

# **SUBSTITUTE TEACHER HANDBOOK**



## **Shelby County Public Schools 2020-2021**

***High Expectations for All  
Positive Relationships with All***

**CENTRAL OFFICE CONTACTS 502-633-2375**

**Receptionist - Karem Tejada**

<b>Superintendent</b> <b>(Cathy Davis, Administrative Assistant I)</b>	<b>Dr. Sally Sugg</b>
<b>Director of Administration and Personnel</b> <b>(Chris Watts, Personnel Manager)</b> <b>(Nicki Willey, Secretary - Ashli Moore, Secretary)</b>	<b>John Leeper</b>
<b>Chief Academic Officer</b> <b>(Billie Silverhorn, Administrative Assistant II)</b>	<b>Susan Dugle</b>
<b>Chief Operations Officer</b> <b>(Heidi Clark, Administrative Assistant II)</b>	<b>Jill Tingle</b>
<b>Director of Facilities</b> <b>(Jessica Garrett, Administrative Assistant I)</b>	<b>Jon Swindler</b>
<b>Facilities Engineer</b>	<b>Scott Meredith</b>
<b>Director of Curriculum Personalization</b> <b>(Billie Silverhorn, Administrative Assistant II)</b>	<b>Rebecca Martin</b>
<b>Director of Exceptional Child Services</b> <b>(Jada Bastin, Administrative Assistant)</b>	<b>Michelle Oakley</b>
<b>Director of Finance</b> <b>(Tracy Cannon, Administrative Assistant)</b>	<b>Susan Barkley</b>
<b>Director of Student Services</b> <b>(Lisa McDonald, Administrative Assistant)</b>	<b>Mike Clark</b>
<b>Chief Information Officer</b>	<b>Chad Hebner</b>
<b>Network Engineer</b>	<b>Clifford Chandler</b>
<b>Public Relations Coordinator</b>	<b>Cindy Powell-Skellie</b>
<b>School Nutrition Food Service Coordinator</b> <b>(Lisa Meers, Secretary)</b>	<b>Cindy Murphy</b>



**IMPORTANT NUMBERS**



**AESOP**

[www.aesoponline.com](http://www.aesoponline.com) or 1.800.942.3767

Automated substitute calling

**CENTRAL OFFICE**

**502.633.2375**

John Leeper, Director of Administration & Personnel, Deputy Superintendent

Nicki Willey - Secretary

Chris Watts, Personnel Manager

Ashli Moore - Secretary

**NORTHSIDE EARLY CHILDHOOD CENTER**

**502.633.5123**

Emily Swindler, Principal

Mirza Medizabal, School Secretary

**CLEAR CREEK ELEMENTARY**

**502.633.3452**

Yasmine Fleming, Principal

Kathleen Woolridge, School Secretary

**HERITAGE ELEMENTARY**

**502.829.5242**

J.J. Black, Principal

Ashley Craig, School Secretary

**PAINTED STONE ELEMENTARY**

**502.647.4505**

Artavia Acklin, Principal  
Secretary

Laura McLaughlin, School

**SIMPSONVILLE ELEMENTARY**

**502.722.8855**

Adam Hicks, Principal

Leigh Ann Kieper, School Secretary

**SOUTHSIDE ELEMENTARY**

**502.633.4460**

Shannon Pfaff, Principal

Terie Eilers, School Secretary

**WRIGHT ELEMENTARY**

**502.633.5222**

Seth Green, Principal

Bonnie Coffee, School Secretary

Marnel C. Moorman

**502.647.0204**

Donna Jones Hocker, Principal

Karen Cottrell, School Secretary

**EAST MIDDLE SCHOOL**

**502.633.1478**

Jennifer Cox, Principal

Sylvia Russell, School Secretary

**WEST MIDDLE SCHOOL**

**502.633.4869**

Lorri Stivers, Principal  
Secretary

Angela Medley, School

**SHELBY COUNTY HIGH SCHOOL**

**502.633.2344**

Margo Whisman, Principal

Patricia Winlock, School Secretary

**MARTHA LAYNE COLLINS HIGH SCHOOL**

**502.647.1160**

Joseph Ellison, III, Principal

Stacy Beard, School Secretary

**MILESTONE ACADEMIES**

**502.647.4677**

Steve Coleman, Director

Brittany Douglas, School Secretary

**SHELBY COUNTY TECHNICAL CENTER**

**502.633.6554**

Steve Coleman, Director  
Secretary

Debbie Humphrey,



Below is a list of school hours and staff hours for all schools in Shelby County Public Schools. Please pay special attention to the staff work day in parenthesis. When you accept a job, you are to work these hours.

