EQUAL EMPLOYMENT OPPORTUNITY

(Board policy, 5.14.1) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 4.6.2, the general complaint (grievance) policy (4.6.1) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Ms. Mary Veal, Director of Human Resources
Hoover City Schools
2810 Metropolitan Way
Hoover, AL 35243
(205) 439-1040
I. Introduction

II. Hoover City Schools Mission, Vision, and Motto

III. General Information
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   Responsibilities of the Substitute Teacher
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   Emergency Procedures
   A. Fire Drill
   B. Tornado/Weather Drill
   C. Secure-Perimeter – Code Yellow
   D. Secure-Perimeter – Code Red

   Classroom Management

   Typical Scenarios and Effective Responses

   Helpful Hints to all Substitutes

   Some Additional Activities for the Classroom

   Resources for the Substitute Teacher

   Frequent Contacts / Phone Numbers
I. Introduction

A person who is approved to serve as a substitute teacher in Hoover City Schools is not an employee of Hoover City Schools. Approval to serve as a substitute simply means that a person has been added to the roster of approved substitute teachers and may be utilized as a substitute teacher in the system. Being on the roster does not guarantee that a person will be called upon to serve as a substitute. Substitute teachers work solely on an as-needed basis, and Hoover City Schools makes no guarantee or representation as to the number of days that a substitute teacher may be called on to work. In addition, Hoover City Schools may remove a substitute from the substitute list for a particular school or the entire school system without notice at any time, for any reason, or for no reason with or without cause.

The Hoover City Schools Handbook for Substitutes is designed to provide substitute teachers with the necessary information to serve as a substitute teacher. Hopefully, this handbook will be a tool to guide you down the successful path of substitute teaching. However, it is not intended to be comprehensive or address every possible situation that might arise. If you have questions that this handbook does not address, please contact the Human Resources Department at the Central office.

Substitutes and the substitute management program (Frontline/AESOP) are managed by the Human Resources Department. Should you have any questions about substitute teaching or Frontline/AESOP, please contact Cara Fancher, HR Analyst at 439-1093 or cfancher@hoover.k12.al.us. One person at each school (usually the school secretary) is also designated as the school contact for substitutes. If you are unable to immediately reach a noted contact, you should always feel free to call Kristi Williams, HR Specialist, at 205-439-1031, Kerry Pate, HR Specialist, at 205-439-1091, or Mary Veal, HR Director, at 205-439-1040.

This Handbook is not contractual in nature and does not confer any contractual right, either express or implied, to regular employment or to any fixed terms and conditions or benefits of employment. In other words, this Handbook is not a contract and it should not be relied upon that way.
II. Mission Statement and Philosophy

OUR MISSION

In a safe, caring atmosphere of teaching and learning, Hoover City Schools provides each student with opportunities to develop exemplary character and achieve personal excellence through a rigorous and relevant curriculum.

OUR VISION

All students are life-long learners prepared to contribute positively to a rapidly changing world.

OUR MOTTO

Learning for Life
### General Information

#### Salary/Payroll Information

| I. SUBSTITUTE TEACHER/INSTRUCTIONAL SUPPORT AIDE/SECRETARY/OFFICE AIDE |
|---|---|
| $85.00/day Non-Certified (Substitute certificate only) |
| $90.00/day Current Alabama Teaching Certificate |
| $95.00/day Retired Teacher from Hoover City Schools’ & Current Alabama Teaching Certificate |
| $75.00/day Secretary/Classroom and Office Aide |

<table>
<thead>
<tr>
<th>II. SCHOOL NURSE</th>
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<tbody>
<tr>
<td>$80.00/day for LPN</td>
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<tr>
<td>$100.00/day for RN (Short Term)</td>
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<table>
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<tr>
<th>III. SUBSTITUTE BUS DRIVER</th>
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<td>$80.00/day</td>
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<table>
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<tr>
<th>IV. SUBSTITUTE BUS AIDE</th>
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<td>$60.00/day</td>
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<table>
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<tr>
<th>V. CNP SUBSTITUTE</th>
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<tr>
<td>$61.00/day</td>
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Long-term Teacher Substitute pay will be adjusted to the following salary schedule after the 15th consecutive day:

Certified B, BS – 0

The adjusted payment will continue until the long-term substitute assignment ends. If a substitute begins another long-term substitute assignment within 6 business days, the substitute will continue with pay at the adjusted rate.

