

# SUBSTITUTE TEACHER EMPLOYEE HANDBOOK

## Maumee City Schools

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Administration Office  
716 Askin St., Maumee, OH 43537  
419-893-3200  
Fax: 419-891-5387  
[www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)  
[www.maumee.k12.oh.us/employment/index.php](http://www.maumee.k12.oh.us/employment/index.php)

**Directory & Administrative Staff List**  
**Maumee City School District - Administration Office**  
716 Askin St., Maumee, OH 43537 - Phone: 419-893-3200

Help with Frontline Absence Management (AESOP) & General Questions: Daphne Bauerschmidt  
Problems/Concerns: Nancy Sayre, Supervisor of School Operations  
Frontline Absence Management: <http://www.aesoponline.com> or 1-800-94-AESOP (1-800-942-3767)

**Maumee High School**

1147 Saco St.  
(419) 893-8778  
Matthew Dick, Principal  
Scott Perrotte, Assistant Principal  
Kristy Kolacki, Secretary; Chelsea Kolacki, Office Assistant  
Matt Szyndler, Assistant Principal/Athletic Director  
Michelle Greenawalt, Secretary

**Gateway Middle School**

900 Gibbs St.  
(419) 893-3386  
Angela Rose, Principal  
Jim Amspoker, Assistant Principal  
Jennifer Opaczewski, Secretary  
Karen Westrick, Secretary

**Wayne Trail Elementary**

1147 Seventh St.  
(419) 893-2851  
Dr. Nick Neiderhouse, Principal  
Linda Meek, Secretary  
Lynne Gill, Office Assistant

**Fairfield Elementary School**

1313 Eastfield Dr.  
(419) 893-9821  
Michele Loboschewski, Principal  
Mindy Overmyer, Secretary  
Donna Winkle, Office Assistant

**Fort Miami Elementary**

2501 River Rd.  
(419) 893-2201  
Joel Hefner, Principal  
Tammy Nickey, Secretary  
Janice Every, Office Assistant

**Food Service & Transportation**

950 Cass Rd.  
(419) 893-1182  
Mary Bottoni, Supervisor  
Carol Grimm, Secretary; Hope Spears, Secretary

**Buildings & Grounds**

950 Cass Rd.  
(419) 893-1392  
Larry Burda Jr., Supervisor  
Hope Spears, Secretary

## The Substitute Teacher - Vital Member of Our Teaching Team

You are important to us, and we value your service as a substitute teacher. It is vital that an excellent educational experience continues when the regular classroom teacher finds it necessary to be absent. Know that in your position as a substitute teacher, you are a role model for each Maumee student with whom you interact during the school day.

Being a substitute teacher is both challenging and rewarding. Facing the “first day” of school many times over in the school year can be exhausting! However, creativity and resourcefulness on your part can help to make this a rewarding experience for you and the students. As a substitute, you may also have the opportunity to see different aspects of the Maumee school district, and you will be able to share your experiences and personality with many students.

Building administrators and other staff members are available in each school to assist and answer questions when you are on an assignment. This handbook is designed to answer frequently asked questions, so please keep this for a handy reference. However, feel free to contact Daphne Bauerschmidt at the Administration Offices at 419-893-3200 if you need more specific information. We hope that your substitute teaching experience is a positive one and we thank you for your readiness to accept this important job.

## About Maumee City Schools

The district has a total enrollment of approximately 2,500 students in five school buildings: three elementary schools, a middle school and a high school. The administration office is located in the “old” Fort Miami Elementary school building off River Rd. on Askin St.

## Employment Information

Our policy is to use substitutes approved by the Board of Education. In order to be employed, a substitute teacher must hold a valid Ohio teaching certificate/license or Ohio substitute teaching license. Any candidate recommended for employment as a substitute is required to submit fingerprints for a State of Ohio Bureau of Criminal Investigations Identification (BCII) and Federal Bureau of Investigation (FBI) check and have a successful result from the background check. This means completing a fingerprint scan through WebCheck, which can be done at the Maumee City Schools Administration Office. The candidate must submit payment in the amount of \$46 for the fingerprint processing fees. If a candidate had a background check done for previous employment elsewhere, Maumee Schools may be able to accept these results, provided they were completed within the last 365 days.

## Required Procedure for Employment

To apply for a substitute teacher position, please submit your application through our website using AppliTrack. To do this, go to [www.maumee.k12.oh.us](http://www.maumee.k12.oh.us), click on “employment” in the slider bar, click on “view open positions,” then under vacancies click “substitute teacher.” Begin your application by clicking the gold box on the right. You will need to set up an account.

