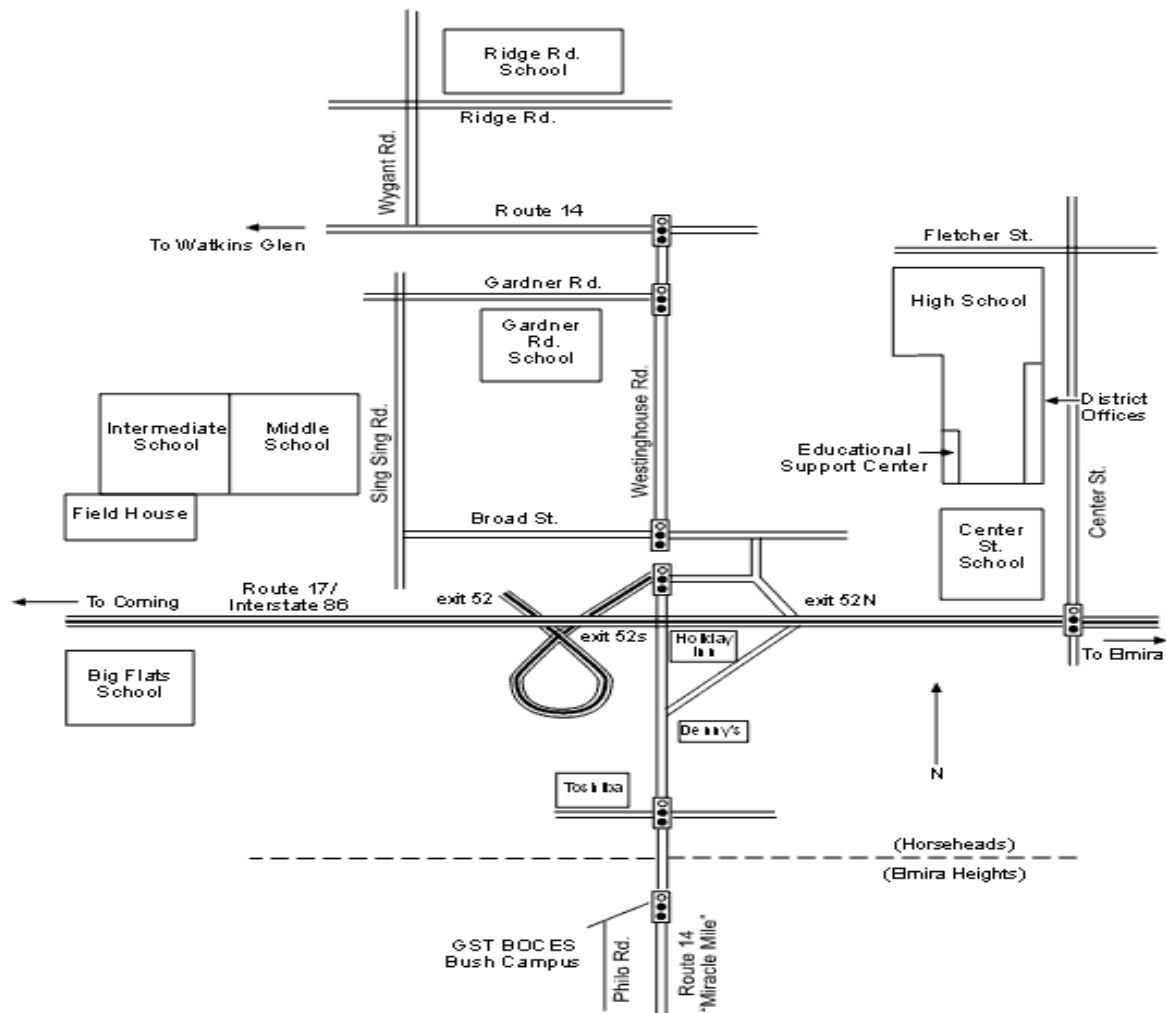
**7:40 a.m. – 3:05 p.m.**

**with a 40-minute lunch break**

## BUILDING LOCATIONS

Our district contains four Elementary (K-4) Schools, one Intermediate School (5-6), one Middle School (7-8), and one High School (9-12).

