

EATON SCHOOL DISTRICT



CERTIFIED SUBSTITUTE TEACHER GUIDE

Eaton School District RE-2
211 1st Street
Eaton, Colorado 80615
(970)454-3402
www.eaton.k12.co.us

Weld County School District RE-2 is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and section 504

Introduction

Welcome to the Weld RE-2 Eaton School District as a substitute teacher. The District counts on you to help students learn in the absence of the classroom teacher. This guide is to provide information that will answer questions that a substitute teacher may have, general information about the district, and should be viewed as a guide.

Serving as a substitute is sometimes a difficult assignment within the school system. It takes a versatile person to adapt to one grade level or subject one day and another the next week. You are very important to the Weld RE-2 Eaton School District and are recognized as an essential part of the educational process.

General Information

The provisions of this handbook do not constitute an employment agreement or a guarantee of continued employment. Substitute teaching is temporary employment and there is no guarantee of daily assignments. The District reserves the right to terminate a substitute teacher's employment at any time, for any reason. The Weld RE-2 Eaton School District reserves the right to change or add any provisions without notice which are in the best interest of the District and students.

Licenses

Substitute teachers are responsible for all aspects of maintaining a current Colorado Teaching License or Colorado Initial or Colorado Substitute 1-, 3- or 5-year Authorization, and to furnish a copy to Eaton School District Office, Employee Services. Contact the Colorado Department of Education at www.cde.state.co.us or 303-866-6628 for information. Please submit your information to update your license to CDE at least 6 months prior to expiration date, as renewal applications can take many weeks to process. **To be considered for any certified substitute teaching assignments you must have a copy of your valid license on file at the Eaton School District Office. Do not accept substitute assignments if your license is not current on the date of the job.**

Substitute Start/End Times for full day assignments:

Eaton Elementary School: 7:45 am – 3:15 pm

Benjamin Eaton Elementary School: 7:45 am – 3:15 pm

Galeton Elementary School: 7:30 am – 3:15 pm

Eaton Middle School: 7:45 am – 3:15 pm

Eaton High School: 7:40 am – 3:20 pm

Teaching assignments shall include teaching hours as well as time spent performing other duties assigned by the principal. Assignment time shall be exclusive of lunch/before/after school unless assigned a specific duty.

A substitute teacher who accepts an assignment will receive a minimum of one-half day's pay. A half day assignment is defined as 4.5 hours or less of service. A substitute teacher whose assignment time exceeds 4.5 hours will be paid for a full day and **will be expected to provide service until the close of the school day**. If a teaching assignment ends prior to the end of the school day, substitutes may be asked to cover other duties beyond what is assigned. Please contact the office to see if other duties need to be covered.

Substitute teachers are not entitled to a planning period.

Pay Rates – Certified Teaching Assignments

Full day assignments:

- \$145.00 per full day for assignments.
- Substitute teachers paid for a full day assignment are required to provide teaching and other assigned duties until the close of the school day.
- If a substitute is assigned to cover two different teachers at one school for a total of more than 4.5 hours, he/she will be paid a full day's substitute pay.
- Weld RE-2 does not pay mileage reimbursement for traveling substitute teachers.
- The first 10 consecutive full days, in the same assignment for the same teacher, is paid at a rate of \$145.00 per day. On the 11th consecutive full day in the same teaching assignment for the same teacher, the rate will change to \$165.00 per day.
- No other fringe benefits are available.

Half day assignments:

- \$72.50 per half day.
- 4.5 hours or less of assignment time which includes teaching hours as well as time spent performing other duties assigned. Teaching time shall be exclusive of lunch/before/after school unless assigned a specific duty.
- No other fringe benefits are available.

Payroll Information

- **Your application, a copy of your teaching license and all payroll forms must be complete and on file with the District Office before you are eligible for any assignments.**
- Regular deductions are made for state and federal income tax, PERA and Medicare.
- Paychecks or direct deposit stubs will be mailed to the substitute's home address.
- Be sure to keep your own records of the days, schools and teachers for which you work.
- It is your responsibility to notify the Payroll Department of any change to your address and direct deposit information.

- Payroll cutoff dates and payroll dates are available on the Eaton School District webpage (www.eaton.k12.co.us). Click “District Services” then “Employee Services”.

