

**INFORMATION
FOR
SUBSTITUTE TEACHERS
FOR CERTIFIED TEACHERS/TEACHER ASSISTANTS
IN THE
JASPER SCHOOL DISTRICT**

**JASPER SCHOOL DISTRICT
600 School Street
P.O. Box 446
Jasper, AR 72641
Telephone: 870 446-2223
Fax: 870 446-5549
Jeff Cantrell, Superintendent**

Nondiscrimination Policy

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age, qualified disability or veteran status in its educational programs and activities. This includes—but is not limited to—admissions, educational services, financial aid and employment. This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the District in terms of sex, race, socio-economic level, disability, national origin and other population.

Program Coordinators

Equity Coordinator—Melissa Parks

Jasper School District

600 School Street

P.O. Box 446

Jasper, AR 72641

Telephone: 446-2223

Inquiries regarding SPECIAL EDUCATION issues should be directed to:

Lesa Barksdale

OUR Special Education Cooperative

P.O. Box 610

Valley Springs, AR 72682

Telephone: 429-9100

Inquiries regarding SECTION 504 issues should be directed to:

Melissa Parks

Jasper School District

600 School Street

P.O. Box 446

Jasper, AR 72641

Telephone: 446-2223

SCHOOL AND PERSONNEL DIRECTORY

JASPER ELEMENTARY SCHOOL 870 446-5320

David Dunlap, Principal
Jackie Mefford, Secretary

JASPER HIGH SCHOOL 870 446-2223

Jeff Lewis, Principal
Beverly Stanley, Secretary

KINGSTON SCHOOL 479-665-2835 or 479-665-2995

Marsha Shaver, Principal
Kim Summers, Secretary

OARK SCHOOL 479-292-3337 or 479-292-3353

David Westenhov, Principal
Lola Turner, Secretary

REQUIRED PARTICIPATION IN A DISTRICT SUBSTITUTE TEACHER TRAINING WORKSHOP

1. One of the requirements of the Jasper School District is that substitute teacher candidates must successfully complete one, four-hour in-service training workshop sometime during the school year.
2. The superintendent of school will have the authority to permit an individual who would otherwise be required to successfully complete an in-service training workshop to substitute teach without having completed the inservice training program, when, in his/her judgment, emergency and/or extenuating circumstances occur.
3. A total of two in-service training workshops will be scheduled during the school year with the first to be held during the first month of school. The second workshop will be held during the month of January.
4. A complete record will be maintained in the District's central office, and that record will denote the name of the candidate, the date of approval, the date of completion of the in-service training session.
5. No workshop fee will be charged to a Jasper School District substitute teacher candidate.

WHEN YOU APPLY TO BE A SUBSTITUTE TEACHER

1. Although State law does not require a substitute teacher in Arkansas to possess a college degree, the Jasper School District highly recommends that an applicant for substitute teaching have several college hours or previous satisfactory experience in working with young people. Substitute teachers are expected to live where they have easy access to a telephone and the campus/campuses in the Jasper School District for which they wish to substitute.
2. Substitute teacher applicants must file a District application with office of the superintendent. Applicant can expect one or more of the references who are cited on the application to be contacted.

3. If hired as a substitute teacher, an individual must sign a blanket certification form in the office of the superintendent and obtain a health card from the county health office—or a statement from a licensed physician—which states that he/she is free of tuberculosis. This is to be filed in the office of the superintendent.
4. Additional forms to be completed in the office of the superintendent are:
 - Federal I-9 and AR-FEC Form
 - Federal W-4A
 - Teacher Retirement Membership Forms
 - Criminal Background Check Forms
 - Fingerprinting Form
5. Substitutes are invited to make arrangements to visit classes in the various schools prior to their substitute works, particularly if they have not previously taught in the District. This should be arranged with the respective principals of the schools visited.
6. Substitutes are invited to borrow and read the Handbook which explains procedures and courses of study prior to teaching in any school.
7. Substitute teachers are paid on the 15th of each month for days worked during the previous month. Example: Days worked in September will be paid on the 15th of October. If a check is not claimed at the central office on the 15th, it will be mailed to the substitute teacher's home address.
10. The general sequence for the employment of substitute teachers is:
 - a) Submission of an application by the individual to the superintendent
 - b) Reference check of the applicant