**Elementary Schools**

7:35 am - 2:27 pm (staff work day 7:15 - 3:00 pm)

**High Schools**

8:30 am - 3:22 pm (staff work day 8:00 - 3:45 pm)

**East & West Middle Schools**

8:40 am - 3:35 pm (staff work day 8:15 - 3:45 pm)

**Marnel C. Moorman Middle School**

8:30 - 3:22 pm (staff work day 8:00 - 3:45 pm)

**Big Picture Learning Academy**

8:30 am - 3:22 pm (staff work day 8:00 - 3:45 pm)

**As a professional courtesy please call the school if you are canceling a position that you have already accepted in AESOP if at all possible**

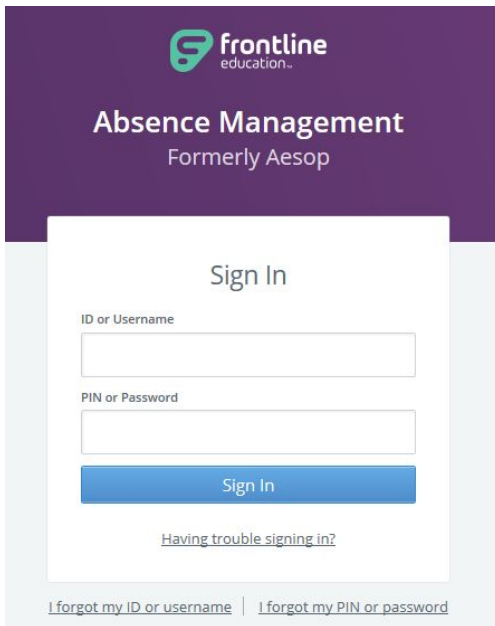
## **IMPORTANT INFORMATION**

- Check in to the main office at the school, please be prompt.
- Call and let the school know if you are going to be late.
- Substitute teachers shall observe the same hours of duty as the regular teacher. Please supervise hallways at your door before/after school and when students change classes.
- Please use cell phones only on your breaks.
- Follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during your stay. It is the responsibility of the substitute to discover the teaching procedures of the regular teacher and to follow them as nearly as possible. Leave the room in order at the end of the day.
- Shelby County Public Schools does NOT use corporal punishment in any form. Please DO NOT PUT HANDS ON STUDENTS. Do NOT sarcasm with students. If you need assistance with classroom management or a difficult student call the office or get a colleague to assist you.
- If you see any bullying or abusive behaviors, report this to the office.
- Make a special effort to keep on schedule (lunchroom, dismissal, etc.) otherwise, you may upset the schedule of other classes or even the entire school.
- Do NOT leave students unsupervised at ANY time.
- As you enter the classroom check for emergency procedures. They should be posted in every classroom. If first aid or medical assistance is needed for a student call the office immediately.
- Maintaining good professional relations is an important responsibility for all of us in the teaching profession. Mutual respect with students and staff is essential. Be the mentor or advisor, not the friend.

→ As an employee of SCPS remember that information about any student is considered confidential. Do not discuss students except with school personnel. All information regarding students is to be held in strict confidence. Do not post information about students/school on your social media.

## Absence and Substitute Management

District Code #7354



### LOGGING IN ON THE WEB

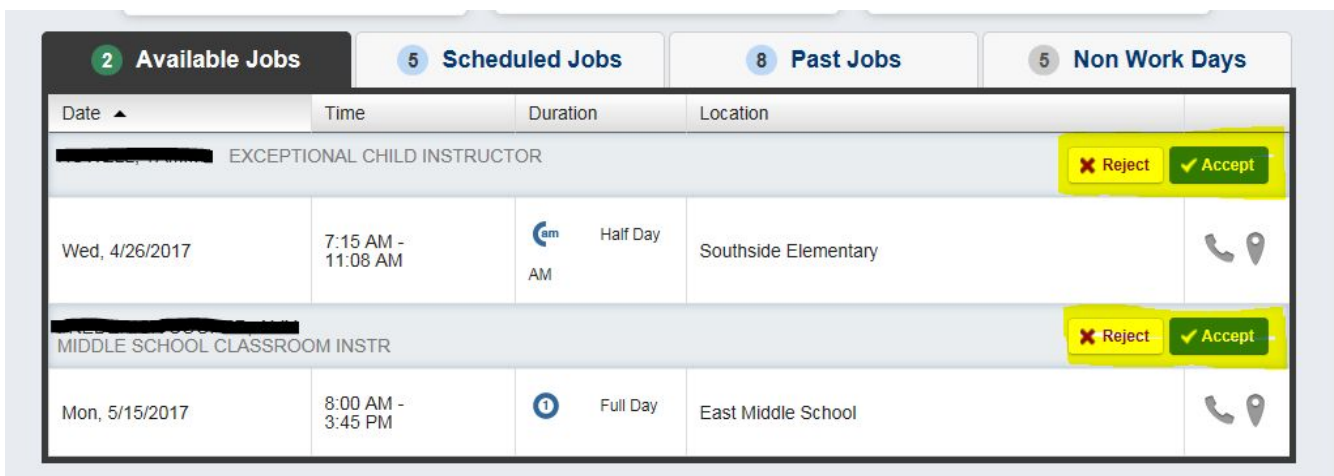
To log in to the absence management system, type <https://login.frontlineeducation.com> in your browser's address bar and Enter your ID and PIN and click **Login**

