

MIDDLETON SCHOOL DISTRICT #134



**SUBSTITUTE  
TEACHER  
HANDBOOK**

# Middleton School District #134

5 South 3<sup>rd</sup> Avenue West, Middleton, ID 83644 Phone (208) 585-3027 Fax (208) 585-3028

## Board of Trustees

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Superintendent

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Services

Rebecca Denlinger  
District Curriculum  
Director

Aaron Mitchell  
Title Programs

Darren Uranga  
Business Manager

To: Substitute Teachers

From: Dr. Rich Bauscher, Superintendent  
Dr. Mike Friend, Personnel Director/Asst. Supt.

Subject: Substitute Teacher Handbook

Welcome to the Middleton School District. We thank you for taking an interest in helping to teach our students. Substituting is hard work and we commend each of you for being willing to dedicate your time and effort to our District students and teachers.

You will learn a lot in this process – how great our school district is and how much time, patience and love is needed to do a good job. Substituting can also be a lot of fun. It provides you with the opportunity to get to know the students, learn about our educational process and hopefully, make some new friends along the way. You will quickly learn that having a good attitude and being a team player for the benefit of the students are keys to being a successful substitute.

A substitute will need to work closely with building administrators and teaching staff. They are most anxious and willing to help you. Do not hesitate to ask any of them for assistance.

We welcome your suggestions and comments for improving our substitute program.

Again, thank you for your interest and desire to join our team, as a substitute teacher, in the Middleton School District.

**Middleton Schools . . . . . The Future in Progress**

# MIDDLETON SCHOOL DISTRICT #134

5 South 3<sup>rd</sup> Avenue West – Middleton, ID 83644 Phone: 585-3027 Fax: 585-3028  
**Rich Bauscher, Superintendent** **Mike Friend, Assistant Superintendent**

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Mill Creek Elementary



Mill Creek Elementary (Grades: K – 5)  
Valerie Berg, Principal  
500 N. Middleton Rd.  
Middleton, Id 83644  
Phone: 585-3065, Fax: 585-6697

Purple Sage Elementary



Purple Sage Elementary (Grades: Pre - K – 5)  
Jerry Oldenkamp, Principal  
25709 El Paso Rd.  
Caldwell, Id. 83607  
Phone: 455-1148 Fax: 459-2416

Heights Elementary (Grades: K – 5)  
Robin Gilbert, Principal  
611 Cemetery Rd.  
Middleton, Id. 83644  
Phone: 585-3021 Fax: 585-3080

Heights Elementary



Middle School



Middleton Middle School (Grades: 6 – 8)  
Molly Burger, Principal  
200 South 4<sup>th</sup> Ave. W.  
Middleton, Id. 83644  
Phone: 585-3251 Fax: 585-2098

High School



Middleton High School (Grades: 9 – 12)  
Jim Squibb, Principal  
511 W. Main  
Middleton, Id. 83644  
Phone: 585-6657 Fax: 585-3362

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 400 - Personnel**

**SUBSTITUTE TEACHERS- REQUIREMENTS/METHOD OF SELECTION DUTIES  
AND RESPONSIBILITIES.....POLICY 484**

1. Requirements:  
substitute teachers shall be selected from an approved list available from the District Office.
2. Method of Selection:  
any employee needing a substitute shall notify his/her Principal/Supervisor.
3. Duties and Responsibilities:
  - a. substitute teachers shall report to the Principal immediately, who will notify them of their assignments and give them detailed instructions.
  - b. substitute teachers shall assume the same duties and extra assignments as the regular teacher, unless specifically excused by the Principal, and shall work the same number of hours as required of the regular teacher.
  - c. although the regular teacher shall leave lesson plans for the substitute, the substitute teacher shall prepare advance lesson plans if substituting long term.
  - d. substitute teachers shall correct and record any daily work assigned.
  - e. substitute teachers shall complete and file with the Principal all necessary forms to request payment for the day of substitute teaching.
  - f. substitute teachers shall file with the Clerk all necessary forms for payment, i.e., W-4, Social Security, address, etc.
  - g. substitute teachers will be fingerprinted and pay State processing fee ( \$40.00 current rate)
4. Substitute pay shall be as follows:

<u>Substitute Criteria for Teachers</u>	<u># Days</u>	<u>Rate</u>
*Teaching Certificate (current)	1-10 days	\$77
*Teaching Certificate (current)	11-20 days	\$87
*Teaching Certificate (current)	21 +	\$97
*College Degree (BA or above & No Certificate)	1-10 days	\$72
*College Degree (BA or above & No Certificate)	11-20 days	\$82
*College Degree (BA or above & No Certificate)	21 +	\$92
*No Four-Year College Degree	1-10 days	\$67
*No Four-Year College Degree	11-20 days	\$77
*No Four-Year College Degree	21 +	\$87

