Introduction

It is our pleasure to welcome you to the Tangipahoa Parish School System. We appreciate your willingness to provide service to our students and teachers as a substitute. Your task is extremely important to the educational well-being of the students with whom you will be working, and we acknowledge the challenging nature of this task. It is your responsibility to perform as professionally and effectively as possible.

This handbook has been designed to provide important guidelines that are relative to procedure, responsibility, and performance in your endeavor to serve in the absence of the classroom teacher. It will also enable you to make your substitute teaching a valuable experience.

Our goal is to work together to provide Tangipahoa Parish students with the best possible education. We hope that your tenure as a substitute teacher will be both enjoyable and rewarding!

Sincerely,

Gavin Vitter
Director of Human Resources
School Board Members

Sandra Bailey-Simmons (Board President)

Tom Tolar (Vice President)

Robin Abrams

Randy Bush

Brett Duncan

Rose Dominguez

Jerry Moore

Janice Fultz Richards

Glenn Westmoreland
GENERAL DUTIES

Reporting to the Office

1) Arrive at least 15 minutes before classes begin so that you can sign in and familiarize yourself with the classroom and the assignments before the students arrive.
2) Report to the office upon arrival and sign in using your employee number, which will be provided to you by the central office.
3) Let the office personnel know who you will be substituting for and obtain any information they may have for you.
4) The office personnel should provide you with information regarding lesson plans, duty times, library times, classroom roll, bell schedules, seating charts, disciplinary actions, emergency procedures, etc. (At some schools, this information may be in the classroom.)

Before Classes Begin

1) Introduce yourself to the other teachers that are near your classroom so that you will have someone to call on if you have questions or concerns throughout the day.
2) Familiarize yourself with the lesson plans and organize the materials that will be used during the day. Read over notes left from the teacher.
3) Locate the intercom call button.
4) Review the fire drill and other emergency procedures that are posted.
During Class

1) Greet the students at the door as they arrive.
2) Begin each class as soon as the bell rings. A prompt beginning will project an “in charge” image.
3) Smile and introduce yourself.
4) Check attendance.
5) Follow the lesson plan provided by the teacher.
6) If you are comfortable assisting the students with the lesson, please feel free to do so; however you are not responsible for grading any work. Don’t be afraid to admit to a student that you do not know the answer to a question. It is better to be honest and advise him/her to ask the regular teacher he/she returns.
7) Be positive, enthusiastic and consistent.
8) Move around the classroom. Sitting behind the desk is discouraged. Students should be monitored at all times.
9) Students are not to be left unattended at any time. This is very important. If any emergency arises, call the office.

At the End of Class

1) Collect the work and put in paper clip or folder for the teacher.
2) If a homework assignment if left by the teacher, go over what is to be done and when it is to be turned in.
3) Compliment the students on their behavior and thank them. Let them know that you will be informing the teacher of what took place.
4) The teacher dismisses the class, not the bell.

After Class

1) Organize and label the students’ work.
2) Leave a note for the teacher relative to the day’s activities. Be honest and note specific problems.
3) Check with the office before you leave. Ask any questions that you may have and determine whether or not you will be needed the following day.
CLASSROOM MANAGEMENT AND DISCIPLINE

★ Good classroom control can be the best prevention of major classroom difficulties.

Often a class will “test” a substitute teacher. Students may try to gain status by upsetting class routines. Your response is crucial. Self-control is a must! Establish order as soon as class begins.

- Be enthusiastic. Students mirror your attitude.
- Motivate your students. Relate to them as individuals, and incorporate your experiences.
- Keep activities moving. Make the students feel cheerful and successful. Encourage the students to work together when applicable.
- Involve students who are not interested by trying to find ways to motivate them. Should a student refuse to become involved, don’t force the issue. Let the student observe quietly.
- Be flexible, as teaching demands flexibility.
- Use lesson plans that have been provided.
- Set clear limits and be consistent.
- Praise students for good behavior.
- Avoid sarcasm and shouting.
- Avoid ANY type of corporal punishment. Never touch a student!
- If you have any problems, call the office.
DO NOT:

- Touch a student or their belongings.
- Use your cell phone during class.
- Place a student in the hallway as a form of punishment.
- Keep students after the bell rings.
- Use district technology for personal use.
- Tell jokes.
- Use profanity.
- Embarrass or humiliate a student.
- Discuss your personal problems.
- Allow a student to leave class without a pass.
- Use social networks to interact with students.
- Divulge any confidential information about students/teachers.
- Give medication to any student.
- Leave students unattended.
- Accept any money from students for fees that are due, such as lunch money, field trip money, etc. Ask that the student bring the money when the teacher comes back or ask the office personnel to accept it and receipt the student.
CHECKLIST FOR SUBSTITUTE