## DISTRICT MAP



**Directions from:**

**NORTH:** Proceed south on Route 13 from Ithaca until it joins with I86 (Route 17). Take I86 West towards Horseheads. At the third light turn right on Center Street. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

**SOUTH:** Follow signs for Route 14 North through Elmira and Elmira Heights. At the junction with I86 head East. At the first light turn left on Center Street. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

**EAST:** From I86 make a right hand turn on Center Street at the third light. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

**WEST:** From I86 make a left hand turn on Center Street at the first light. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

**NOTE:** After you have parked, enter the building at the entrance marked "District Administration". Turn left and the Human Resources Office is the last office at the end of the hall on the left.

## **ATTENDANCE**

District-wide, attendance is taken electronically. It is the substitute's responsibility to ensure attendance is taken accurately and in a timely manner.

## **LUNCH COUNT**

Procedures for ordering school lunches in elementary schools are done electronically.

## **INSTRUCTION**

Learning is an individual process. On a daily basis, a student's set of concepts and skills is refined and expanded by the classroom teacher. The substitute teacher's primary duty is to provide continuity by:

- Following, as closely as possible, the plans as prepared by the classroom teacher
- Delivering instruction that is clear and focused
- Having high expectations for student learning
- Monitoring students' learning progress and re-teach what students don't understand
- Establishing an effective classroom management system. It is imperative that a substitute teacher assert his/her leadership in order to achieve such a management system. Leadership implies discipline, fairly administered.

The school administrators are willing to help substitutes and provide any available materials or general information.

During the school day, the substitute assumes responsibility for the entire duty schedule of the classroom teacher. These duties may include such areas as lunchroom, playground, bus supervision, etc.

Frequently sending children to the office for minor problems tends to lessen the effectiveness of the teacher and jeopardizes teacher control.

A child should never be sent out of the building without approval from the building principal.

The absence of the regular teacher can be upsetting to children. A substitute should not take children's reactions as a personal affront.



The substitute should correct assignments he or she has made. If such papers are not corrected and then accumulate, they simply add to the burden of the regular teacher when he or she returns.

### **HOUSEKEEPING**

A substitute is a welcome guest in the classroom. He or she does assume certain responsibilities, not only in the area of instruction, but also in regard to the physical aspects of the classroom. The substitute should leave the classroom in as organized a way as when he or she entered. Special care should be taken with respect to books and equipment. The physical arrangement of the room should be left as orderly as possible.

A record of accomplishment should be left for the returning teacher.

### **ETHICS**

Substitute teachers are classified as professional employees. While performing their duties, they are accorded the same rights and privileges as the regular teacher. Conversely, they are expected to act professionally not only in the classroom, but also at day's end, when they venture into the community. The substitute teacher is recognized as an important member of the teaching profession and should act accordingly.

Horseheads teachers, through their professional associations, strive for high ethical standards for all members of the teaching profession. Our teachers and administrators are aware that ethical behavior is an important aspect toward the accomplishment and fulfillment of our district goals.

Substitutes should keep in mind that all comments and reactions belong in the confines of a professional organization. If a substitute has praises, comments, or concerns, he or she should make them known to the building principal.

Careless evaluations, indiscreet remarks, petty gossip and unproved generalizations made to people in our community impede the progress of education, destroy the morale of staff members, and hinder the education of our children.

### **LONG-TERM SUBSTITUTES**

A long-term substitute is one who has been hired in the same position for more than 25 days.

The long-term substitute will receive a salary that will be the same as the salary a regular teacher would receive based on experience and educational level.

### **EMERGENCY SCHOOL CLOSINGS**

Substitute teachers should be alert to the possibility of school closings.

If the weather is threatening, the substitute should listen to local radio stations for announcements concerning possible closings or delays.

### **SCHOOL DISTRICT CALENDAR**

Our school district calendar contains a great deal of information about the district. School calendars are available in any school office or the district office.

### **RATES – PER DIEM**

Salary – (Paid to the nearest ¼ Day)

Non-Degreed*	\$65/Day
Degreed* - Not Certified	\$70/Day
Certified	\$95/Day
Retired Horseheads Substitute Teacher	\$125/Day

\*Bachelor's Degree



The Horseheads Central School District  
is an equal opportunity employer.

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