

**SANTA FE TRAIL USD 434**

**LICENSED SUBSTITUTE  
HANDBOOK**

**2022-2023**

**SUB COORDINATOR  
TALEISHA CHRISTENSEN**

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## **INTRODUCTION**

The information provided in this Licensed Substitute Handbook has been compiled for the convenience of all USD 434 licensed substitutes. It has been prepared to assist in the understanding of Santa Fe Trail School District's policies, practices and guidelines.

Santa Fe Trail School District complies with all federal, state and local laws that are applicable to this handbook.

The following material is presented in an informational capacity only. The contents should not be interpreted as a contract between the Santa Fe Trail School District and its employees. If a conflict of information is found between this handbook and district policy, the district policy shall supersede.

Please read and review the Licensed Substitute Handbook carefully. If you have any questions regarding the contents of this handbook, contact the substitute coordinator.

## **DISTRICT MISSION**

The mission of Santa Fe Trail USD 434 is to support individual student needs in preparation for successful lifework.

## SCHOOL DIRECTORY

### **District Administrative Center**

James Lentz, Superintendent  
Mrs. Amy Hill, Board Clerk

104 S Burlingame Ave  
Scranton, KS 66537  
(800)836-9525 Option 5

### **Santa Fe Trail High School (9-12)**

Mr. Patrick Graham, Principal  
Mrs. Taleisha Christensen, Office Manager  
Mrs. Samantha Carothers, District Registered Nurse

15701 S California  
Carbondale, KS 66414  
(800)836-9525 Option 1  
8:00am – 3:25pm

### **Carbondale Attendance Center (4-8)**

Mrs. Jodi Testa, Principal  
Mrs. Shelley Schmale, Office Manager

315 N 4<sup>th</sup> St.  
Carbondale, KS 66414  
(800)836-9525 Option 3  
8:00am – 3:40pm

### **Overbrook Attendance Center (K-2)**

Mrs. Lorle Bolt, Principal  
Ms. Megan Reynolds, Office Manager

202 W 7<sup>th</sup> St.  
Overbrook, KS 66524  
(800)836-9525 Option 2  
8:00am – 3:40pm

### **Scranton Attendance Center (PK)**

Mrs. Faith Flory, Principal & Deputy Superintendent  
Mrs. Kaitlyn Ball, Office Manager

104 S Burlingame St.  
Scranton, KS 66537  
(800)836-9525 Option 4  
8:00am – 3:40pm



## **CERTIFICATION FOR A LICENSED SUBSTITUTE**

In order to substitute teach with USD 434, you must have one of the following on file at the District Administrative Center:

1. A current Kansas teaching certificate
2. A current Kansas substitute certificate
3. A current emergency substitute certificate (annual renewal required)

Instruction to certify for a teaching license can be found on the Kansas Department of Education (KSDE) website (<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure-License-Application>). If you are certifying for a Kansas license for the first time or have let your previous license lapse for more than six months, you will need to submit a fingerprint card with your license application.

In order to substitute nurse with USD 434, you must have on file at the District Administrative Center a valid Kansas license for Registered Nurse (R.N.) or Licensed Practical Nurse (L.P.N.), as defined by the Nurse Practice Act.

### **SUBSTITUTE ASSIGNMENTS**

1. Before the start of the school year, the Substitute Coordinator will verify accuracy of all personnel information on file. You will be asked to complete a survey of your school and day preferences each year. It is your responsibility to update any contact information changes with the District Administrative Center when they occur.
2. A master list of substitutes will be compiled and distributed to all school buildings.
3. Substitute assignments will be made by the school principal or school office manager as early as possible before the requested date.
4. Emergency substitute assignments will be made by the substitute coordinator between 6:00 and 8:00am to fill any overnight requests or any emergency illnesses.
5. The substitute should check in at the school office each time they are called before beginning the school day.
6. Please return calls promptly. Sometimes your consent or rejection of an assignment will clear the way for several other assignments.

## PAY RATES AND PAY DATES

The following pay scale shall be in force for licensed certified substitutes:

- The current rate of pay for a licensed certified substitute is \$100.00 per day for a full day and \$50.00 for a half day. A half day is 4.0 hours or less worked; a full day is anything more than a half day.
- Substitutes who teach in the same regular licensed position for an extended, continuous period of eleven (11) consecutive days or longer shall be paid at \$110.00 per day beginning with the eleventh (11th) substitute day.

