



SUBSTITUTE TEACHER REFERENCE MANUAL

ADVANTAGE ACADEMY - NORTH DUNCANVILLE

4009 Joseph Hardin Dr., Dallas, TX 75236 – Pre-K through 8th Grade Programs
Tel: 214-276-5800(option 3) **Fax:** Elementary: 214-467-4499.....Middle: 214-467-2510

ADVANTAGE ACADEMY - GRAND PRAIRIE WEST

955 Freetown Rd, Grand Prairie, TX 75051 – Pre-K through 8th Grade Programs
Tel: 214-276-5800(option 2) **Fax:** 972-602-2212

ADVANTAGE ACADEMY - WAXAHACHIE

701 West Highway 287 Bypass, Waxahachie, TX 75165 – Pre-K through 8th Grade Programs
Tel: 972-937-9851(option 4) **Fax:** 972-937-9876

ADVANTAGE ACADEMY - GRAND PRAIRIE EAST

300 West Pioneer Parkway, Grand Prairie, TX 75051 – 9th through 12th Grade Programs
Tel: 214-276-5800(option 6) **Fax:** 972-237-7928

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Kody Culpepper, NORTH DUNCANVILLE

Johnathan Mallios, GRAND PRAIRIE EAST

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OUR VISION

We are preparing all students for their future success by Revolutionizing American Education:

- Renewing Academic Excellence
- Restoring Character and Moral Values
- Reclaiming Foundational Truths and Principles
- Reaching the Whole Student

OUR MISSION

We are dedicated to:

- Providing quality instruction in all subjects through innovative learning techniques using State-of-the-Art Technology.
- Fostering positive role models to create a kind and compassionate school community that promotes character and personal responsibility.
- Challenging students to establish the foundation of knowledge that created “One Nation Under God” through the study of unabridged American history and the Bible in History and Literature.
- Empowering students to discover and develop their gifts and leadership skills to fulfill their purpose in life.
- Connecting businesses, faith-based organizations, and families with the school to support a healthy and balanced life for each student.

MOTTO

“Building Champions with a Future and a Hope”

SEVEN PILLARS OF A CHAMPION

Students of Advantage Academy are expected to learn and uphold the following qualities:

Integrity - The honesty, truthfulness or accuracy of one's actions; uprightness

- Consistency of values, principles, expectations and outcomes
- Having strong moral principles

Humility - The modest view of one's own importance; lack of false pride

- The quality of being respectful
- Possessing a willingness to listen and learn; the state of being meek

Authority - An accepted role of influence; administrative

- A person or group of people possessing the expressed role of leadership
- The right to make decisions, act or delegate

Stability - The quality of being steadfast and/or firm; consistency of purpose

- Reliable and dependable; having strength or security
- Resistance to deterioration or displacement

Community - Practicing shared values and interest; of group

- An alliance linked by a common goal or purpose
- People empowered with knowledge and the skills needed to effect change

Prosperity - A state of well-being; to thrive or to be healthy

- Encompassing happiness and favorable conditions
- The result of being a good financial manager

Victory - To overcome and win; achievement of conquest; to triumph

- Overall success against opposition or difficulties
- Significant or spectacular accomplishment

JOB TITLE: Substitute Teacher; Substitute; Sub

DEFINITION

Under the supervision of District and Campus Administration: A Substitute teacher, **a)** instructs students during the absence of the regular classroom teacher; **b)** uses acquired knowledge to continue the school's educational program; **c)** is skilled in communicating with students, parents, administrators, staff and other school personnel in a professional manner; **d)** possesses the ability to effectively manage a classroom and student behavior in a positive manner.

ESSENTIAL JOB REQUIREMENTS

- Be available for assignment
- Report for assignment as scheduled on time
- Be professional in conduct and follow district policies and procedures
- Keep students under direct supervision at all times
- Maintain student discipline
- Demonstrate a professional image in appearance and attire
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency)
- Report directly to the Campus Principal or his/her designee
- Never leave the campus early unless approved by administration

Substitute teachers are expected to maintain a professional attitude toward their work and the students while supporting the mission and goals of the school district.

DISTRICT CONTACT INFORMATION

Substitute Assignment System – **469-955-0975**

Human Resources Department – **214-276-5864** or **214-276-5866**

Email address for questions/information – **hr@advantageacademy.org**

Business Department – **214-276-5830** or **214-276-5825**

Additional information may be found on the AA website www.advantageacademy.org

SUBSTITUTE TEACHER OVERVIEW

Advantage Academy considers substitute teachers to be an integral part of the educational program. As such, substitute teachers are expected to maintain a professional attitude toward their work and to always keep in mind the school district's goals. Effective substitute teachers can make a positive impact on students. Substitute assignments are normally due to teacher absences or position vacancies. Substitute teachers should expect assignments to change based on district and campus needs.