You will be required to upload the following on AppliTrack:

- Current teaching certificate/license or substitute teaching license
- Cover letter
- Resume
- College transcripts
- Letters of reference (Maumee requires at least one written, professional recommendation)

Once the Administration Office has accepted your application, you may be contacted for a brief interview. If you are hired, you will be required to complete the substitute teacher documents packet:

- Emergency Medical Information
- Social Security Card (copy made at the Administration Office)
- SSA-1945 Statement concerning employment in a job not covered by Social Security

- Payroll Forms
- Employment Eligibility Verification Form (Form I-9)
- Signed Statements for a Drug Free Workplace, Anti-Harassment Policy and other statements as required by law
- Ohio Certificate/License or Ohio Substitute License
- Official Transcripts
- State and Federal Criminal Record Check Results
- Annual 403(b) Plan Eligibility Notice

All paperwork must be submitted and individuals must be Board-approved before they can begin working as a substitute teacher. Being board-approved does not guarantee a substitute teacher will be called to substitute for the district immediately or for a specified number of days.

### How Substitutes are Contacted to Work

Maumee often uses an automated service to streamline the process of recording absences and finding substitutes. The service is called Frontline Absence Management (formerly AESOP). Frontline Absence Management is available to you 7 days a week, 24 hours per day. You may interact with the system either on the Internet at <http://www.aesoponline.com> or by a toll-free automated phone line at 1-800-942-3767. When you are hired, you are assigned an ID and PIN as well as instructions on how to use the system. Persons substituting in other districts using Frontline Absence Management may combine the accounts.

With the Frontline Absence Management system, you are able to search for and accept jobs for which you qualify. Or, you may also wait to receive a call from Frontline Absence Management to accept assignments. **Positions often become available the evening before an assignment and early in the morning for an assignment the same day. Accepting these last minute positions is extremely helpful to the school district.** Specific questions regarding Frontline Absence Management should be directed to **Daphne Bauerschmidt** – [dbauerschmidt@maumee12.org](mailto:dbauerschmidt@maumee12.org).

While it does not happen often, sometimes staffing circumstances within the school may necessitate a change of your substitute assignment after you arrive. The building principal has the authority to reassign you to other duties based upon that school's needs. The school district will make any necessary changes in your Frontline Absence Management record for the day.

### Compensation – For Sub Teachers Assigned to Long Term positions

1-10 days	\$ 95.00
11-20 days	\$ 100.00
21-59 days	\$ 105.00
60 days & benefits	\$ TBD

All substitutes are paid through direct deposit. A notice of direct deposit is sent via email. Questions regarding payroll should be directed to Linda Posadny, 419-893-3200 or [lposadny@maumee12.org](mailto:lposadny@maumee12.org).

### Substitute Hours

**Please report to the building secretary where you will be teaching at least 30 minutes before the start of school. Having subs on duty before students begin to arrive and after school for bus duty is essential.**

Additional information regarding the assignment or school policies may be obtained from each school office. School hours are as follows:

School	School Hours
Maumee High School	7:43 a.m. – 2:30 p.m.
Gateway Middle School	8:15 a.m. – 2:55 p.m.
Wayne Trail Elementary	9:10 a.m. – 3:40 p.m.
Fairfield Elementary	8:55 a.m. – 3:25 p.m.
Fort Miami Elementary	8:55 a.m. – 3:25 p.m.

## Where to Park and Enter the School Buildings

**High School** – Staff parking is available in the lot off Saco St. Please enter through door #1, at the front, on the southwest side of the building.

**Gateway Middle** – Staff parking is available in the north and east lots off Gibbs St. Please enter the building through door #1 on the west side of the building.

**Wayne Trail Elementary** – Staff parking is available in the front lot off Seventh St. Please enter the building through door #1 on the south side of the building.

**Fairfield Elementary** – Staff parking is available in the back and south side of the building off Eastfield Dr. Please enter the building through door #1 on the east side of the building.

**Fort Miami Elementary** – Staff parking is available in the front lot off River Rd. Please enter door #1 on the southeast side of the building.

To enter all buildings, please ring the buzzer and office personnel will unlock the door for you.

## Lunch

You may bring a lunch or if you wish to purchase a lunch, the cost is between \$3.25 and \$3.50 for an adult lunch. À la Carte items are available at the middle school and high school. Lunches for substitutes working in elementary buildings must be ordered with student lunches in the morning. You are not required to supervise students during your duty-free 30-minute lunch. Teachers and subs may only leave the building during lunch if permission is granted by the principal/designee.