**NOTE:** Payroll for substitute teachers is processed a month after the actual service. Therefore, substitute teachers are compensated on the last working day of the month after service is rendered.

Example: If a sub works in September, they are paid for those days on the last working day of October; days worked in October are paid on the last working day of November.
Viewing Paystubs and W-2s Online

1. Go to https://Payroll.Hoover.k12.al.us
   a. If you are a FORMER HCS employee: 
      Username AND Password will be the same, your employee number. 
      (This is the same number that is your user id when you clock in/out at 
      the schools.)
   
   b. All Others: 
      Your Username will be your employee number. (This is the same 
      number that is your user id when you clock/out in at the schools.)
      
      Your Password will be the LAST 4 digits of your social security 
      number. (This is the same number that is your password when you 
      clock in/out at the schools.)

2. Click “Submit”.

3. To view your paystub:
   a. Select “Payroll Stub” from the list on the left hand side of the screen. 
      The most recent/current paystub will display.
   b. If you wish to see prior paystubs:
      i. Click “Prev Doc” button found at the bottom of the screen. You 
         can view your other paystubs by using the “Next Doc” and “Prev 
         Doc” buttons.
   OR
      ii. Use the Search Area below the “Prev Doc” button at the bottom 
         of the page. You can either enter the specific date(s) or use the 
         calendar provided to select the date(s). Press the “Go” button to 
         find all the paystubs between the two dates.

4. To view your W-2:
   Click “W-2” from the list on the left hand side of the screen. 
   The most recent/current W-2 will display. If you wish to see prior 
   W-2s, click “Prev Doc” button found at the bottom of the screen. You 
   can view your other W-2s by using the “Next Doc” and “Prev Doc” 
   buttons.

5. Logout by clicking on “(logout)” in the top left corner.
Schools Contact Information And Addresses

*Please verify school starting and ending times prior to confirming an assignment. Substitutes are required to report 15 minutes before school starts and remain 15 minutes after school for a total of 7.5 hours. The school times that are listed below have the 15 minutes built in the start and end times.*

**Hoover High School**
8:00 a.m. – 3:30 p.m.
1000 Buccaneer Drive, 35244
Mr. John Montgomery, Principal
(205) 439-1200

**Spain Park High School**
8:05 a.m. – 3:35 p.m.
4700 Valleydale Road, 35242
Mr. Larry Giangrosso, Principal
(205) 439-1400

*If substituting for zero period, hours will be adjusted to an earlier start time. Contact the school for exact times to report.*

**Crossroads School**
Mr. Jeff Singer, Assistant Principal
(205) 439-1800

**Berry Middle School**
8:00 a.m. – 3:30 p.m.
4500 Jaguar Drive, 35244
Dr. Chris Robbins, Principal
(205) 439-2000

**Robert F. Bumpus Middle School**
8:00 a.m. – 3:30 p.m.
6055 Flemings Parkway, 35244
Dr. Tamala Maddox, Principal
(205) 439-2200

**Simmons Middle School**
8:00 a.m. – 3:30 p.m.
1575 Patton Chapel Road, 35226
Mr. Brian Cain, Principal
(205) 439-2100

**Brock’s Gap Intermediate School**
7:45 a.m. – 3:15 p.m.
1730 Lake Cyrus Club Drive, 35244
Mr. Scott Mitchell, Principal
(205) 439-1600