Dress Code

Teachers and other staff members project an image to the community and to students about the professionalism of the District. During the workday and while performing work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to collared shirts, dress slacks, ties, dresses and coordinated separates. The principal has the final authority to decide what is considered professional attire. Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Emergency Closures

If school is cancelled, substitutes do not report to work. Even if your assignment is prearranged, you will not be paid for emergency closures. In the event starting times are delayed, substitutes should report no later than 8:30 a.m. School closure and delay information can be found in the following places:

Eaton School District website: www.eaton.k12.co.us

Your personal Aesop website under web alerts

Channel 2

Channel 4

Channel 7

Channel 9

Fox 31

KFKA 1310AM

KOA 850AM

Clear Channel Radio: KPAW (107.9 FM), KCOL (600 AM), KSME (96.1 FM),
KIIX (1410 AM), KXBG (97.9 FM)

Regent Broadcasting: KTRR (Tri 102.5 FM), KUAD (99.1 FM), FMAX (Z94.3 FM), KKPL
(99.9 FM), KARS (102.9 FM)

Procedures

The following procedures have been prepared for general informational purposes only. None of the general statements included in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, either expressed or implied. The policies and statements in this handbook may also be changed or eliminated at any time without notice.

Assignment Information

Substitute teachers are assigned to cover the absences of regular classroom teachers for a half day (maximum of 4.5 hours), full day (maximum of 8 hours) or for a long-term absence.

Substitute teachers are not entitled to a planning period and may be asked to fill in for other teachers during the scheduled planning time. Also, please be aware that substitute teaching assignments may change if other needs arise in the building.

It is difficult to give substitutes any estimate of how often they will substitute. It will depend on general overall needs of the District, time of year, success of the substitute and how often the substitute is available to work. Dependability and reliability are prized attributes of substitute teachers.

Injuries at Work

Accidents or injuries must be reported immediately to the employee's supervisor. If the injury is an emergency, immediate treatment should be sought at the nearest hospital.

Removal from Substitute List

If you are no longer available to serve as a substitute teacher, please submit in writing your request to be removed from the substitute list to: pmarino@eaton.k12.co.us. You may also mail this request to: Eaton School District, 211 1st Street, Eaton, CO 80615. This will prevent unnecessary calls to you.

Daily Substitute Procedures

Arrival

Upon arrival, please report to the main office. Either the secretary or school principal will acquaint the substitute teacher with the procedures for the day. If the assignment is for more than 4.5 hours, the substitute is required to stay the entire school day. If a teaching assignment ends prior to the end of the school day, substitutes may be asked to cover other duties beyond what is assigned.

Expectations

- Dress professionally, setting a good example for the students.
- Check in with the main office of each school. For those assignments that include more than one school, be sure to check in at every school.
- Become familiar with the building, especially the fire escape routes, media center, music room, art room, gymnasium, cafeteria and lounge.
- Review the classroom teacher's daily schedule, lesson plan book, seating charts, textbooks and other materials.
- Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
- Teach the lessons outlined and described by the absent teacher.
- Consult with the building principal before initiating any teaching or other procedures not specified by the absent teacher.
- If playground or other duties are assigned to the regular teacher, the substitute teacher is expected to fulfill that responsibility.
- Check the attendance procedures of your assigned school.

- Be available to cover a class or assist as needed if there is a planning period. Substitute teachers are not entitled to a planning period and may be asked to fill in for other teachers during the scheduled planning time. Also, please be aware that substitute teaching assignments may change if other needs arise in the building.
- The substitute is on the same professional level as the regular classroom teacher and should remain conscientious of responsibilities.
- If a substitute needs to leave the classroom for any amount of time, call for assistance. Never leave students unattended.
- The substitute teacher should use extra caution in expressing personal opinions and reactions about various subjects (i.e., religion, politics, etc.).
- When serving on an assignment, the substitute must remember that substitute teaching is a position of public trust. Confidential information concerning individual students must not be discussed.
- If the assignment is for a full day or half day p.m., the substitute is expected to remain at school until the school day has ended, regardless of whether there is a class during the last period. Ask an administrator where assistance is needed.
- No personal work of any kind will be permitted while on duty.