In elementary schools, students are expected to go outside for recess unless parents have sent in a written request for their child to remain inside. Students will not be permitted to reenter the building before recess is completed except in case of emergency. During days of inclement weather, students will remain inside during lunch recess.

## Planning Time

**Also, substitutes are often assigned other teaching or non-teaching duties during the regular teacher's planning time. If a sub does not receive other duties, then planning time should be used to review lesson plans, prepare lessons, grade papers, etc. Substitute teachers may not leave the building during planning time.**

## General Guidelines

Professional attire is expected for all substitutes. No jeans, stretch pants, sweats, or shorts are acceptable. Physical education teachers should dress for physical activity and may wear athletic apparel. If you are not sure, over dress rather than under dress.

Do not leave students unattended at any time.

Substitute teachers are expected to assume all responsibilities and assigned duties of the regular teacher. Substitute teachers may be asked to perform other tasks by the building administrator(s) during times when the substitute is not assigned regularly scheduled duties.

Professionalism is always expected. Do not use a teacher's classroom computer without prior permission. Any private information you obtain while working in district should remain confidential.

Avoid inappropriate behavior, such as eating in front of class or doing personal tasks such as reading, letter writing, bill paying, crafts, hobbies, or talking on a cell phone.

Please only bring minimal personal items to the school. You will have a place to put your coat and some personal items, but please do not bring valuables.

Report incidents of abnormal happenings to the principal.

## Daily Procedures

**Check-In:** Report directly to the school office where you will be given the substitute file prepared by the teacher, advised of any special activities for the day, and directed to your assigned classroom. The building principal and school staff are always available to assist you to ensure that your day is successful and enjoyable. If you are assigned to more than one building in a day, checkout at the first school office before leaving for the second building. Obtain an ID badge and wear it visibly the entire time you are in the school building. Return ID badge to the office when you check-out.

**Lesson Plans:** Implement the regular teacher's lesson plans and routines as closely as possible. To help, the following information should be available in the teacher's substitute file:

1. Daily Schedule
2. Class rosters and seating charts
3. Lesson plans or where to find lesson plans
4. List of reliable students
5. Information about students with special needs
6. Location of supplies and materials
7. Name and location of other teachers that can be of assistance to you
8. Emergency procedures

**Attendance:** Attendance should be taken at the start of the day/each class period, following the school's procedure.

**Communicate:** Leave detailed notes for the regular teacher at the end of the day. Notes may be left in the building or on Frontline Absence Management. If you use Frontline Absence Management, leave a note for the teacher directing them to Frontline Absence Management. Include any pertinent information such as:

- Work covered in each subject/class period
- Assignments made and work collected
- Any unique situations such as discipline problems, injuries, illnesses, notes from parents
- Record of money paid by the students for books, pictures, supplies, or miscellaneous articles

If you use Frontline Absence Management, you may rate your sub experience on a scale of 1 (poor) to 5 (outstanding) and may leave comments for the teacher. The Principal and Administration Office staff are able to view feedback left by the substitute. Feedback areas include:

- Notes about the lesson plans, work covered in each subject/class period, assignments made, work collected, or other relevant information.
- Notes about student behavior
- Suggestions to make the subbing experience more effective
- Any unique student issues or parent contacts teacher should know about
- Other notes or comments for the teacher
- Terrific helpers – students or staff.

**Money Collection:** Any money collected from students must be turned in to the office daily, at the earliest opportunity. Do not leave money in a classroom overnight. As you collect money, make sure it is labeled with the student's name and purpose for the payment. Make a list for the teacher that includes the student's name, amount paid and purpose before turning money in to the office.

**Close-Up:** Before departing for the day, close all windows, turn off all lights, computers, printers and other electronic equipment. Put materials and equipment back where you found them. In classrooms with student chairs, stack them on the tables or desks.

**Checkout:** Report to the school office before leaving the building. Return badge, keys, and confidential information.

### Dismissal Procedures for Students

At Fairfield, Fort Miami and Wayne Trail, assist in supervising the children as they leave the building. At Gateway and Maumee High School, assist in supervising hallways immediately after dismissal. You should not excuse a student early or to an unknown person. Approval must be secured from the principal or his/her authorized representative before a student may be released from school before the final bell. A written notice from the parent or guardian should accompany the request for early dismissal from school.

Do not detain a student(s) after school. Buses load/depart immediately after school and elementary crossing guards (in some buildings) are on duty for only ten (10) minutes after school dismissal.

