

Okaloosa County School District

Substitute Teacher Manual



Marcus Chambers
Superintendent of Schools

Important Contact Information

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School Board Policy

06-15 Substitute Personnel

(A) Schools and/or departments shall receive a listing of approved substitute personnel. Names of all eligible substitute personnel shall be submitted for Board approval. Employment of persons other than approved substitutes is prohibited. Checks for substitute personnel will be sent to one location as designated by the substitute.

(B) Approval of substitutes is for the school year. Names will be automatically resubmitted each fall except for the following reasons:

- (1) Failure to work nine (9) times in a school year;**
- (2) Unsatisfactory performance;
- (3) Arrest and pending charges;
- (4) Resignation;
- (5) Repeated refusal to accept substitute positions in substitute's preferred zone.

(C) All substitute employees shall complete appropriate requirements as designated in the "Personnel Procedures."

Statutory Authority: Sections 1001.41(2); 1012.23(1), Florida Statutes

Laws Implemented: Section 1012.35, Florida Statutes

Fingerprinting Instructions for Substitute Teachers

1. Registration for fingerprinting is completed online at www.fieldprintflorida.com. Applicants pay a one-time fee, via credit card, of \$80. You can make an appointment at an Okaloosa County location or put in your zip code to find a Fieldprint location more convenient for you. The local sites are:

Qwik Pack & Ship, 913 Beal Parkway N.W., Fort Walton Beach, near the Goodwill
Speedee Printing, 963 South Ferdon Blvd. in the Shoal River Plaza in Crestview

You cannot walk in without an appointment. All appointments must be made through the online system.

2. At the time of registration you will choose the “I Know My Fieldprint” code option. Your Fieldprint code is **FPOCSDInstructional**.

3. You will choose to have the results sent to one of the locations in the drop down menu (all the schools in OCSD are listed—or at the bottom of the list is “Employee Division”.)

4. Once the approved fingerprint results are received, our application will be updated. When your application is complete and you are approved for hire you will receive an email from either Rachel Money or Maria Medina instructing you. If you have questions about the fingerprinting process, contact Tracy Conner at Tracy.Conner@Okaloosaschools.com or (850) 833-5812.

Only those applying for substitute teachers positions need fingerprints prior to an official job offer. If you are going to be a non-instructional substitute, please contact Tracy Conner for your code.

General Duties

Reporting to the Office

1. Arrive no less than fifteen minutes before classes begin unless other arrangements have been made with the school. If you receive a late call, arrive as soon as possible.
2. Register in the office and record your name on the appropriate sign in sheet (this verification of time spent on the job is used in determining your pay).
3. Ask where you should find the teacher's schedule and determine if there are any extra duties or activities for the day. Clarify the lunch schedule; high schools and middle schools in particular have complicated bell schedules for lunch dismissals.
4. Ask if you should check the teacher's mail box.
5. Ask about school procedures for taking attendance and turning attendance to the office.
6. Ask if the teacher's lesson plans, class rolls, books, attendance materials, etc, have been left in the office or in the classroom.
7. Obtain the classroom key.
8. Request a campus map, bell schedules and forms for routine procedures (absentee slips, hall passes, etc.)
9. Ask about end of day responsibilities (such as walking students to buses) and procedures (such as safeguarding the teacher's materials).

Before Classes Begin

1. Introduce yourself to a teacher in an adjacent class so that you will have someone to call on if you have questions or problems.
2. Organize materials to be used during the day (notices from office, handouts, etc.) and check any equipment that will be used to ensure that it is working properly.

OCSD School Listing

<u>Name Of School</u>	<u>Address</u>	<u>Phone</u>	<u>Work Hours</u>
Crestview Area/ North County Schools			
Antioch Elementary	4700 Whitehurst Lane	683-7540	07:55AM-03:25PM
Baker School (K-12)	1369 14 th Street (Baker)	689-7279	07:15AM-03:00PM
Bob Sikes Elementary	425 Adams Drive	689-7268	07:15AM-02:45PM
Crestview High School	1250 N. Ferdon Blvd	689-7177	06:30AM-02:30PM
Davidson Middle School	6261 Old Bethel Road	683-7500	06:40AM-02:20PM
Emerald Coast Career Inst	500 Alabama Street	689-5535	06:45AM-02:15PM
Laurel Hill (K-12)	8078 4 th Street (Laurel Hill)	652-4111	07:10AM-02:40PM
Northwood Elementary	501 4 th Ave	689-7252	08:00AM-03:30PM
Richbourg School	500 Alabama Street	689-5089	Times Vary
Riverside Elementary	3400 Redstone Ave E	689-7203	07:50AM-03:20PM
Shoal River Middle School	3200 Redstone Ave E	689-7229	07:45AM-03:00PM
Southside Center	600 S. Pearl Street	689-7211	Times Vary
Walker Elementary	2988 Stillwell Blvd	689-7220	07:45AM-03:15PM