**Bluff Park Elementary**
7:30 a.m. – 3:00 p.m.
569 Park Avenue, 35226
Mrs. Ami Weems, Principal
(205) 439-2800

**Deer Valley Elementary School**
7:30 a.m. – 3:00 p.m.
4990 Deer Valley Parkway, 35226
Dr. Wayne Richardson, Principal
(205) 439-3300
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Green Valley Elementary</strong></td>
<td>3200 Old Columbiana Road, 35226</td>
<td>(205) 439-2500</td>
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<td></td>
<td>Mrs. Amy Gregory, Principal</td>
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<td><strong>Greystone Elementary School</strong></td>
<td>300 Village Street, 35242</td>
<td>(205) 439-3200</td>
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<td></td>
<td>Mrs. Stacy Stocks, Principal</td>
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<tr>
<td><strong>Gwin Elementary</strong></td>
<td>1580 Patton Chapel Road, 35226</td>
<td>(205) 439-2600</td>
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<tr>
<td></td>
<td>Dr. Kimberly White, Principal</td>
<td></td>
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<tr>
<td><strong>Riverchase Elementary School</strong></td>
<td>1950 Old Montgomery Hwy, 35244</td>
<td>(205) 439-3400</td>
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<tr>
<td></td>
<td>Dr. Alice Turney, Principal</td>
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<tr>
<td><strong>Rocky Ridge Elementary School</strong></td>
<td>2876 Old Rocky Ridge Road, 35243</td>
<td>(205) 439-2900</td>
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<td></td>
<td>Dr. Dil Uswatte, Principal</td>
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<tr>
<td><strong>Shades Mountain Elementary</strong></td>
<td>2250 Sumpter Street, 35226</td>
<td>(205) 439-3100</td>
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<tr>
<td></td>
<td>Mrs. Melissa Hadder, Principal</td>
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<tr>
<td><strong>South Shades Crest</strong></td>
<td>3770 South Shades Crest Road, 35244</td>
<td>(205) 439-3000</td>
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<td></td>
<td>Dr. Kara Scholl, Principal</td>
<td></td>
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<tr>
<td><strong>Trace Crossings Elementary School</strong></td>
<td>5454 Learning Lane, 35244</td>
<td>(205) 439-2700</td>
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<td></td>
<td>Mr. Quincy Collins, Principal</td>
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</table>
Frequently Asked Questions

What do I need to do to be counted “present” for payroll purposes? You are required to clock in AND clock out at a time clock at each location. You will select “Substitute Login”. Your user id and password will be sent to you via email when you first become eligible to sub.

Can I substitute only at certain schools or will I be required to substitute at all schools in Hoover? You may specify certain schools where you are willing to substitute. That may be one specific school or it may be a specific level of school (example: elementary schools only). Remember that you are likely to have more substitute assignments to choose from if you are willing to substitute at more schools.

Once I have made a designation of which schools in which I want to sub, can that be changed? Yes, contact Cara Fancher, HR Analyst at 439-1093 and state which schools you would like to add or delete.

Do I have to be able to substitute every day of the week to be on the substitute list? No, However, at a minimum, you must substitute six days per semester with at least three days consisting of subbing on a Friday to remain on the list of substitute teachers.

How will I find the classroom for which I am assigned? How will I find the lesson plans? When you arrive at your assigned school, you should first go to the main office to clock in. Someone there will direct you to your assigned classroom or will ask someone to take you there. A substitute folder will either be given to you in the office or will be available in the classroom. If you have difficulty finding lesson plans or other materials, ask a nearby teacher for help or contact the main office for assistance.

What does it mean to be a long-term substitute? What should I do if I am interested in such an assignment? A long-term substitute is someone who substitutes for the same teacher for fifteen or more consecutive days. Long-term assignments are made based on a recommendation from the school principal and are not assigned by Frontline/AESOP. If you are interested in a long-term assignment, talk with the principal when you learn that a teacher will be away from school for an extended period of time. Typically, we try to find a long-term substitute who has certification in the same area as the person taking a leave of absence. For the first fifteen days of a long-term assignment, you will be paid your regular substitute rate. After that, you will be paid the daily rate of the first step (BS-0) on the teacher salary schedule.

