STEPS TO BECOMING A SUBSTITUTE TEACHER FOR THE LAKE CENTRAL SCHOOL CORPORATION

1. Complete online application at www.lcsc.us under Job Opportunities.

2. Complete the bottom W-4 form – Complete State Tax Form.

3. Complete I-9 form. We will need to make a copy of your driver's license and social security card or birth certificate. **You must be 21 years of age**.

4. Complete the Safe Hiring Solutions Background Check. Link is located on our website under Job Opportunities. The cost is $28.00. A debit/credit card is necessary to process the background check.

5. Complete the Direct Deposit Form. Attach a voided check to the form.

6. Complete the release form once you have read the attached Substitute Handbook.

7. **Read the letter under "Required Tutorials for Substitutes".** The letter will provide you with information to the Global Compliance Network where you must complete tutorials prior to your first day of employment.

7. Provide a copy of transcripts (do not have to be official). These transcripts should include 60 credit hours. If you do not have 60 hours, 30 credit hours with two (2) letters of recommendation from administrative/employer personnel will be accepted once approved by the Assistant Superintendent.

8. We will need to make a copy of your valid Indiana Teaching License if you have one. If not, then logon to the Indiana Department of Education website https://license.doe.in.gov/ and apply for an Indiana Substitute Teaching Certificate (valid for 3 years). You will need a debit/credit card for this transaction. The cost for the license is $15.00. Lake Central will need a copy of your license once received.

9. If you have a teaching certificate or bachelor's degree, please complete the Teacher Retirement form.

10. **Bring all forms/documents to the Administration Center located on the grounds of Lake Central High School at 8260 Wicker Ave., St. John. Your documentation MUST be in our office before we can approve your substitute teaching license on the Department of Education website.**

PLEASE RETAIN THE FOLLOWING FOR YOUR RECORDS:

IMPORTANT PHONE NUMBERS:

Madeleine Stromberg 365-8551 Ext. 2801 EL/MS 365-8551 Ext 2800 HS only AFTER 7:00 A.M.	Lake Central Sub Teacher Caller Please use this number to contact Madeleine. Leave a message and she will return your call as soon as possible. In the event you accept a substitute teaching position and are unable to keep the commitment, PLEASE CONTACT THE SCHOOL DIRECTLY. (School phone numbers are listed in the attached handbook).
Kathy Pedersen 558-2788	Human Resource Assistant Please contact Kathy with any other questions pertaining to your employment with Lake Central.

PLEASE CONTACT KATHY OR MADELEINE WITH ANY CHANGES IN YOUR AVAILABILITY (PHONE NUMBERS, ADDRESSES, EMPLOYMENT, ETC.)

December 20, 2013

To: Substitute Teacher and/or Paraprofessional Candidates:

The Lake Central School Corporation requires new substitute teachers and paraprofessionals to complete Global Compliance Network tutorials prior to their first day of employment. The required tutorials are listed below. The link to access the tutorials is: http://site.gcntraining.com . Please click on **Login to View Training**. You will need to click on **New User**. The organization ID that you will use is **lakecentral** (one word). Please indicate what you would like your preferred personal ID to be.

Required tutorials for Substitute Teacherss:

1. A Guide for Substitute Teachers – 17 min.
2. Confidentiality – 14 min.
3. Diversity for Employees – 14 min.
4. Ethics and Boundaries for Emp. – 21 min.
5. Professionalism – 13 min.

Required tutorials for Paraprofessionals:

1. Autism – 23 min.
2. Behavioral Intervention for Students with Disabilities – 15 min.
3. Confidentiality – 14 min.
4. Diversity for Employees – 14 min.
5. Ethics and Boundaries for Emp. – 21 min.
6. Professionalism – 13 min.

You may contact our office when you have completed the tutorials. We will be able to access the completion records through the Global Compliance Network site. The tutorials need to be completed on your home computer, or if one is not available, you may schedule a time with our office to complete the tutorials at Central Office.

If you have any questions, please feel free to contact me at 558-2710 or my assistant Kathy Pedersen at 558-2788.

Sincererly,

Al Gandolfi
Assistant Superintendent

Lake Central School Corporation

Substitute Teachers

Dear Substitute Teacher:

Welcome to our school corporation!. You are a vital part of our district and we value the contributions you make. It is your involvement and availability that enables our programs to continue.

This handbook has been prepared for you to provide the guidance necessary for program continuity and coordination with the regular teacher's assignment. Please take a moment to review this handbook; it contains important information vital to your success as a substitute teacher in our buildings.

We appreciate your service to our district and its students.

SUBSTITUTE HANDBOOK
PROFESSIONAL RESPONSIBILITIES

Substitute Teacher Work Day

A. The substitute teacher's work day is the same as the regular teacher's day. A substitute teacher's day is an hourly position. Hours may adjusted based on the needs of the corporation. It is expected that at the time contacted, the substitute will inquire as to what are the starting and ending times.

B. Substitute teachers should plan to arrive at their assigned building as early as possible in order to allow themselves time to become acquainted with and prepare for the assignment.