Niceville/Valparaiso/Eglin AFB/ Central Area Schools

Bluewater Elementary	4545 Range Road	833-4240	08:15AM-03:45PM
Edge Elementary	300 N. HWY 85	833-4138	07:55AM-03:25PM
Eglin Elementary	200 Gaffney Road	833-4320	07:30AM-03:00PM
Lewis School	281 Mississippi Ave	833-4130	07:05AM-02:35PM
Niceville High School	800 E. John Sims Pkwy	833-4114	06:30AM-02:15PM
Okaloosa Stemm Center	379 Edge Avenue	833-4120	06:45AM-02:15PM
Plew Elementary	220 Pine Street	833-4100	07:50AM-03:20PM
Ruckel Middle School	201 N. Partin Drive	833-4142	07:10AM-02:40PM

Fort Walton Beach/ South Area Schools

Bruner Middle School	322 Holmes Blvd	833-3266	07:15AM-02:45PM
Choice HS / Tech College	1976 Lewis Turner Blvd	833-3500	Times Vary
Choctaw High School	110 Racetrack Rd	833-3614	06:30AM-02:15PM
Edwins Elementary	7 SW Wright Pkwy	833-3333	07:45AM-03:15PM
Elliot Point Elementary	301 Hughes Street	833-3355	07:25AM-02:55PM
Florosa Elementary	1700 Hwy 98 W	833-4381	08:00AM-03:30PM
FWB High School	400 Hollywood Blvd	833-3300	06:30AM-02:15PM
Kenwood Elementary	15 Eagle Street	833-3570	08:00AM-03:30PM
Longwood Elementary	50 Holly Ave	833-4329	08:15AM-03:45PM
Mary Esther Elementary	320 Miracle Strip Pkwy	833-3371	07:50AM-03:20PM
Meigs Middle School	150 Richbourg Ave	833-4301	07:00AM-02:30PM
NW FL Ballet Academy	310 Perry Ave, SE	664-7787	07:15AM-02:45PM
Pryor Middle School	201 Racetrack Road	833-3613	07:00AM-02:30PM
Shalimar Elementary	1350 Joe Martin Circle	833-4339	07:15AM-02:45PM
Silver Sands School	349 Holmes Blvd	833-3364	07:30AM-03:00PM
Wright Elementary	305 Lang Road	833-3580	07:45AM-03:15PM

Destin Area Schools

Destin Elementary	630 Kelly Street	833-4360	07:45AM-03:15PM
Destin Middle School	4608 Legendary Marina Dr.	833-7655	08:10AM-03:40PM

Charter Schools

Charter Schools

These schools are not part of the Okaloosa County School District. You may substitute for these schools **but they are responsible for paying you** for subbing with them. You will need to check with them on work times. Substituting for the Charter Schools **DOES NOT** count towards the "9 times" required by the school district.

Okaloosa Academy Rader Group:	850-864-3133
Dept of Juvenile Justice	850-419-9389
AMI Kids:	850-244-2711
Liza Jackson:	850-833-3321 K-8 School

General Duties

3. Locate the class seating charts.
4. Locate the office call button or intercom or classroom telephone.
5. Familiarize yourself with fire drill and other emergency procedures, as well as the evacuation plan posted in the classroom, fire extinguisher locations, and call button locations.
6. Locate the faculty lounge/dining area, adult restrooms, team meeting areas, etc.
7. Check school's policy regarding attendance.

Planning Period and Lunch

1. If possible, lock the classroom when you leave. Do not leave handbags or valuables unattended.
2. Do not leave the school during your planning period or lunch. If an emergency arises, consult the principal or his/her designee.
3. Follow procedures given to you by the school's administrative staff.