What should I do if I encounter a problem while substituting? If you have a minor problem with a student or notice something in the classroom that needs
attention, leave a note for the teacher. If you have a problem that needs attention immediately, talk with the school principal or with another teacher who can give you advice about what to do.

**When should I send a student to the nurse?** Often students will request to go to the nurse when a sub is in the room. Use your best judgment in determining if the complaint is valid. **When in doubt, you should ask for assistance from a teacher nearby or use the buzzer to contact the front office.**

**What should I do if I need to take a restroom break, and the students are in the classroom?** Ask a teacher next door or across the hall to monitor the class for you.

**What special arrangements need to be made if I am substituting for a teacher whose class is going on a field trip?** Call the school in advance and inquire about the appropriate dress for the trip in the event casual clothes or comfortable shoes are required. Check lessons in AESOP for notes.

**What do I do if I do not have enough copies of a test or worksheet left by the teacher to give students?** Ask a nearby teacher to make copies, or note on the lesson plans that there were not enough copies for students and their names.

**Substitute Removal:** Hoover City Schools may remove a substitute from the substitute list for a particular school or the entire school system without notice at any time, for any reason, or for no reason with or without cause.

In addition, a school principal may request that a substitute be removed from a particular school’s substitute list. If a substitute is removed from the substitute list for 3 different schools in the system, the substitute will be removed from the substitute list for the entire system.
Using Frontline/AESOP

Hoover City Schools uses an automated system for managing and assigning substitutes; this system is called Frontline/AESOP. When you are initially added to our substitute list, you will be given an introduction to this system.

There are two ways for you to access the Frontline/AESOP system. You can call a toll-free telephone number 1-800-94-AESOP (1-800-942-3767) or you can use the internet by going to the Frontline/AESOP website at www.Aesopeducation.com. In addition, Frontline/AESOP will contact you by phone (unless you specify that you don’t want to receive calls) to ask if you are available for a specific substitute assignment.

Feedback from our substitutes tells us that they like this automated program for several reasons. One of the primary reasons is that you have a great deal of control. You can be proactive and find substitute assignments that you prefer rather than waiting to receive a telephone call asking if you are willing to accept a particular assignment. Any available jobs will be listed on the HOME page. Once you decide on a job you want, simply click on the “ACCEPT” button at the end of that job’s description. Another window will open up, revealing a confirmation number. Make a note of it. It is proof that you have been given that particular job.

All assignments, both past and future, are recorded by Frontline/AESOP. Your future jobs will be listed under the “Scheduled Jobs” tab; your previous assignments will be under the “Past Jobs” tab. You can compare the “Past Jobs” list with your payroll check each month. Call the Payroll Department (439-1000) if you believe there is a discrepancy.

If your schedule changes and you are not available to substitute on certain days, you can let Frontline/AESOP know so you won’t be bothered with calls for those days. Click “Non Work Days” tab on the home page, then select the “Add Non-Work Day” on the right side, directly under the tab’s title.

You can also tell Frontline/AESOP to call you only at certain times of the day or not to call you at all if you want to get all your assignments on the internet. Click ‘Preferences’ tab, then ‘Call Times’ on the left side.

Additional information is at your fingertips with Frontline/AESOP. Occasionally there will be a blue icon besides the teacher’s name under the “Available Jobs” tab on the Home page. Click on this and you’ll be able to view any notes from the
teacher. Beside the green “ACCEPT” button there are 2 icons. Click on the orange one and a Google map to the particular school will appear. Click on the green phone and the main phone number to the school will appear.

All information in Frontline/AESOP is accessed by using an ID and PIN number. You will get this information when you initially enroll as a substitute with Hoover City Schools. You can change your pin number anytime you would like to do so.

While Frontline/AESOP is very easy to use, we know there will be times that you will have questions or need help. Call Cara Fancher, HR Analyst at 439-1093 or email her directly at cfancher@hoover.k12.al.us and she will be happy to help you. We want you to be comfortable with Frontline/AESOP, and we will provide any help or assistance that you need!
Clocking In And Out Procedures

Hoover City Schools Utilizes the Frontline Education timekeeping system for employees and substitutes. All substitutes are required to clock in and out for each assignment.