The following pay scale shall be in force for classified substitutes:

<b>Position</b>	<b>Wage</b>
Food Service Substitute	\$11.00
Maintenance Custodian Substitute	\$11.00
Paraprofessional Substitute	\$11.00
Secretarial Substitute	\$11.00
Certified Nurse	\$12.00

Electronic timecards will be completed at the school office of the substitute assignment. Completed timecards will be collected on the end dates of each pay period, as indicated on the 2022-2023 Payroll Calendar (Appendix C), and paid on the subsequent payday.

Pay is issued by the 10<sup>th</sup> of each month for the periods worked. In the event the payday falls on a weekend or holiday, pay will be deposited on the previous working day.

All district employees are paid via direct deposit.

District benefits will not be provided to licensed substitutes unless they are placed on a full-time contract *and* will exceed 630 hours in the current school year.

## REQUIRED BUSINESS PROCEDURES

Before a licensed substitute is placed in the master file, the following paperwork needs to be received by the District Administrative Center.

1. Valid Kansas certificate or license
2. W-4 Federal Tax Withholding Form
3. K-4 Kansas Tax Withholding Form

4. I-9 Employment Eligibility Verification Form along with proper documentation
  5. State of Kansas Loyalty Oath Form
  6. Certificate of Health Form & TB test results completed by a qualified physician/nurse
- (Application packets containing items 2-6 may be picked up at from the District Substitute Coordinator.)

### **TIPS FOR A SUCCESSFUL SUBSTITUTE TEACHER**

#### Getting Ready for the School Day

1. Dress for the part. Appropriate attire is expected of all employees within the USD 434 district. Your appearance should reflect your attitude and professionalism.
2. Arrive at school at least 15 minutes before starting time and check in at the office to let the office staff know you have arrived.
3. Be in your classroom when the students arrive so you can greet them. Be sure they know your name!
4. Have a “professional air” about you - in other words be business-like, insisting that children be seated and remain so.
5. Follow the regular routine as closely as possible. If this is not posted, ask a student who appears to be reliable to help you (elementary level). It is usually best not to ask the whole class.
6. If there are opening exercises, make them brief and get down to the business at hand as quickly as possible.
7. Check attendance carefully.
8. Should you be challenged for doing things differently from usual, it is best not to argue with the students. Just be pleasant but firm as to how it will be done today. However, follow as closely as possible the regular routine.
9. Since the business of the day is teaching, it is wise to get the lessons started as soon as possible to insure that your day will run more smoothly.

#### Classroom Management

1. Be patient.
2. Expect good behavior and be positive in your attitude.
3. Much of your success in group control will depend on your degree of fairness and consistent treatment. The students must know what to expect of you and what you expect in turn.

4. Each student is a distinctly different human being and should be respected as such. Some will need more help than others. Some will be more mischievous than others. Make personal corrections in private and avoid ridicule and sarcasm.
5. Use good common sense in meeting all problems. This cannot be stressed too much.
6. Avoid making threats - you will likely be challenged to carry them out!
7. Your sense of humor is very important. Every problem is not a tragedy!

#### Teaching the Lesson

1. Preparation is the key to success in this area. Should you substitute more than one day, you are under the same obligation to plan as the regular teacher.
2. Have your materials organized and be ready to start before class. Be sure you have the attention of every student in the classroom before you start.
3. Motivating the students is important. Take a few brief moments to arouse curiosity, tie the lesson in to the previous lesson, and ask a few questions to make use of a picture, story, or shared experience.
4. Your presentation should be clear as this will determine what the students will gain from the lesson. Some helpful tips include the following:
  - a. Keep the language on the students' levels of understanding.
  - b. Present one point at a time.
  - c. Go from the known to the unknown, the easy to the difficult.
  - d. Stop often and review.
  - e. Do not hesitate to repeat.
  - f. Give students an opportunity to ask questions.
  - g. Vary your voice to emphasize, maintain interest, and change and control tempo.
5. Asking good questions is most important, especially if you look at good teaching as a process of drawing out from within the students rather than stuffing them with knowledge. Good questions often have the following qualities:
  - a. They ask something you really want to know.
  - b. They are concise and expressed well.
  - c. They may often require a series of intermediate answers.
  - d. They direct and stimulate a student to observe and go in search of new information.
  - e. They guide and stimulate thought, and help with the analysis of complex problems.
  - f. They help to give a student a mind-set for what is to follow.
  - g. They help students to formulate new or unexpressed ideas.
  - h. They do not call for mere repetition of book material.