- c) Successful completion of the District's four-hour in-service workshop for substitute teachers
- d) Criminal background check by the Arkansas State Police and Federal Bureau of Investigation
- e) Notification of applicant of his/her approval
- f) Applicant's completion and signing of appropriate documents as listed in item 4 on previous page
- g) Submission of a negative certificate of health relative to tuberculosis as per ACT 640 of 1989

WITH THE EXCEPTION OF ITEMS "D" and "E", AN APPROVED SUBSTITUTE TEACHER'S NAME WILL NOT BE PLACED ON THE SUBSTITUTE TEACHER LIST UNTIL ALL OF THE ABOVE ITEMS ARE COMPLETED AND FILED WITH THE OFFICE OF THE SUPERINTENDENT.

- 11. Substitute teachers will be called by either a building principal or his/her secretary as needed.
- 12. Individuals having unlisted telephone numbers should notify the secretary to the superintendent. This fact will be noted on the substitute teachers list, and an effort will be made to uphold the confidentiality of the number.
- 13. The principals in the buildings in which the substitute teacher desires to substitute will provide the substitute teacher will a daily schedule regarding beginning and ending times.
- 14. The District cannot predict how often the services of a particular substitute teacher will be utilized. A substitute may be removed from the approved list by the superintendent without notification or justification to the substitute.
- 15. Individuals are requested to notify the office of the superintendent if their telephone numbers and/or addresses change.
- 16. Substitute teachers may be asked to substitute "at a moment's notice" depending upon the respective situation which causes a regular teacher to be absent. Although an effort will be made to minimize such requests, an individual should be prepared for such short notice.

17. Questions concerning the District's substitute teacher program should be directed to the office of the superintendent.

Step One—Payment (Prior to visiting co-op)

Individual Pays

Individual enters their information, pays the fees, and obtains a transaction number. Acceptable payment options are credit card or debit card. https://www.ark.org/ade/licensure_cbc/index.php **NOTE: YOU MUST HAVE YOUR PRINTS DONE WITHIN TWO WEEKS OF PAYMENT (MAKE YOUR APPOINTMENT FOR YOUR FINGERPRINTS—SEE STEP THREE--PRIOR TO PAYING FOR THEM TO ENSURE YOU CAN MEET THAT REQUIREMENT.)**

Step Two—Consent Form

Individuals will need a copy of the new consent form signed by the school district.

Step Three—Fingerprinting at the Co-op

1. Individuals should contact the co-op to ensure that trained personnel will be available to scan fingerprints. Contact can be made via email to pwinkle@oursc.k12.ar.us or via phone at 870-429-9100.
2. Applicant will present the transaction number, government issued photo identification, and signed consent form at the co-op.
3. Trained co-op personnel will enter information into the online system and scan fingerprints for individual. Normal processing time will range from 15-30 minutes per person.

O.U.R. Coop is located on highway 65 towards Valley Springs. Physical Address: 5823 Resource Drive; Harrison, AR. 72601

-A returning substitute does not have to complete items 1-6. However, if a substitute does NOT sub for an entire school year, items 1-6 must be repeated.

WHEN AN INDIVIDUAL IS CALLED TO BE A SUBSTITUTE TEACHER:

1. Usually the calls will be early in the morning of the day of substituting. Substitutes will be notified the day before—or earlier—if is possible. Sometimes, substitutes may have an hour or less notice. It is imperative that they be available with little advance notice.