☐ Report to the office upon arrival?
☐ Become familiar with the routine of the school?
☐ Prepare materials needed for the day?
☐ Introduced yourself to neighbor teachers?
☐ Started class on time?
☐ Taken roll?
☐ Taken the time to have students give you their names?
☐ Followed the lesson plans?
☐ Fulfilled the classroom teacher’s extra duties?
☐ Involved all students in some way?
☐ Been enthusiastic?
☐ Acted professionally?
☐ Left the room orderly, with items used returned to storage?
☐ Closed windows, turned off lights, and turned off any equipment used?
☐ Returned keys?
☐ Written a note to classroom teacher?
☐ Checked with the office personnel to see if you are needed the following day?
Helping Students Develop Positive Self-Concepts

1) Help students achieve some success each day.
2) Do not shame or embarrass a student.
3) Do not cause students to doubt their self-worth.
4) When a student talk to you, focus on the student and what is being said.
5) Answer questions honestly and attentively.
6) Be sincere in your compliments.
7) Do not offer quick solutions to problems.
8) Let the students know by encouragement and support that you believe in their ability to work out the problem.
9) Show by your actions that you are interested in the student.
Ways to Build Trust

1) Assure the child that you care about him/her.
2) Talk to the child at his/her level. Eye contact is very important.
3) Be positive, not harsh; gentle, not weak; pleasant, calm, firm, sincere, and matter-of-fact. Be consistent about your expectations and guidance. It develops dependability.
4) Make a suggestion rather than give a command. Save commands for emergencies.
5) Listen to the child’s explanation of how he/she feels.
6) Encourage the child to share success. Give praise and show understanding.
7) Set an example. Expect and allow cooperation.
8) Offer choices only when legitimate. Offer compromises or alternatives if needed.
Procedure for Becoming a Substitute Teacher

1) Obtain a Substitute Application from our website at tangischools.org or from any school or the central office.
2) Make sure you meet the qualifications of a substitute teacher.
3) Call Clarissa Quinn (985-748-2505) or Cara Busby (985-748-2512) to schedule an in service. At the in service, we will go over the handbook, accept the application, make copies of credentials, explain Aesop, and schedule the background check.
4) After the background check is complete and the results are found favorable, we will enter you into our system as a substitute.
5) Your name will be submitted to the board for approval, and then a list of current substitutes will be sent to the principals monthly.
6) Once in the system, you will be able to log on to Aesop and begin substitute teaching.

Qualifications of a Substitute Teacher

1) Applicant must have a high school diploma or high school equivalency diploma, and
2) Be at least 21 years of age at the time of application.
In order to ensure our students’ safety, all applicants MUST have a background check completed at the Tangipahoa Parish Sheriff’s Office Substation at 15475 Club Deluxe Road in Hammond. The cost for this process is $54.25. This payment is to be made to the sheriff’s department in the form of cash or money order only. Tangipahoa Parish School System does NOT reimburse this amount to the applicant. At the substitute in service, an appointment will be made for the background check, which the sheriff’s department only conducts on Mondays and Wednesdays between the hours of 8 am and 1 pm. Results from the background check will be sent to the Tangipahoa Parish School System electronically. This process usually takes 2-4 days; however, depending on the number of individuals being processed, it may take longer. Once favorable results are obtained, we will let you know by phone that you are active.
Tips for Success

- Dress neatly. Present yourself in a professional and businesslike manner.
- If possible, have the assignment on the board when the students enter the classroom. This will enable them to begin working immediately.
- Keep rules to a minimum. Basic rules are needed, but too many serve no real purpose and may be difficult to enforce.
- Never humiliate a student. Do not argue with a student in front of the class. This is a “no-win” situation.
- Use positive rather than negative requests and suggestions.
- Whenever possible, correct, organize, and label completed student work.
Aesop

With the Aesop system, a substitute can log on to the site (www.aesoponline.com) or call (1-800-942-3767). Your login will be your phone number using your area code first, with no hyphens. The password will be a 7 then the last 4 digits of your social security number. Once logged on, you can search for jobs, pick specific schools that you may prefer, set non-work days, look at your past work days, etc. There are many useful features with the Aesop system that can be learned about by using the tutorials on the site.

The Aesop system will also call you using the phone number you have provided. If your phone number changes, please call us so that we can change it in the system. A phone guide is provided in this packet that will explain what to do when the system calls you or when you call the system.
Information Regarding Pay

All employees of Tangipahoa Parish School System are required to have direct deposit. For direct deposit, we must have a void check OR a form from your bank with the routing and account number.

Substitute teacher pay is based on the level of education of the applicant.

Pay is as follows:

- $55 per day for High School Diploma or equivalent
- $65 per day for Bachelor Degree
- $75 per day for Certified Teacher
- If you are substituting for a paraprofessional (teacher's aide) the pay is minimum wage, which is $50.75 per day, regardless of education.

All employees of the Tangipahoa Parish School System are paid on a monthly basis. Pay day is usually the 26th of every month. If the 26th is on a weekend, pay will be the Friday before. If the 26th is a holiday, it will be the day before. Substitutes are always paid the month after days are worked. Any days worked in January will be paid in February, any days worked in February will be paid in March, and so on and so forth. Information regarding actual dates for pay can be found at tangischools.org under the payroll department. Also, under that department, change of direct deposit forms and change of tax withholding forms can be found.