**Clocking In:** You must clock in at the beginning of the work day and clock out at the end of the work day. In order to clock in and clock out each day, you should place your finger on the finger pad on the time clock. You can press DISMISS to accept your punch.

**Submitting Your Time:** At the end of each work week, you should verify your time worked.

1. Go to Frontline Education. https://www.frontlineeducation.com/signin/
2. Login using the Time and Attendance tab.
3. Click Expand All to view all clock punches for the specified week.
4. Click “Submit” if the information is correct. If the information is not correct, please contact payroll at 205-439-1000.
5. Click “Continue” to verify your Timesheet Status is correct.
6. Click “Submit Timesheets.”
7. Select the **Employee** that you are working for that day. If you are subbing as an extra sub choose “Extra Sub”
8. Verify that the “Substituting For” field is correct and press “Submit”

Clocking Out:

1. At the end of your assignment press the soft key “Sub Out”
2. Enter your Employee Number (9+ employee number)

Note: If you are working for one employee the first half of the day and another employee for the second half of the day, you will need to follow the steps below:

1. IN Punch and Select the employee you are working for in the morning
2. IN Punch and Select the employee you are working for in the afternoon
3. OUT Punch at the end of the day

If you have a problem or forget to login or out please contact the Payroll/Benefits Department at 439-1000. **Note: Your employee number is the login ID number you use to clock-in/out. It remains the same from year to year.**
Responsibilities of the Substitute Teacher

Note: Substitutes are subject to the same policies, procedures, rules and guidelines as employees when on duty.

A. Professionalism

- Sign the Substitute Agreement Form and return it to the Human Resource Department.
- Substitute teachers should cancel an assignment that has been accepted ONLY if it is absolutely necessary due to personal illness or other unavoidable situation. It is not appropriate to cancel one substitute assignment so that you can accept a different assignment for the same original day.
- In addition to performing classroom duties, substitute teachers are required to perform any other regular duties that the regular teacher performs during the school day, including lunchroom duty, playground duty, or other like duties.
- Substitute teachers should maintain the same ethical standards of confidentiality as classroom teachers.
- Substitute teachers should maintain a professional attitude toward students, faculty, and staff.
- Substitute teachers should maintain the same standards of dress as classroom teachers (your dress should distinguish you from students).
- Substitute teachers should avoid using cell phones during the day while supervising students.
- If other teachers are absent and a substitute cannot be secured, you may be asked to assist with another class during the planning time for your assigned teacher. Do not leave school before the end of the day even if your assigned teacher has a planning period at the end of the day since you may be needed for additional student supervision.
- Substitute teachers should never bring tobacco, alcohol, and/or weapons on campus. Smoking is prohibited on the entire campus at all Hoover City Schools.

B. Arrival / Departure

- Check Frontline/AESOP the morning of your assignment to verify a sub is still needed.
- Arrive on site at least 15 minutes before the beginning of school. Even earlier than that will give you a chance to get everything ready before students arrive.
- The first item of business is ALWAYS to report to the front office and clock-in.
- Upon receiving the substitute folder, report to your assigned class and review procedures for schedule, attendance, lesson plans, classroom management, and safety procedures (for safety procedures, review the section of the substitute handbook entitled "Emergency Procedures").
- Substitute teachers should remain on campus the entire day unless directed otherwise.
- Leave the room at the end of the day in a neat and orderly fashion. Be sure the classroom door is closed.
- Leave a note for the regular teacher. Tell him/her about any parts of the lesson plan that you were not able to complete. Describe other activities that you included. List problems you encountered and students who were especially helpful.
- Clock-out and leave the substitute folder at the front desk.