*Educational Assistant Substitute Pay*

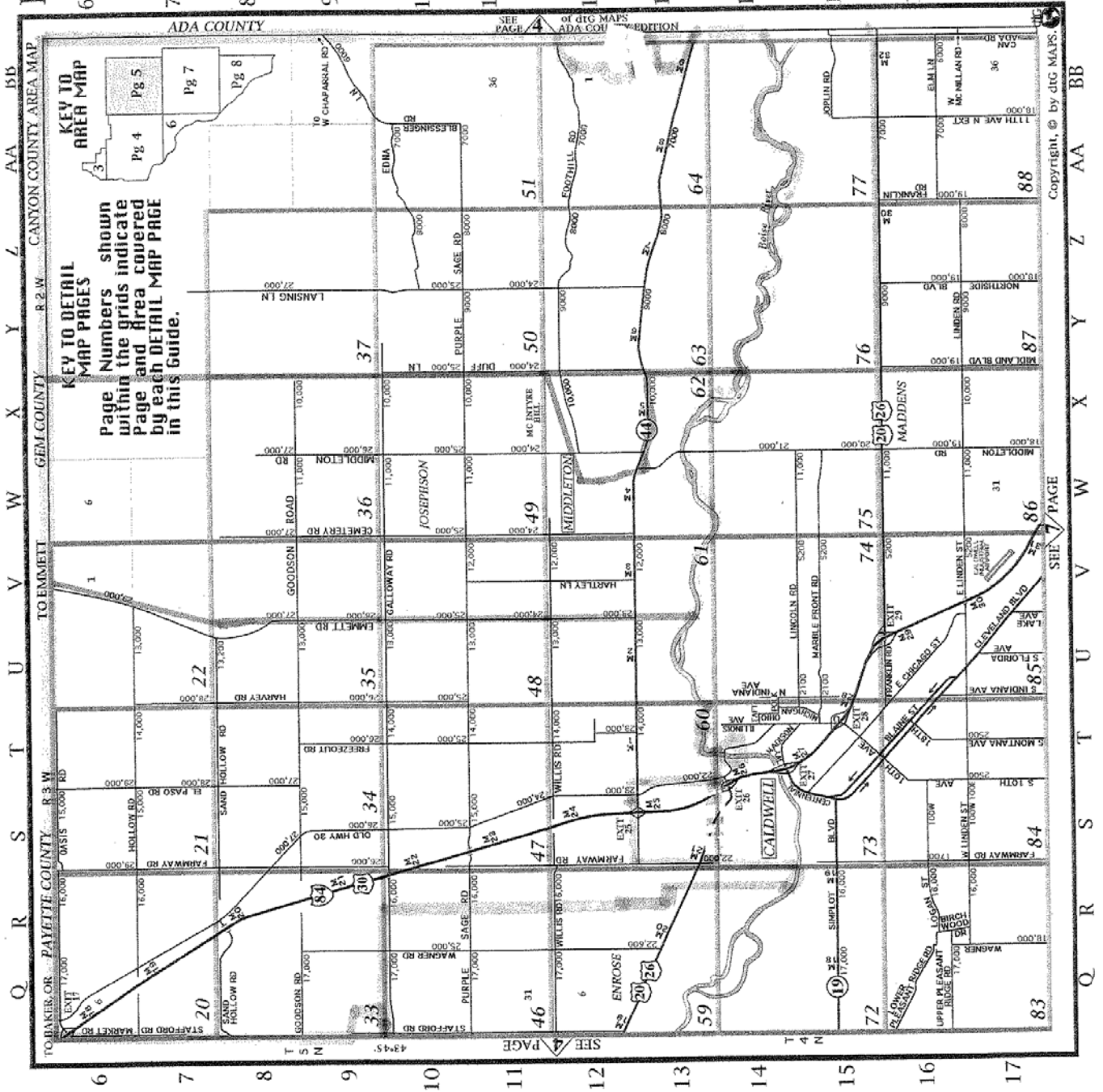
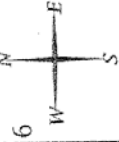
*Educational Assistant, (short, medium & long term substitution) for a certified teacher \$15.00 per day beyond normal rate*

Substitute for Educational Assistant

Substitute for Classified Ed. Asst. (short, medium & long term substitution) \$50.00 per day

**\*These three areas are not retroactive for additional pay.**

**# # #**



**KEY TO DETAIL MAP PAGES**

Page Numbers shown within the grids indicate page and area covered by each DETAIL MAP PAGE in this guide.