End of Day

1. Leave a note for the teacher in the plan book informing him/her of how the day went be honest, and note any specific concerns or problems.
2. Leave the teacher's materials and student work in the classroom or in the office as instructed.
3. Return the classroom key to the office .

If You Are Assigned to a Classroom with Computer Equipment

1. Be aware of the proper treatment of the equipment.
2. Do not assume that someone else will secure the room equipment for you.
3. Log into the teacher's computer only if lesson requires and only use the district provided log in.

Teaching Duties

Before Classes Begin

1. Write your name on the board.
2. Familiarize yourself with the teacher's lesson plans and Teacher's Edition of the textbooks.
3. As time permits, make notes on the lesson in your own words so that you will be more comfortable with the materials and better organized in your presentation.
4. Anticipate student's questions about the materials and be prepared to answer them.
5. In elementary schools, where there are no breaks between classes, quickly review plans and organize materials for the next lesson while the children are completing the current activity.
6. Once you are familiar with the school routine, remain close to the classroom door in the hallways during class changes.

During Each Class

1. Take attendance.
2. Begin each class as soon as the bell rings. A prompt, organized beginning will project an "in charge" image.
3. Follow the lesson plan furnished by the teacher or note any changes you implemented.
4. Present an overview of the day's lesson (and a review of the previous lesson if you are returning to a class from the day before.)
5. Introduce the first activity.
6. Throughout the class, ensure that the students understand the lesson.
7. If students are doing seat work or group work, circulate to assist them as necessary. Praise students who are doing well; give corrective feedback and encouragement to those who are having difficulty.
8. Don't let the instructional pace drag.
9. Vary the order in which you call on students.
10. Avoid confusing the students by jumping abruptly from one activity to the next. Make the transition between activities smooth and systematic.

Teaching Duties

At the End of the Class

1. Collect the students work.
2. Review important points of the lesson.
3. Go over the homework assignment with the class.
4. Give the students specific directions for end-of-class housekeeping chores.
5. Compliment the students on their performance, and thank them for their good behavior and work. Let them know that you will be informing the classroom teacher of what took place.
6. Walk elementary students all the way to and from activities.

After Class

1. Organize and label the student work.
2. If you were unable to complete the lesson, leave a note for the teacher indicating how much you were able to cover.
3. Do not substitute a lesson of your own choosing for the assignment left by the teacher unless absolutely necessary.
4. Grade only assignments the teacher has asked you to grade.
5. Pick up and straighten the room.

Professional Dress

Appropriate Attire Guidelines for Men and Women

Dress for Respect! – Teachers who dress professionally command more respect in the classroom than those who dress casually or inappropriately. Gain the respect you deserve by the way you dress. Even if a school has casual days, look professional.

1. Women – avoid uncomfortable shoes and clothing. Select outfits in which you can bend down, stoop over, and write on the board with ease.
2. Men – consider wearing a shirt and tie. You can always remove the tie, undo the neck button, and roll up your sleeves if you find yourself “overdressed” for the work assignment.

Tips of the Trade

Tips for getting more Substitute Teaching Jobs

1. Be available.
2. Actively seek assignments.
3. Teach in Exceptional Student Education classes.
4. Advertise your degree.
5. Follow the lesson plans.
6. Do whatever is asked with a smile.
7. Ask if there is anything you can do to help out.
8. Work to improve your classroom management skills.
9. Grade papers if the teacher requests you do so.
10. Volunteer your time.
11. Attend extra-curricular activities.
12. Provide a business card or flyer to surrounding teachers.

Daily Checklist

- Sign in at the Main Office.
- Collect room keys.
- Get directions to your classroom, a copy of the bell schedule and a school map if available. Check for special "School Policies" for handling disruptive or ill students.
- Check the teacher's mailbox.
- Locate the class rolls or grade book.
- Locate the lesson plans.
- Get information from school staff about the bell schedule and any special activities for the day.
- Get special information about your assignment, such as schedules for exceptional students.
- Get daily or weekly schedule as needed.
- Locate instructional and student materials.
- Write your name on the white board.
- Check attendance and make a head count to ensure safety. Many substitutes find that checking and/or using a seating chart is especially helpful.
- Encourage the students to leave the room in an orderly condition at the end of the day. Return all materials to the proper location.
- Leave a note for the teacher informing him/her as to how the day went. Be honest and note specific problems.
- At the end of the scheduled work day, return keys and /or other materials, and check out through the main office.