C. Classroom Guidelines

- It is important that substitute teachers follow established lesson plans as closely as possible. You may add other activities if all items left by the regular teacher have been completed.
- It is not appropriate for a substitute to eat, drink, chew gum, or make/receive phone calls while in the presence of students.
- When lesson plans/materials are not available, please consult the nearest faculty member for advice on contingency curriculum plans and/or how to contact department head or grade level chairperson.
- Consult the substitute folder for helpful information regarding students, class schedule, bathroom/hall procedures, location of materials in classroom, emergency dismissal procedures, tornado / fire drill procedures, etc.
- Leave a detailed report for the teacher including incidents or abnormalities. Focus on student behavior and lesson effectiveness.
- You must notify an administrator if you suspect, or have been advised of student abuse/neglect.
Emergency Procedures

Review individual school emergency procedures in the event there are fluctuations from the information provided.

*Confirm drill procedures/signals at each location when you arrive*

A. Fire Drill
   ● Signal may vary according to building.
   ● During drill/alert, everyone will exit the building to a predetermined area. Please refer to map posted by the exit door of each classroom.
   ● Take classroom roster with you to account for your students. Report a student absence to the closest administrator.
   ● Wait for signal to return to class.

B. Tornado / Weather Drill
   ● Signal may vary according to building.
   ● During drill/alert everyone will exit the classroom to a predetermined area. Please refer to map posted by the exit door of each classroom.
   ● Take classroom roster with you to account for your students. Report a student absence to the closest administrator.
   ● Wait for signal to return to class.

C. Secure-Perimeter - Code Yellow (Bomb threat, police K-9 search, escaped felon in the community, etc.)
   ● Administrators should lock all exterior doors.
   ● Teachers are to close and lock their classroom doors.
   ● Students are to remain in the classroom at all times during the Secure-Perimeter. Classroom activities should continue with business as usual.
   ● Teachers may open the classroom doors in order to allow students to enter classrooms.
   ● During Secure-Perimeter, teachers should inspect their classrooms to determine if anything appears out of place.
   ● An administrator will advise teachers when the Secure-Perimeter has ended.

D. Secure-Perimeter - Code Red (active shooter, violent suspect on campus, an escaped felon in the immediate area, etc.)
   ● Administrators should lock all exterior doors.
   ● Substitute Teachers are to take the following course of action:
     a. Close classroom doors.
     b. Turn out lights and close blinds.
     c. Turn off all electronic devices.
     d. Move students to safest part of the room (out of view of door/windows).
     e. Make sure that all students are silent.
     f. Do not open door for any reason or for anyone. A police officer or administrator will notify you at the conclusion of the Secure-Perimeter.
Classroom Management

- Hoover City Schools expects you to maintain an environment in which teaching and learning can occur.

- To achieve this environment:
  a. Be proactive.
  b. Require your students to pay attention, be respectful, and remain on task.
  c. Be enthusiastic, interested, relaxed, and pleasant.
  d. Have emergency extra activities on hand for appropriate grade level.

- To maintain discipline:
  a. Be fair, firm and consistent.
  b. Praise in public; criticize in private.
  c. Do not use sarcasm or other embarrassing methods.
  d. Avoid using "group punishment."
  e. Remain positive.
  f. Call attention to a student's good behavior rather than misbehavior.

- Remember that the policy of Hoover City Schools prohibits the use of corporal punishment in any circumstances.

- Ask for assistance from an administrator when needed, but do not be too quick to turn the situation over to someone else. You should maintain control of the students by providing good activities in a pleasant, organized, and professional manner. Calling for help from an administrator too soon sends a message to the students that you cannot manage the situation on your own.
Typical Scenarios and Effective Responses

The Disruptive Student: During a classroom discussion, while most students are raising their hands to speak, one girl talks out of turn, doesn’t raise her hand, and becomes somewhat disruptive.

First: Don’t respond to her. Look at the students who are raising their hands, choose one of them to call upon and say, “Thank you for raising your hand.”

Second: When you ask the next question, continue to reinforce appropriate behavior, as you move closer to the non-cooperative student. Don’t reinforce inappropriate behavior by responding.

On the third question, if the offending student raises her hand, call on her, thereby reinforcing positive behavior.