2. If called in time, plan to arrive at the school by the time designated by the building principals.

WHEN ARRIVING ON CAMPUS:

1. Substitutes should report to the office upon arrival on campus. If the principal is not available, a person(s) will be designated to assist the substitutes. If this is done, many embarrassing situations can be avoided. Obtain from the principal or designee, information about any procedures to be carried out. It is impossible to put into writing all routines, individual building policies and procedures as they vary somewhat from building to building.
2. Substitutes are expected to put in a regular teacher's day when on duty. It is realized that substitutes may, at times, report late for work in the morning because of the lateness of the hour in which they are called. Substitutes may plan to leave in the afternoon at the end of the teacher's day(3:30).
3. The principal, or some person designated by the principal, will show each substitute teacher to his/her classroom. The substitute should:
 - Look at the teacher's plan book, the daily schedule and class grade/attendance book. Follow the daily schedule. Follow the teacher's plan whenever possible. The principal of the building or the teacher next door will assist. Procedures for reporting absences should be carefully followed. If there are questions, check with the office.
 - If the teacher is absent unexpectedly and there is not opportunity to leave the substitute special instructions, the District requests that the substitute make the best effort to cover the basic facts found in the plan book. Also, emergency lesson plans will be housed in the principal's office.
 - A substitute should feel free to make use of some of his/her own ideas, but should refrain from making drastic changes that upset the regular class routine. It is difficult for students to adjust to a new teacher without having to adjust to a completely revised classroom procedure at the same time. It is the responsibility of the substitute teacher to contact the principal or designee if there are any questions.

WHEN TEACHING:

1. Establish rapport with the students. Substitutes are asked to provide students with their names and the fact that they are substituting for their regular teachers. Substitutes should write their names on the board and treat students with respect and courtesy. Follow plans efficiently and quickly. Professional mannerism and preparedness will go a long way in establishing the tone for the day.
2. It is expected that the substitute will not be critical of the regular teacher's methods. It is not possible for the substitute to know the complete story. It is expected that substitutes will feel a part of the school system, be loyal to it and support its programs.
3. Substitutes must keep in mind that students may "try out" the substitute, both in conduct and by an attempt to confuse the classroom procedure by making statements such as, "We have never done it this way before". The day will be easier if all time is well planned and activities are well organized.
4. Follow as closely as possible the lesson plans left by the regular teacher. When a teacher returns, he/she should find the instructional program has progressed as he/she had planned it.
5. A substitute is expected to assume the responsibilities of the teacher, i.e., playground duty, lunchroom duty, care of equipment and housekeeping duties. When in doubt, contact the building principal.
6. Accidents, notes from parents or unusual circumstances should be reported to the principal. All unusual requests from parents and students should be referred to the office. Examples: request for permission to be dismissed early and to be absent from class for some activity. If a student should leave the room, have that student sign a 'sign-out' sheet which will be left for the regular classroom teacher.
7. Try to grade all assignments or tests. Do not leave papers to grade that were not assigned by the regular teacher but were assigned as "busy work".
8. Children should not be deprived as punishment, of special classes in music and physical education. Other privileges may be withheld, but the District wants it's students to partake of the advantages of these special subjects.
9. Each school uses a method of discipline which emphasized rewards for proper behavior and consequences for misbehavior.

10. SUBSTITUTE TEACHERS ARE NOT TO ADMINISTER CORPORAL PUNISHMENT TO STUDENTS UNDER ANY CIRCUMSTANCES. SEVERE DISCIPLINARY PROBLEMS SHOULD BE REFERRED TO THE PRINCIPAL.
11. At various times during the year, fire and tornado drills are held. The fire signal may sound at any time during the school day. Find out where students are to exit. The principal should acquaint each substitute with building rules, the school schedule and other routines which affect all teachers. Drill procedures and other information should be found in classrooms. If not, check in the office.
12. Keep accurate daily attendance records. There are special procedures at different levels, K-12.
13. As professionals, substitute teachers are expected to use discretion in discussing confidential information concerning students. The substitute should make the best possible effort to cover the basic facts, found in the plan book.
 - A substitute should feel free to make use of some of his/her own ideas, but should refrain from making drastic changes that upset the regular class routine. It is difficult for students to adjust to a new teacher without having to adjust to a completely revised classroom procedure at the same time.
 - It is the responsibility of the substitute teacher to contact the principal or designee if there are any questions.

Salaries for Those Substituting

Non-Certified Substitute-	\$60 per day
Certified Substitute (AR Teachers Certificate)	\$75 per day
Classified Substitute (Student Aides, Lunchroom)	\$55 per day

-Substitutes are paid in full or half-days. A half-day substitute will be paid at ½ of the daily rate. A ½ day is less than 4 hours worked.