A Substitute teacher may be asked to accept assignments outside of his/her background, educational training or indicated preferences. They may also be asked to cover classes during a planning period. It is not expected that they be able to teach new or unfamiliar material, but rather that they will make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

Substitute employment is considered continuous; however, they only work on an as needed assignment

basis; therefore, the school's practice is to keep substitute teachers classified as ACTIVE year-round. Substitute teachers do not receive benefits unless they meet the minimum required hours within a given week. Please contact the school's Business Department for benefit questions and information.

Substitutes are provided assignment, benefit and payroll information by District employees and various contributing departments. Tools to assist the Substitute teacher are provided in the Substitute Folder which contains extensive information and resources including, the lesson plan, information on school safety and student discipline procedures.

Substitute teachers may not bring their own materials or resources to conduct classroom instruction

SUBSTITUTE TEACHER RESPONSIBILITIES

Substitute teachers must sign in at the campus office when they arrive for their assignment. The school secretary can assist in answering questions regarding sign-in procedures and electronic access badge issuance for long-term substitutes. Substitute teachers are responsible to do the following:

- Follow the lesson plan(s) left by the teacher and ensure students complete all assigned tasks
- Maintain a safe environment
- Use appropriate and professional language at all times
- Use materials provided by the teacher of record or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics
- Become familiar with campus emergency procedures
- Notify campus and/or district administration of any unusual incidents which may occur during the school day
- Leave information concerning the day's activities for the teacher
- Report suspected child abuse/neglect
- Perform other duties as assigned

Substitute teachers should not share personal information with students such as their email addresses, social networking sites including, Facebook, Twitter or Myspace pages etc.

ETHICS AND CONFIDENTIALITY

It is expected that substitute teachers will maintain high ethical standards at all times. If regular policies, procedures or staffing conditions give cause for valid concerns, they should be discussed objectively with the campus principal and/or the HR Director. Criticism of other staff members or school policies outside of these professional contacts is not appropriate.

In like manner, substitute teachers will occasionally become aware of personal information regarding students such as special education or health needs, family situations, assessment results and academic progress. It is imperative that such information remain confidential. The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA). The second is the Individuals with Disabilities Act (IDEA).

STUDENT DISCIPLINE ASPECT OF CLASSROOM MANAGEMENT (non-inclusive)

- Proper student discipline is a prerequisite to good teaching
- The substitute teacher is responsible for maintaining classroom control
- The district has a standardized classroom management plan to address discipline problems

- Substitute teachers should expect courteous behavior from students
- Substitute teachers are expected to handle routine and minor disciplinary situations
- Substitute teachers should not issue an ultimatum which cannot be enforced
- In the case of a serious disruption, the campus Student Discipline Administrator should be alerted to the problem
- A disruptive student should never be sent out of the classroom alone
- Advantage Academy does not use Corporal Punishment to discipline its students

SUBSTITUTE TEACHER WORK DAY

A full-day is defined as working from 7:30 a.m. to 4:00 p.m. A half-day is defined as 4 hours during the instructional day. It is expected that Substitute teachers will complete notes for the regular teacher, straighten the classroom, and attend to any problems or concerns which may have arisen throughout the day before leaving. Substitute teachers who have only 1-2 periods to teach in a half-day assignment are expected to be available for the entire 4 hours to assist campus administrators as needed for tasks that are beneficial to the campus, such as other class covers, supervising cafeterias or playground areas, etc. *(4 hour half-day times do not include the required 30 minute early arrival time).*

Substitute teachers whose 4 hour half-day assignment inadvertently extends to 5 or more hours will be paid for an 8 hour full-day.

A Substitute teachers services may also be needed in another classroom for a period of time. Substitute teachers may be required to assume all of the duties of the teacher they are replacing or they may be asked to move to another teacher's room during the instructional day. The work day may include additional duties that are normally performed by the regular teacher or duties assigned by an administrator during the school day. Some flexibility is required in order to allow for variations in lunch periods, different building schedules, planning periods, etc. It is important that Substitute Teachers be accurate in all reporting procedures. Substitute teachers may bring their own lunch or are welcome to eat lunch from the school lunchrooms at the regular adult price.

REPORTING TIMES AND DUTIES

Reporting time for all substitute teachers is 7:30 a.m. If you receive an assignment call after 7:30 a.m., you are required to report to that assignment within 2 hours of accepting the assignment.