C. ABSOLUTELY NO SMOKING ON SCHOOL GROUNDS.

D. PLEASE DO NOT USE CELL PHONES IN THE CLASSROOMS.

Substitute Teacher's Responsibilities

A. The substitute teacher has the same professional responsibilities as are expected from the regular classroom teacher.

B. Upon arrival at the assigned building the substitute teacher should:

1. Report to the school office and receive specific instructions.
2. Locate and peruse class time schedule, plan book, classroom record book, materials, texts and manuals that are needed.
3. Become familiar with the building emergency procedures.
4. Become familiar with the seating arrangements.
5. Go over names in classroom record book or seating chart and try to become familiar with them.
6. Check with the principal for scheduled programs, assemblies, audio/visual uses and/or additional information that may be important.
7. If possible, check with a teacher on how disruptive student behavior is handled.
8. Introduce yourself to teachers in adjoining rooms or at the same grade level and ask for information regarding materials and procedures if necessary.

C. The substitute should start the first minute of the day with appropriate classroom management and organization including the following:

1. Be at the classroom door as pupils arrive.
2. Display an attitude of cheerfulness, warmth and confidence.
3. Introduce yourself to pupils and write your name on the board. You may wish to let pupils introduce themselves.

4. Check attendance as soon as the bell rings. Follow the class opening routines for that particular school.
5. Present and discuss plans for class work.
   - It is the responsibility of the substitute teacher to follow the plans left by the regular teacher.
   - Occasionally, the type of work will be such that a substitute teacher cannot adequately continue with the regular teacher's plans, but the substitute should follow as closely as possible.
   - Always try and leave a note for the teacher recapping the day. If appropriate, the communication should be period by period.
   - Approval of the principal should be secured for any major deviation from the regular teacher's prepared lesson plans.

6. Collect money and/or reports and turn in to the proper place according to the school's policy. ***Money, personal items, or anything of value is not to be left in the classroom.***

Emergencies

A. In case of injury or other emergency involving a student under the substitute teacher's supervision, the office must be notified immediately.

B. Substitutes should stay with the injured child and send a student for help.

C. An accident report must be completed by the substitute and given to the Principal's Office on the day of the accident.

D. If an injury or emergency requires the substitute to leave the room, please contact the office so an appropriate supervisor for the classroom may be provided.

Discipline Problems

A. If a student continually disrupts a class or is not cooperative, the teacher should send the student, with a written note, to the principal and:

- Don't punish the whole class as a result of a few students misbehaving.
- Techniques to gain class control:
  Ignore - Ignore minor misbehavior which is an attempt to gain attention.
  Eye Contact - Non-verbal communication directed at the misbehaving student.
  Gestures - Let a misbehaving child know of their misbehaving or have the child move closer to you.
  Proximity Praise - Move closer to a child misbehaving or have the child move closer to you.
  Separate - Separate students who are being disruptive into other seats.
  Circulate - Walk around the room and keep encouraging students.
  Directed Verbal Comments - In a calm manner, tell the student the appropriate behavior you desire.
  If ... Then Consequences - Make sure the consequence is appropriate for the situation. Follow through with the reasonable consequence for the misbehavior.

B. ***UNDER NO CIRCUMSTANCES SHOULD A SUBSTITUTE USE PHYSICAL FORCE.***

C. Corporal punishment is not an option in the Lake Central School Corporation.

D. Serious student infractions should be immediately reported to the principal.

Evaluation of Substitute Teachers

Evaluation is a necessary part of professional growth. The substitute teacher may be evaluated at any time. Negative reports received by the classroom teacher will be referred to the substitute for correction prior to the next assignment.

BLOODBORNE PATHOGENS INFORMATION

A. A prospective substitute must read this information to be aware of procedures concerning the disease AIDS and Body Fluids.

B. Procedures for handling and disposing of body fluids and related clean-up materials:

1. Immediately notify the building office and request janitorial assistance.

2. If none is available, follow the following procedures:
   - All body fluids are to be handled with gloves.
   - Utilize clean-up kits that are available in each building and vehicle.
   - Wash thoroughly areas that are exposed to body fluids.
   - Request supplies to replenish those items used in clean-up activities.
   - Report incidents immediately to the school principal or nurse.

C. Disposal of body fluids and related clean-up materials:

1. Dispose of gloves, tissues, toweling in a plastic bag and seal it.

2. Double bag the contents.

3. Dispose of the bags by either taking it to the school health office and place in a wastebasket which is lined with a large red bag or contact a custodian for placement in a dumpster.

4. DO NOT allow students to handle any possibly contaminated materials!

CHARACTERISTICS OF GOOD SUBSTITUTE TEACHERS

SUBSTITUTE TEACHER'S ROLE

Your primary role is to maintain continuity in the lesson plans of the regular classroom teacher. This may be difficult if you are unfamiliar with the subject area. However, ***maintaining a suitable learning climate is essential to the instructional process.***

GOOD SUBSTITUTE TEACHERS....

1. Are conscientious and sincere in their interest in the education of children and young people.

2. Make every effort to follow the regular teacher's plans and the building routines.

   - Principals prefer substitute teachers who can continue the work with students in such a way that learning takes place and the building routines are not disturbed.
   - Inexperienced substitute teachers or substitute teachers new to Lake Central School Corporation may attend faculty meetings and/or observe classes in order to become familiar with procedures and curriculum. ***Arrangements should be made through building principals prior to any such observation(s).***

3. Are willing to work when needed, and are willing to stay on the assignment until the teacher returns.

CONFIDENTIALITY

1. Substitutes ***must maintain confidentiality*** of the students, teachers and parents at all times**.**

One Last Note:

If you have a complaint or concern, see the principal before you leave. If the principal is unavailable, leave a message for her/him to contact you.