In the Event of a Crisis

The district has a standard response protocol in place at each school to prepare for potential threats to student safety through weather, fire, internal threat, or external threat. Each classroom will have a school emergency and crisis guide posted within view of the exit. Building principals will also provide additional guidance specific to their building. There are four basic response protocols:

- Lockout: Building locks all external doors but students/staff may move freely within main building. (Check with principal if you are in an external building)
- Lockdown: Classrooms lock their doors, hide and/or barricade if a threat is nearby.
- Evacuate: Follow guidance posted in your classroom to evacuate students to a safe location.
- Shelter: Follow guidance posted in your classroom to protect students from hazards.

End of Day

The classroom should be left as it was found at the beginning of the day and in readiness for the next day. When appropriate, correct any papers and leave them on the teacher's desk. If a teacher needs to be made aware of any confidential matter, put the note in a sealed envelope and leave it in the teacher's mailbox in the office. You are also encouraged to provide feedback to the teacher via Aesop.

Automated Substitute Program - Aesop Basics:

Automated morning calls to substitute teachers start at 5:30 a.m. - Monday through Friday. Afternoon calls to substitute teachers start at 4:30 p.m. and end at 9:45 p.m. - Sunday through Thursday. Occasions arise when a substitute is needed after school has started and calls will be made to available substitutes.

Through your Aesop website, you are able to customize your own call times. You may also log into your Aesop account at any time to search for available jobs. Many substitutes utilize a subscription program called Jobulator that will alert them to available jobs on their smart phone. This opportunity is completely optional and your arrangement is with Jobulator and not the Eaton School District. For more information, please log on to www.jobulator.com.

Once you have been placed on the Eaton School District certified substitute list, you will receive additional Aesop information.

Frequently Asked Aesop Questions by Substitute Teachers

Q. What is the web address for Aesop, the internet-based substitute management system?

A. <https://absenceemp.frontlineeducation.com/Employee/Home>

You will also find a link on the Eaton School District website: <http://www.eaton.k12.co.us> (hover over District > navigate to Staff Resources).

Q. What if I forget my login information?

A. Click the “forgot your login” link on the login screen for assistance. Your PIN will be emailed to the address we have on file. If you are still having difficulty, contact Pattie Marino at pmarino@eaton.k12.co.us or 970.454.3402.

Q. A teacher indicated he/she requested me for a job and the system won’t allow me to accept this assignment.

A. It is likely that other substitutes were also requested and have already accepted the assignment.

Q. A teacher would like to request me for an assignment, but the system doesn’t show me as available. Why does this happen?

A. There are several reasons why this may happen. Login to your account and check your availability to make sure you have not accepted another job that conflicts with the date or have not marked yourself unavailable. Also, make sure the Eaton School District Office has your current license on file.

District and Campus Contact Information

Administration Office

211 1st Street

Eaton, CO 80615

Phone: 970-454-3402

Fax: 970-454-5193

Superintendent: Jay Tapia

CFO: Luke Gonzales

Director of Student Services: Marcy Sanger

Employee Services: Pattie Marino & Elaine Crowder

Eaton High School

1661 Collins Street
Eaton, CO 80615
970-454-3374
Principal: Jessica Grable
Assistant Principal: Andy Polland
Assistant Principal/Athletic Director: Zac Lemon
Secretary: Lisa DeNooy, Kim Carey
Grades 9-12

Eaton Middle School

601 1st Street
Eaton, CO 80615
970-454-3358
Principal: Leigh Florita
Assistant Principal: Angie Duncan
Secretary: Heather McDaniel, Jennifer Clingan
Grades 6-8

Eaton Elementary School

225 Juniper Ave.
Eaton, CO 80615
970-454-3331
Principal: Anthony Matthews
Secretary: Vicki Ruff
Grades K-5

Galeton Elementary School

24750 Third Street
Galeton, CO 80622
970-454-3421
Principal: Kim Hielscher
Secretary: Gracie Garcia
Grades K-5

Benjamin Eaton Elementary School

100 South Mountain View Drive
Eaton, CO 80615
970-454-5200
Principal: Kenny Gartrell
Secretary: Nicole South
Grades K-5