Substitute teachers are expected to report to their assignment 30 minutes prior to the assignment start time and to remain at least 30 minutes after students are dismissed. Arriving approximately 1/2 hour before students at the beginning of the instructional day will allow substitutes to familiarize themselves with lesson plans and other duties, assignments and events for the day. Substitute teachers are required to assume all of the duties of the teacher they are replacing. This may include additional duties performed by the teacher or assigned by a campus administrator during the school day.

DRESS AND GROOMING

Substitute teachers have a choice of dress (business professional or business relaxed).

Business Professional: Business Professional wear is the company's standard dress option. This dress option is displayed Monday through Friday, unless otherwise indicated. Business Professional wear is defined as dress that is appropriate for a professional office environment and AA purposes. This

includes: slacks, dress pants/skirts, wool or flannel pants/skirts, long sleeved, collared dress shirts that must be tucked in (men). Jackets and Ties are optional. Synthetic materials are acceptable but must be appropriate for professional dress. Shoes should be considered dress.

Business Relaxed: This dress option may be displayed every Monday through Friday unless otherwise indicated. Business Relaxed wear is defined as dress that is appropriate for a professional office environment and AA purposes. This includes: cotton (khaki type) pants/skirts, long or short sleeved cotton shirts or collared polo (must remain tucked in (men)). Synthetic materials are acceptable but must be appropriate for business wear. Shoes can be casual but appropriate for business wear. Tennis shoes may be displayed with this dress option provided they are 90% black (additional color should be of a neutral color).

Casual Fridays: AA has designated Fridays as “Casual.” Neat professional appearing jeans (no cuts, frays, excessive fading or writing), district logoed shirts or other (collared shirt) and casual shoes. Tennis shoes are acceptable for “Casual” Friday (no restrictions). Casual Friday participation is not mandatory; employees who choose not to participate are required to wear the standard dress. Casual Friday dress may be altered by district administration to suit special occasions or when casual dress is not appropriate for the day’s activities.

Appearance and Grooming

All substitute teachers must be mindful of their appearance, practice good grooming and consider safety:

- Dress /clothing must be clean, neat and appropriately fitted (no holes, frays or tears).
- Footwear must be clean, polished, securely fitted, contain strings where applicable, and in good condition. Footwear must be constructed of leather, simulated leather or microfiber material; sandal type shoes (women) must have a heel and not resemble or be considered flip-flops. Spiked high heels are not appropriate for daily operational duty requirements (Heels can be no longer than two inches.)
- Belts are required when applicable (clothing has loops for belt).
- Men must be clean shaven; beards and mustaches must be neatly trimmed and of a professional length.
- Hair must be clean and well groomed. Hair must be of a natural color. Hair should be styled in a manner that would be acceptable in a professional work environment.
- Expensive, flashy or an overabundance of jewelry is not recommended.

PAYROLL, COMPENSATION AND BENEFITS

Substitute teachers are paid on the same monthly schedule as regular school employees. Paychecks are deposited into either a checking or savings account using direct deposit. Substitute teachers are expected to complete a “Substitute Time Sheet” to be turned in to the campus secretary each day. Your time sheet should reflect accurate hours and days worked. It is always a good idea to keep personal records/copies of your days/hours worked to reconcile payroll statements.

Failure to turn in an accurate signed time sheet will result in delay of payment until the next payroll period.

Substitute pay starts at \$64.00 per day for non-degreed non-certified substitutes; \$75.00 per day for degreed non-certified; \$80.00 per day for degreed and certified (does not include paraprofessional

certifications); and \$125.00 per day for extended assignments. *Please contact HR for terms and conditions of extended assignments.*

Substitutes qualify for health benefits if they work at least 10 hours in any given week you immediately become eligible for benefit coverage. Please contact the school's Business Department for details concerning substitute health benefits.

CONTACT INFORMATION

Substitute teachers are responsible for notifying the Substitute Assignment System or HR Department of any change of name/address/telephone number(s). Name changes can only be made when a copy of a legal document and an updated Social Security Card with the new name are provided.

WORK RELATED INJURIES

Injuries occurring during the course and scope of the substitute teachers assignment or additional duties must be reported to the campus nurse and principal at the time of the injury. The substitute teacher is required to complete an Accident/Incident Report form regarding the injury. The Accident/Incident Report form can be obtained from the campus nurse.

THE SUBSTITUTE ASSIGNMENT SYSTEM (SAS)

The Substitute Assignment System or SAS is the system used by AA to fill its substitute teaching assignments. The SAS operator is your connection to Advantage Academy. Please call the SAS number whenever you need information, clarification, or if you need to cancel an assignment.

Substitutes are "placed" in the Substitute Assignment System (SAS). Available Substitutes will receive an assignment call when the SAS gets to your placement in the system. SAS Placement is based on "declines", "cancelations" and "inadequate service reports."