### CAN'T REMEMBER YOUR LOGIN INFO?

Click the links provided

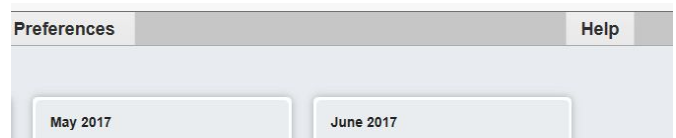
## SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



Date	Time	Duration	Location	
EXCEPTIONAL CHILD INSTRUCTOR				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Wed, 4/26/2017	7:15 AM - 11:08 AM	am Half Day AM	Southside Elementary	<input type="button" value="Reject"/> <input type="button" value="Accept"/>
MIDDLE SCHOOL CLASSROOM INSTR				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 5/15/2017	8:00 AM - 3:45 PM	Full Day	East Middle School	<input type="button" value="Reject"/> <input type="button" value="Accept"/>

To accept a job, simply click the **ACCEPT** button next to the absence. If you do not want to accept this job, click the **REJECT** button, instead.



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain Feature, or want more information about a specific topic, click the **HELP** tab to go to the Learning Center to search a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### **When You Call into Absence Management**

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), Then your PIN number (followed by the # sign).

When calling, the absence management system, you can:

- \* Find available jobs- **Press 1**
- \* Review or cancel upcoming jobs- **Press 2**
- \* Review or cancel a specific job- **Press 3**
- \* Review or change your personal information- **Press 4**

### **When the Absence Management Calls You**

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you are eligible for other jobs, You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs- **Press 1**
- Prevent absence management from calling again today- **Press 2**
- Prevent absence management from ever calling again- **Press 9**

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by The # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

**SHELBY COUNTY PUBLIC SCHOOLS  
2020-2021  
SUBSTITUTE TEACHER SALARY SCHEDULE**

APPROVED JULY 23, 2020

Regular Pay

Rank I	\$117 per day	Master's degree plus 30 additional hours w/valid teaching certificate
Rank II	\$107 per day	Master's degree and valid teaching certificate
Rank III	\$ 97 per day	Bachelor's degree and valid teaching certificate
Rank IV	\$ 87 per day	64+ hours or more and an emergency substitute Teaching certificate

**Retired Substitute Teachers:** A retired Substitute teacher will receive an additional \$10 per day based on their Rank.

**Long- term substitute pay:** A substitute teacher holding a valid Kentucky teaching certificate who works in the same assignment for an extended period with no break in service shall receive long-term substitute teacher pay on the 20th consecutive day and all subsequent days in the same assignment. Long- term substitute teacher pay shall be calculated as two (2) times the regular pay, not to exceed the Daily Wage Threshold, if applicable.

**Substitutes in administrative positions:** A Substitute in an administrative position will be paid the daily rate for the position in accordance with the approved salary schedule at their rank and zero years experience, limited by 80% of their DWT, if applicable.

**Substitutes for related services on Individualized Education Programs (IEPs) and school psychologists:** A substitute in these positions shall be paid the daily rate for the position in accordance with the approved salary schedule at their rank and years of experience, limited by 80% of their Daily Wage Threshold, if applicable.



**COMMONWEALTH OF KENTUCKY  
WORKERS' COMPENSATION NOTICE**

*Employees of this business are covered by the Kentucky Workers' Compensation Act  
(KRS Chapter 342) Conspicuous Posting of this Notice is required by law*

000073  
SHELBY COUNTY BOARD OF EDUCATION  
1155 W MAIN STREET  
SHELBYVILLE KY 40066

Policy Number: 386915

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Shelby County Board of Education  
Location Name: Shelby County Board of Education  
Workers' Compensation Carrier:  
Contact KEMI Center for Assistance:

Kentucky Employers' Mutual Insurance  
250 W Main St Lexington, KY 40507  
1-800-868-4553 or 1-859-425-7800

**REPORT AN INJURY**

EMPLOYEES: If injured, notify your supervisor immediately; when possible, notice should be in writing. Failure to notify your supervisor could result in denial of benefits. Obtain medical care. Your employer must pay for all necessary medical care to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employer is enrolled in an approved Managed Care Plan, employee selection of physicians is limited to the Approved Provider Network, except in certain emergencies. For injuries requiring continuing care, the employee must designate a treating physician. A form to do so will be furnished by your employer or its insurance carrier.