The Noisy Class: Although you told the students the assignment is to be completed silently, they continue to talk.

Ask yourself why the students are talking. Are they confused about the assignment? You may need to re-teach, or work through the first question or problem as a class. Did something happen during the day that needs to be dealt with? You may have to deal with it before the students can settle down.

Then restate your expectation, in clear, concise terms, as well as the consequences for failing to live up to the expectations. For example, “Here’s what I expect. Your feet should be on the floor, and you should be facing me. There is to be no talking. If you raise your hand, I will come to your desk to help you. If you choose not to live up to my expectations, the consequences will be...”
Helpful Hints to all Substitutes

● Be early!

● Introduce yourself to your students. Write your name on the board.

● Keep accurate attendance and tardy records.

● Obtain the complete attention of the class before giving instructions.

● Read and follow instructions in the daily school notices.

● Be firm, fair, and consistent in matters of discipline.

● Seek information as needed from other teachers and the school administration.

● Do not criticize the work of an absent teacher or the school policy.

● Refrain from discussing one school in another school.

● Report to the office when you arrive at the school and before leaving each day.

● Encourage students to remain in their classroom at all times.

● Avoid allowing students to use the teacher's supply area or storeroom.

● Enrich the instructional program with information that is pertinent to the subject being studied.

● Maintain teacher standards.

● Adhere to the policy that corporal punishment is NEVER administered.

● If you have access to classroom keys, keep the keys on your person at all times if possible. Remember to return them to the office at the end of the day.

● Remember that working with children and young people is fun! Keep a smile on your face, and enjoy your day!
Resources for the Substitute Teacher

Internet:

ALEX (Alabama Learning Exchange) [http://alex.state.al.us/index.php](http://alex.state.al.us/index.php)
- detailed curriculum for subjects and grade levels, Web resources, and lesson plans are included on this site

Substitute Teaching Division – [http://stedi.org](http://stedi.org)
- instructional resources as well as opportunities for professional development through printed materials and professional conferences

Super Substitute Teachers – [http://www.supersubstituteteachers.com](http://www.supersubstituteteachers.com)
- instructional resources and filler activities for the substitute teacher’s “survival kit or backup plan”

Teacher Vision – [www.teachervision.fen.com](http://www.teachervision.fen.com)
- printable books and worksheets, newsletters, and classroom-ready lesson plans

Funbrain – [www.funbrain.com](http://www.funbrain.com)
- online educational games for students, primarily in grades K through 8

Free Puzzlemaker/Discover Education
[www.discoveryeducation.com/puzzlemaker](http://www.discoveryeducation.com/puzzlemaker)
- customized word search puzzles, crossword puzzles, word lists, and other instructional supports

Books:

*Classroom Management for Substitute Teachers*
by S. Harold Collins

*Mastering the Art of Substitute Teaching*
By S. Harold Collins
Frequent Contacts / Telephone Numbers

FRONTLINE/AESOP – 1-800-942-3767 or www.Aesopeducation.com

Central Office (main)– 439-1000
Human Resources – 439-1000
Cara Fancher, HR Analyst – 439-1093
Jennifer Cole, HR Analyst --439-1041
Kristi Williams, HR Specialist – 439-1031
Kerry Pate, HR Specialist--439-1091

School Phone Numbers

- Berry Middle School 439-2000
- Bluff Park Elementary 439-2800
- Brock’s Gap Intermediate 439-1600
- Bumpus Middle School 439-2200
- Crossroads School 439-1800
- Deer Valley Elementary 439-3300
- Green Valley Elementary 439-2500
- Greystone Elementary 439-3200
- Gwin Elementary 439-2600
- Hoover High School 439-1200
- Riverchase Elementary 439-3400
- Rocky Ridge Elementary 439-2900
- Shades Mountain Elementary 439-3100
- Simmons Middle School 439-2100
- South Shades Crest Elementary 439-3000
- Spain Park High School 439-1400
- Trace Crossings Elementary 439-2700

Substitutes are very important people in Hoover City Schools!