### Some Rules for “Asking Questions”

1. State the question, then call on a student.
2. Discourage hand waving.
3. Respect students’ answers.
4. Do not fake answers if you don’t know them!
5. Help students to formulate good questions or answers when necessary. This can be done by asking further questions for clarification of what they are asking or answering.
6. In a well-planned lesson, students are given the opportunity to engage in active participation. Be sure that directions are clear and that you provide proper supervision and help.
7. Provide time for a summary. This is when all facts and concepts are brought together at the close of the lesson.
8. Any assignments you make should be clear, concise, purposeful, and take into account individual differences. Any homework should follow the same procedure. Homework should be enrichment, not new materials.

### Recess Supervision (Elementary)

1. Always keep in close proximity to the students when supervising recess.
2. Safety First! Encourage safe play and re-direct students when their play is not safe.
3. Do your best to watch out for and help defuse trouble situations as the children are playing together. Being nearby is one of the best ways to do this.
4. Bring a whistle (check with the office if you don’t have one) and bring your watch. Make sure you or your fellow recess supervisors have an outside door key.
5. Line up the students on time and bring them inside in an orderly fashion.
6. As is true in teaching, if you bring a positive attitude to supervision duties, students will respond in kind.
7. If you have other supervision duties during the day (lunchroom, hallway), engage the students in polite conversation and use your proximity to help control behavior.

### Closing the School Day

1. Leave the room in good order. Be sure that attendance records are complete and the plan book is ready for the next day.
2. The day’s papers should be handled as directed.
3. Complete the Substitute Teacher Report (see sample in Appendix A) for the regular teacher and building principal telling what was accomplished during the day, special incidents, and communications.
4. If there were any parent communications you could not answer, discipline problems, accidents, or room damage, report such incidents to the office.
5. Check out through the office and see if your services will be needed the next day.

**APPENDIX A: SUBSTITUTE TEACHER REPORT**

**SUBSTITUTE TEACHER REPORT**

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Name of Substitute: \_\_\_\_\_

Substitute's Home Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Substituting For: \_\_\_\_\_ Date: \_\_\_\_\_

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*Please complete the following about your experience today and return to the building office.*

**TEACHER PREPARATION**

Lesson Planning:

Excellent    Good    Satisfactory    Poor    No Preparation

Materials Preparation:

Excellent    Good    Satisfactory    Poor    No Preparation

Student Behavior:

Excellent    Good    Satisfactory    Poor    No Preparation

**COMMENTS FOR THE TEACHER**

**COMMENTS FOR THE PRINCIPAL**

# APPENDIX B: 2022-2023 SCHOOL CALENDAR

## SANTA FE TRAIL USD 434 | 2022-2023 CALENDAR

BOE 051122

AUGUST '22 (10)							FEBRUARY '23 (18)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				

**10-12** New Teacher Academy  
**15** Professional Development  
**16** Professional Development  
**17** Teacher Prep  
**18** First Day of School for Students

  

SEPTEMBER '22 (20)							MARCH '23 (17)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	

**5** Labor Day  
**12** Professional Development  
**10** Teacher Prep  
**13-17** Spring Break  
**31** No School Due to Parent/Teacher Conferences

  

OCTOBER '22 (20)							APRIL '23 (18)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						

**14** Teacher Prep  
**31** No School Due to Parent/Teacher Conferences  
**7** Good Friday – No School  
**10** Professional Development

  

NOVEMBER '22 (18)							MAY '23 (11)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						

**7** Professional Development  
**23-25** Thanksgiving Break  
**8** Professional Development  
**17** Designated Snow Day  
**18** Teacher Prep

  

DECEMBER '22 (14)							JUNE '23						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	31

**20** Last Day of School  
**21-31** No School. Winter Break

  

JANUARY '23 (17)							JULY '23						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					

**2-3** Winter Break  
**4** Professional Development  
**5** Teacher Prep  
**6** Students Return to School  
**16** No School  
 Student Contact = 163  
 Professional Development = 8  
 Teacher Prep = 5

**APPENDIX C: 2022-2023 PAYROLL DATES  
FOR SUBSTITUTES**

<b>Cut-Off Date</b>	<b>Turn in NO LATER Than</b>	<b>Pay Date</b>
August 20	August 26	September 8
September 17	September 23	October 7
October 15	October 21	November 9
November 19	November 25	December 8
December 17	December 15	January 9
January 21	January 27	February 9
February 18	February 24	March 9
March 18	March 24	April 7
April 15	April 21	May 9
May 20	May 26	June 8

\*If timesheets are turned in after the above dates, you are NOT guaranteed to be included in the payroll cycle\*