**KEY TO AREA MAP**

Pg 4  
Pg 5  
Pg 6  
Pg 7  
Pg 8

TO BAKER, OR. PAYETTE COUNTY R 3 W  
 TO FEMMETT GEM COUNTY R 2 W  
 CANYON COUNTY AREA MAP

SEE PAGE 4 of DGC MAPS ADA CO. IDAHO  
 SEE PAGE 7  
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# Substitutes: Hints for Success

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## **Before you Arrive:**

Familiarize yourself with our School District before taking your first assignment. A drive through the area will help you to avoid confusion on your first day.

Dress appropriately. You should be dressed professionally and well groomed. Avoid extremes in clothing and make-up. This specifically means: Women - avoid short skirts, low cut tops, and any clothing that will be revealing when you bend down, bend over, or reach up high. Men - wearing a button down shirt is always best - a tie would be great but not mandatory. Jeans, sweats, t-shirts, tennis shoes, flip flops, and hats are not okay, unless the job permits it. If ever in doubt, ask.

The school locations are included in this packet. You should plan to be at the school site at least 15 to 20 minutes before the instructional day begins. This gives you time to check in, find the classroom, and prepare for the day. The instructional day begins as follows: High School – 8:10 a.m., Middle School – 8:10 a.m., Elementary Schools – 8:15 a.m.

**Please be to work on time.** Being early is even better. If you are going to be late, please call the school directly, to let them know. Otherwise, your substitute job may be assigned to someone else. Being to work on time is a reflection of a person's work ethic and will be considered the next time substitutes are needed.

If you had committed to substituting for the day, but are unable to make it, please call the school in which you have been assigned as soon as possible.

Especially for younger students, consistency is very important. Try to run the classroom the same way the regular teacher does. Consistency of routine is important, but don't let students manipulate you by saying, "Our teacher does it this way, or our teacher doesn't do it that way". Choosing a student helper might make a difference in accomplishing that goal.

Be prepared to assume all the responsibilities of the classroom teacher, including special duties. Some of those duties might include: lunch room supervision, outdoor supervision, walking students to the bus, etc. Doing so in a cheerful manner goes a long way.

Use your free time or prep periods to plan and prepare materials.

At the end of the day, remind students of any assigned homework. Follow any classroom or school checkout procedures. You did it! What you do and what your attitude is when the bell rings is the impression the students take home with them.

# Substitutes: Hints for Success

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## The “Never” Rules

Never leave a classroom unattended.

Never give medicine of any kind to a child.

Never order a disruptive student to leave class unsupervised.

Never touch a student in anger or frustration.

Never keep students after class or school.

Never introduce or talk about controversial subjects or materials.

Never advertise products or services to students.

Never date students or socialize with them after school.

Never be alone with a student for extended periods of time.

Never ask students personal questions unrelated to the instructional curriculum.

# Substitutes: Hints for Success

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## Hints:

1. Talk to potentially disruptive students individually.
2. Be aware of what every student in the class is doing at all times.
3. Intervene when you see a problem beginning to occur.
4. Give good behavior lots of attention and reinforcement.
5. Don't hesitate to seek help from the administration if necessary.

## You will be a successful disciplinarian if you:

1. Are consistent in disciplining.
2. Discipline the correct student.
3. Discipline major infractions.
4. Keep emotionally detached.
5. Intervene before a minor disruption becomes a major disruption.

## Substitutes: How it works...

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The District has a list with your name, address, phone number, and preferred teaching sites and subjects. Calls for substitutes are made as soon as possible after the request has been made. Most calls are made in the morning beginning at 6:00 a.m. Please be sure to answer those early morning calls if you want to substitute for us. Teachers often request a specific substitute. Efforts are made to honor those requests, if possible.

Principals and school secretaries may also make prior arrangements with you to substitute for someone who has planned to be absent. Efforts are made to coordinate these prearranged jobs with the Automated Substitute Service, Aesop.

Filling our substitute requests in a timely manner is an important factor for us. If there are circumstances that might prevent you from subbing for 30 days or more, or if you wish to withdraw from the substitute list, please notify us. Communication plays a very important role in our district.

Each school year you will automatically be carried over on our substitute list from the previous school year provided you have subbed at least 1 day. **Failure to sub at least 1 day per year will result in being dropped from our active roster.** We are committed to keeping reliable substitutes that want to work for our District.

Substitute teaching requires being organized, flexible, and having good management skills. You also need to be able get along with various types of people and keep a cool head in various types of situations. Not everyone has this type of personality. Therefore, subbing is not for everyone. We will try to help you in any way possible to have your substitute experience be successful.

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Resources available on the internet that you might find helpful and interesting can be found on the following website:

[www.educationalworld.com/a\\_curr/curr260.shtml](http://www.educationalworld.com/a_curr/curr260.shtml)