### Emergencies

**Accidents/Illness:** Should an accident, illness or other emergency involving students occur, notify the school office immediately. District emergency procedures shall be followed appropriate to the situation. Parents will be notified through the school office. If you are injured, an injury/accident report must be filled out and given to the appropriate principal or supervisor.

**Fire, Tornado, Lock Down, Evacuation:** You should be familiar with and prepared to implement emergency procedures. This includes knowing the proper exits in case of fire or building evacuation; safety areas in the event of tornadoes; and procedures for a Safety Alert, or other building emergency. Maumee is an A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) trained school district and you should understand what this means for the building in which you are substitute teaching. Some type of class roster (such as your attendance sheet), should accompany you if you must leave the building in an emergency situation. This will help in accounting for all students. Also, take with you the "emergency envelope" and/or clipboard located on a hook near each classroom door.

### Delays and Closings

School delays due to inclement weather mean that classes begin two (2) hours past regular start time and you should report to your assignment then. When school is cancelled, you do not report to work. Please watch local television stations for school delay and closing information as you are responsible to monitor delays and closures.

### Confidentiality

All information about a student's academic performance, behavior, abilities, health, and family dynamics should be treated as confidential and shared with colleagues only as needed within the context of their job duties. Student information should never be discussed or shared with anyone outside the school except as required by law. When in doubt, contact a building principal or school counselor for guidance.

State and Federal law requires that student education records be maintained as confidential. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board (including as a substitute teacher) are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records after terminating employment with the school district.

### Homeless Children & Youth

There are times that students/families experience homelessness during the school year. All staff members, including substitute employees, are asked to immediately contact a school counselor if they suspect this may be the case for a child/family. The counselor will in turn contact the district's homeless liaison Nancy Sayre

(nsayre@maumee12.org - (419) 893-3200 ext. 10208) so the child and his/her family can immediately receive assistance.

Maumee City Schools Policy # 5111.01 address procedures for enrolling and providing services for children who meet the federal definition of "homeless." The policy and guidelines address the safeguards in place to protect homeless students. Additional information can be found on the ODE website: [www.education.ohio.gov](http://www.education.ohio.gov) (Search: "homeless children" or "McKinney-Vento Law.")

### Social Media (Computer Technology & Networks)

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency within the school system. Substitute teachers are charged with ensuring students practicing appropriate online behavior if lesson plans include use of the internet. Substitute teachers will ensure that students are not engaging in chat rooms or on blogs; and, must recognize what constitutes cyberbullying and understand that cyberbullying is a violation of District policy that must be reported to building administrator immediately if witnessed social media includes internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. Substitute teachers must adhere to the District's Computer Technology & Network Policy #5136 and ensure that the students follow this policy.

### Performance Issues That May Result in Removal/Exclusion from Substitute Teaching

The following list of behaviors or performance issues are provided as examples of actions that may result in your removal or exclusion as a substitute in either an individual school building or the district.

- Ineffective student or classroom management. Failure to actively engage students in the classroom/assignment. (i.e. you are expected to be actively involved and engaged with your classroom or assignment at all times during the school day.)
- Leaving your classroom/assignment unattended while students are present
- Failure to maintain confidentiality of student information
- Failure to implement (or fully implement) lesson plans and/or work assignment provided
- Making inappropriate comments to students, parents, fellow staff members, and/or the school or school district
- Making inappropriate comments about students, parents, fellow staff members, and/or the school or school district
- Using foul or inappropriate language in front of students/staff
- Accepting an assignment and then not showing up; calling to cancel the assignment after the cut off time; canceling assignment to accept job at a different Maumee school or in another school district
- Repeated late cancellation of substitute assignments
- Failure to arrive for an assigned duty on time
- Touching a student or staff member in an inappropriate manner
- Demonstrating unprofessional attitude (i.e. rude or discourteous treatment of students/staff/or public)
- Failure to provide adequate supervision of students or creating a situation where students are unsupervised
- Using an electronic device while on assignment for any purpose other than to provide support to the class you are teaching. This includes using your cell phone/iPad in a non-emergency situation while you have responsibility for students. Electronic devices should be turned off or set to *vibrate* during work time. Phone calls should not be accepted and text messages should not be created or responded to during class time.
- Leaving the building assignment during assigned work hours without explicit permission from the building principal/supervisor.
- It is not acceptable to login to Frontline Absence Management (using a device such as a smart phone, iPad, laptop, Jobulator, school district computer, etc.) to search for additional jobs during times when you have responsibility for students.
- Failure to leave follow-up notes for staff member.
- Dismissing students early from a class period or at the end of the school day
- Unprofessional dress