This employer is participating in a Managed Care Plan for medical care. The Managed Care Plan is Bluegrass Health Network. For information call 1-800-868-4553 or 1-859-425-7800.

DISABILITY BENEFITS to replace wages lost due to a workplace injury are payable under the Workers' Compensation Act after seven (7) days of disability. A claim must be filed with the Office of Workers' Claim within two years of the date of injury, or last payment of temporary total disability benefits.

**NEED ASSISTANCE?**

Contact your employer's claim representative. If your questions about workers' compensation rights are not promptly answered, call The Kentucky Office of Workers' Claims at 1-800-554-8601 to speak to an Ombudsman or Workers' Compensation Specialist.

**EMPLOYER SUPERVISORS- NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT TIMELY REPORTS CAN BE MADE AS REQUIRED BY LAW.**



**Professional Code of Ethics – 704 KAR 20:680**

**Section 1. Certified personnel in the Commonwealth:**

- Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- Shall strive to uphold the responsibilities of the education profession.

**To Students:**

- Shall provide students with profession education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety and emotional well being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

**To Parents:**

- Shall make reasonable effort to communicate with parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

**To Educational Professionals:**

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.

- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.

### **Drug-Free Workplace Notice**

Pursuant to Board Policies 03.1325 and 03.2325 (see policy section of this booklet), employees (certified or classified) disrupting the educational process are subject to disciplinary action. The following serves both as procedures to follow and notification to all employees related to a drug-free workplace as required by Federal Regulation 54 CFR 4946.

#### **Administrative Procedures**

**YOU ARE HEREBY NOTIFIED** that it is violation of the policies 03.1325/03.2325 of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school- sponsored or school-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the school district.

**YOU ARE FURTHER NOTIFIED** that it is a condition of your continued employment with this district that you will comply with the above policies of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five days after such conviction.

An employee who violates the terms of the school district’s drug-free workplace policies may be non-renewed or his/her employment may be suspended or terminated at the discretion of

the Superintendent. As an alternative the Superintendent may choose that an employee who violates the terms of the school district's drug-free workplace policies shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Superintendent. If the employee fails to satisfactorily participate in such program, the employee shall be on -renewed or his/her employment may be suspended or terminated at the discretion of the Superintendent.

## **CERTIFIED SUBSTITUTE EMPLOYEES**

### **Retirement**

Contributions: Substitute employees (filling the role of a teacher) contribute to the Kentucky Teacher Retirement System, the same as for active teachers. The contribution rate for Kentucky Teacher Retirement System (KTRS) depends on when the employee becomes a member of KTRS. Certain other conditions and special circumstances may apply. Questions may be (contingent upon vesting requirements). This is in addition to withholdings for Medicare, which are required for all substitute teachers, including retired teachers. Medicare withholdings are matched locally at the same rate.

Eligibility: Participation is mandatory for all substitute teachers, including retired teachers.

Withdrawal of Contributions: Contact KTRS regarding requirements and options available to you.

Contact: Teacher Retirement System of Kentucky

479 Versailles Road

Frankfort, Kentucky 40601-3800

(800) 618-1687

Website: [www.ktrs.ky.gov](http://www.ktrs.ky.gov)

Special Notes for Retired Teachers: There are specific rules for retirees returning to work. These rules differ based on the date of retirement and whether or not the retiree is returning to work for the school district from which he/she retired. ***It is the employee's responsibility to fully understand the effect of various KTRS regulations and how a decision to return to work may impact the individual's retirement.***

Tax-Deferred Retirement: Substitute certified personnel (as well as all other employees) are eligible to participate in tax-deferred retirement plans. Contact the Central Office for information on approved tax-deferred retirement companies.

**PLEASE NOTE:** The KTRS rules have become increasingly complex in recent years. The information contained herein is provided to assist employees and is accurate to the best of our knowledge. Employees are encouraged to contact KTRS to verify the information contained herein and for answers to specific questions.

## **Substitute Teachers**

### **Qualifications**

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

### **Substitute List**

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

### **Retired Teachers**

Retired teachers may be reemployed as a part-time, temporary or substitute teacher in keeping with the requirements of the Kentucky Teachers Retirement System.

### **Length of Duty**

Substitute teachers shall observe the same hours of duty as the regular teacher.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

### **Substitute Salary and Payment Schedule**

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

### **Employment Notification**

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of [KRS 161.750](#).

### **References:**

[KRS 17.160](#); [KRS 17.165](#); [KRS 156.106](#); [KRS 161.605](#); [KRS 161.611](#)

[016 KAR 002:030](#); [016 KAR 002:120](#); [102 KAR 001:030](#); [702 KAR 001:035](#); [702 KAR 003:075](#)

[OAG 69-296](#)

**Related Policies:**

03.11, 03.111, 03.121

Adopted/Amended: 8/25/2011

Order #: 30