The SAS may disqualify you from substitute employment if you **a)** decline 5 assignments; **b)** cancel 3 assignments; or **c)** receive 2 inadequate service reports.

ASSIGNMENTS

Substitute teachers are required to accept the assignment provided/offered to them. Substitute teachers must adhere to AA employment agreements. When a substitute teacher accepts an assignment they have made a commitment to the district. Unless there is an emergency, substitute teachers are expected to report on time for assignments. If you must report yourself "unavailable" please call the Substitute Assignment System (SAS) as soon as possible. When an emergency arises that prevents the substitute teacher from fulfilling their commitment, the substitute must contact the SAS as soon as possible.

DECLINES AND CANCELLATIONS

The following actions shall have a negative effect on a substitute teacher's "placement" within the Substitute Assignment System:

- a) Declining assignments on days indicated as available; and
- b) Cancelling assignments after acceptance.

INADEQUATE SERVICE REPORTS

All employees of Advantage Academy are expected to conduct themselves in accordance with applicable laws, policies and standards of behavior that support the mission and goals of the district. Campus Administrators may file an “Inadequate Service Report” on a substitute teacher based on unsatisfactory performance; inappropriate conduct; or failure to adhere to all AA policies and procedures (list is non-inclusive). Substitute teachers who receive an inadequate service report will have their SAS placement revised.

The HR Department has implemented the following concerning Inadequate Service Reports:

- Whenever possible Campus Administrators will discuss issues with substitute teachers before an inadequate service report is filled.
- If the complaint or concern is not an immediate cause for release, the Substitute teacher may be required to meet with the HR Director.
- Reports received which are considered to be detrimental to the health, safety or well-being of students will result in immediate release.
- Upon a release the substitute teacher will be notified in writing.

CONTINUATION / RELEASE

Each spring all active substitute teachers will be asked to submit a “Letter of Reasonable Assurance.” In order to remain “continuous” the substitute teacher must complete the enclosed form and return it to the Human Resources Department. Substitute teachers who do not return the form by the indicted date will be deactivated. Substitutes who have not worked during the current school year will not receive continuous employment information. Substitute employment files will be held for one year from the date of release. Substitutes wishing to reactivate after more than a year must re-apply.

INCLEMENT WEATHER

During inclement weather, substitute teachers should watch local media stations or check the school’s website at www.advantageacademy.org for posted closings, delayed openings, or early dismissals. When openings are delayed, substitute teachers should adjust their reporting time and make every effort to arrive 30 minutes prior to the opening of the campus. If a substitute is unable to report they must follow the cancellation procedures as indicated above.

Substitute teachers scheduled to work a half day assignment on the day of a delayed opening must call the Substitute Assignment System to confirm that a substitute teacher is still needed.

Substitute teachers scheduled to work for a full day will receive a full day’s pay if there is a delayed opening or early dismissal. When the school district is closed all substitute teacher assignments will be cancelled. Substitute teachers are not paid for assignments when the school district is closed due to inclement weather.

TIPS FOR SUCCESSFUL SUBSTITUTE TEACHERS

- Report for assignment at least 30 min. prior to starting time.
- Sign – in at the front office.
- Follow the lesson plans and have students complete all tasks the teacher has assigned
- Check campus emergency procedures and become familiar with them.

- Find out how student attendance is recorded and keep accurate attendance records
- Students should raise their hand if they have a question. Students are to remain in their seats unless otherwise directed.
- Monitor student activity and go to the student to provide assistance.
- Move through the classroom. Use close proximity to remind students of expected behavior.
- Remain calm and respond to students in a firm, positive and professional manner.
- Leave a note for the teacher at the end of the day to inform them of the day's activities and leave the classroom in good order.
- Maintain good communication with campus and district personnel
- Complete an accurate signed Substitute Time Sheet.

ACKNOWLEDGMENT FOR ADVANTAGE ACADEMY SUBSTITUTE TEACHER REFERENCE MANUAL

Last Name (*printed*)

First Name (*printed*)

My signature on this form acknowledges my receipt of an **Advantage Academy Substitute Teacher Reference Manual**.

I understand that it is my responsibility to read the manual. If I have questions concerning the information, I will bring them to the attention of my Campus Principal, the Substitute Assignment System or the Advantage Academy HR Department.

I understand that the policies and procedures contained in the manual constitute management and employee guidelines only, and are in no way to be interpreted as a contract between Advantage Academy and any of its employees. I further understand that Advantage Academy reserves the right to change, modify or delete any of its work rules and policies at any time and without notice.

Employee Signature

Date