- Inappropriate and/or unauthorized use of school resources including but not limited to computers, phones, materials
- Being under the influence of alcohol or drugs
- Use of tobacco products (including electronic cigarette) on school grounds, including inside one's own vehicle
- Bringing food to the classroom for yourself or students

### Physical Demands/Requirements

The following are typical of duties performed in school settings, (e.g. classroom, gymnasium, cafeteria, auditorium, and/or recreational areas). Frequent walking, standing, stooping, lifting up to approximately 20 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may also be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

### Evaluation

Building administrator/supervisor will evaluate substitute personnel performance on the ability and effectiveness in carrying out the above listed responsibilities. Reports of unsatisfactory performance received about a substitute may result in that person being removed from the list of approved substitute teachers or from the building's preferred list.

Substitutes who are excluded from one building in the Maumee City School District may be excluded from other buildings or the entire district. Administrators reserve the right to exclude substitutes from an individual teacher's classroom, grade levels or entire buildings. Failure to complete required annual blood borne pathogen and universal precaution training is another reason substitutes may be removed from the sub list. Reinstatement is handled on a case-by-case basis.

### Substitute Teacher "To Do" List

- DO be on time. Report at least 20 minutes early.
- DO be interested and enthusiastic.
- DO introduce yourself and check in with the building secretary.
- DO seek information as needed from other teachers and the school administration.
- DO contact the regular teacher when possible if the assignment is for a long-term basis.
- DO enrich the instructional program with information that is pertinent to the subject.
- DO see that the room and equipment are left in good order.
- DO read and follow instructions in the sub folder.
- DO leave your name, phone number and a brief report for the regular teacher.
- DO remember that all pupil records are confidential.
- DO remember that you are employed to continue the educational climate in the classroom.
- DO maintain good discipline.
- DO remain at school at least 15 minutes after the students have been dismissed.
- DO return keys and records to the school office.

### Tips on Maintaining Discipline

- Provide "wait time" for a child's response. Neither demand nor expect instant responses.
- Have good reason for what you ask a child to do and, when possible, take time to give the reason.
- Be honest in what you say and do. Be fair. Be friendly.
- Look for good qualities – all students have them. Commend good qualities and actions.

- Try to be constructive, not repressive, in all dealings with students.
- Remember a sense of humor is extremely valuable. Maintain poise at all times. Do not lose your temper.
- Listen for suggestions and complaints from the students.
- Be sincere in your work. Think faster than the students do!
- Respect a student's right as an individual to have opinions and personal convictions, so long as they are courteously expressed.

### Additional Notes – Required Training, Contact Information

All substitute teachers must complete a training module to learn about blood borne pathogens and universal precautions, and AED instruction. You will receive information annually about completing quick online training. The district policy forbids staff to work in a classroom without successful completion of this training. Failure to complete required annual blood borne pathogen and universal precaution training is another reason substitutes may be removed from the sub list. Reinstatement is handled on a case-by-case basis.

Changes of address/phone number OR if a substitute desires to be removed from Maumee's substitute list, he/she should put the request in writing to **Daphne Bauerschmidt – dbauerschmidt@maumee12.org**.

### Maumee City School District Policies

All substitute teachers are required to abide by Maumee Schools' board of education policies. All policies can be found at [www.neola.com/maumee-oh/](http://www.neola.com/maumee-oh/). Hard copy versions of policies are available in school offices.

### Auditor of State Fraud Reporting System in Place

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's web site, or through the U.S. Mail. Below is the contact information:

US Mail: Ohio Auditor of State's Office  
 Special Investigations Unit  
 88 East Broad Street (P.O. Box 1140)  
 Columbus, Ohio 43215  
 Web: [www.ohioauditor.gov](http://www.ohioauditor.gov); Telephone: 1-866-FRAUD OH (1-866-372-8364)

### Nondiscrimination and Equal Employment Opportunity

It is the policy of the Maumee Board of Education not to discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities or any other status or characteristic protected by law. The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. To report a discrimination issue or for more information, please contact: The Administration Office at 419-893-3200.

**Maumee City School District - Administration Office**  
 716 Askin St., Maumee, OH 43537 - Phone: 419-893-3200  
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 Problems/Concerns: Nancy Sayre, Supervisor of School Operations  
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Policies & Administrative Guidelines - <http://www.neola.com/maumee-oh/>