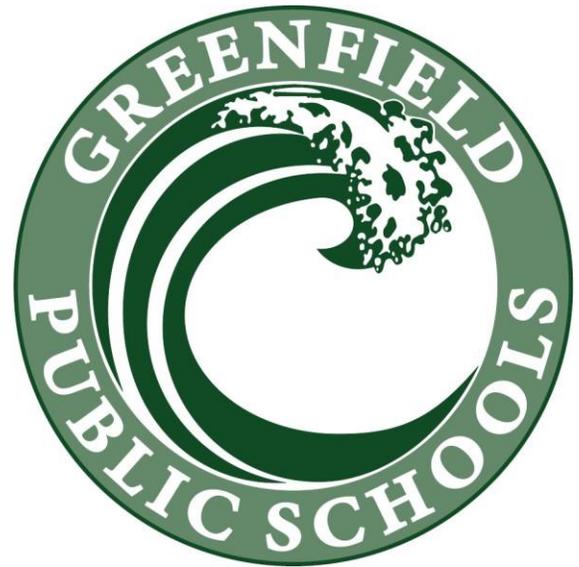


**To be provided to the substitute teacher at the start of day:**

- View of building map
- Staff listing
- Daily schedule
- Daily lesson plans
- Class lists for attendance & lunch count
- Allergy/ medical information
- Any essential information about students or classroom procedures

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

# **SUBSTITUTE TEACHING MANUAL**



## **Greenfield Public Schools**

**195 Federal Street, Suite 100  
Greenfield, MA 01301  
413-772-1300**

## WELCOME!

Congratulations on joining the Greenfield Public Schools as a substitute teacher. You have signed on to work in a school district that is committed to ensuring that all students achieve high standards.

Your commitment to joining our team helps us take an important step toward providing a quality teaching and learning environment for our students every day.

I am certain that you will find our schools, their staff and administration, and students to be welcoming and supportive. We look forward to working with you.

Roland R. Joyal, Jr.  
*Interim Superintendent*

## EMPLOYMENT REQUIREMENTS

Materials for applications are available at Central Office. Each substitute teacher candidate is subject to approval by the Superintendent or another administrator prior to being placed on the substitute list. In addition, before beginning work, the substitute is required to:

- Complete a Greenfield Public School District application on SchoolSpring.com
- Authorize a criminal offender record information request
- Schedule a fingerprinting background check with results being forwarded to the Greenfield Public Schools
- Complete necessary paperwork with the payroll office so that payment may be processed
- Complete all district mandatory trainings

## SALARY INFORMATION

Teacher Substitute Daily Rate: \$110.00/day to \$120.00/day, depending on length of day, education, and licensure.

Instructional Assistant Substitute Rate: \$15.50/hour, generally 6.25 hours.

## SEXUAL HARASSMENT POLICY

Massachusetts State Law requires employers to provide each of their employees with an individual written copy of the employer's policy on sexual harassment. The policy is provided in your employment packet. It is also posted in each building and on our district website.

## REMEMBER: A good substitute...

1. Is interested and enthusiastic
2. Is neatly dressed and well groomed
3. Learns as many of the students' names as possible
4. Does not use cell phone and personal devices in the presence of students
5. Secures all personal belongings
6. Assumes more of the routine duties, where possible, if the assignment is extended (Grading papers, keeping records, making assignments, etc.)
7. Enriches the lesson with information that is pertinent to the subject
8. Maintains a collection of teacher "tested ideas" for your teaching area
9. Asks the regular staff for information whenever it is needed
10. Is pleasant, relaxed, and determined to do a good job
11. Obtains administrative or department approval before using any materials (videos, recordings, print matter, etc.) that deviates from the teacher's written lesson plan

## SPEAK UP

At any point in the year, please call, email, or send a note with any questions, comments, or concerns. Questions regarding a specific assignment or school can be referred to the building principal. Questions about employment, Aesop, or other general matters can be directed to the Superintendent's Office. You are a valued part of our district and the "nuts & bolts" that help us run! Remember, if you see something that isn't right, please report it to an administrator.

As a reminder, the manual is meant to be a guide and not a comprehensive document. However, we hope that this manual provides you with the most important information you will need to be a successful substitute teacher in our schools. Again, we look forward to working with you!

**THANK  
YOU**

## EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather of such a nature that schools must be closed, the following radio and TV stations will carry the Greenfield Public Schools closing information.

WHA1 1240 AM / 98.3 FM Greenfield  
WHYN 560 Springfield  
WWLP TV Channel 22 Springfield  
WESTERNMASS NEWS (40 & 3) Springfield

Delays and closures will also be posted on the district website, [www.gpsk12.org](http://www.gpsk12.org).

**The decision to close schools for the day will normally be made prior to 6:30 a.m.**

## NOTIFICATION TO SUBSTITUTE

As a substitute, you will receive a welcome letter from AESOP with an ID and pin number. Please be sure to include an email address. To log into AESOP's website please go to [www.aesoponline.com](http://www.aesoponline.com) enter your ID and pin or call (800) 942-3767.

Upon arrival at your assigned site, make sure to check in at their main office. It is possible that you may be reassigned to another position within the school given the needs of the day.

If, for some reason, you are no longer available for substitute teaching, please notify the Greenfield Public School Central Office in writing as soon as possible so that we can remove your name from the active substitute list and save the School District and yourself unnecessary phone calls.

## SUBSTITUTE CALLER INFORMATION

### AESOP

Telephone: (800) 942-3767  
Website: [www.aesoponline.com](http://www.aesoponline.com)

## DAILY SCHOOL SCHEDULES

### Report to the office:

8:15 a.m. Academy of  
Early Learning  
8:15 a.m. Federal Street  
8:15 a.m. Discovery School  
at Four Corners  
8:15 a.m. Newton School  
7:30 a.m. GMS  
7:30 a.m. GHS

### School Day:

8:30 a.m. to 2:55 p.m.  
7:45 a.m. to 2:10 p.m.  
7:45 a.m. to 2:10 p.m.

**Plan to report to the school office fifteen minutes before the students and check in with the Main Office for assistance and directions.**

## SUBSTITUTE TEACHER RESPONSIBILITIES

In your role as a substitute teacher, you are charged with taking the place of the teacher for the day.

You have been selected because you possess the skills, good judgment, and common sense to handle this responsibility.

The following information will help to further clarify the responsibilities of this position.

- Before classes begin, check the fire drill and other emergency evacuation procedures; locate the lesson plans, attendance procedures, and materials or supplies that you will need during the day; and find the library, restrooms, cafeteria, and staff lounge. This information should be included in the substitute materials provided to you at the start of the day when you report to the Main Office.
- To start the class, introduce yourself and write your name on the board. Be friendly and understanding, but firm. You will set the stage for the day during the first five minutes. Remember, students generally live up to what is expected of them.
- Look at your assignment as a "challenge and an opportunity" that can be fun. It is a time for you to work with and help young people. They will sense immediately whether you have their best interest in mind.
- Follow the regular teacher's plan insofar as possible.
- Individual schools/departments may have specific guides and procedures to be followed. Please inquire about them in the school office.

## CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) entitles students to the right and protection of confidentiality. The best protocol is not to share any information with individuals who do not have a legitimate educational interest in the student.

## DISCIPLINE

CORPORAL PUNISHMENT is strictly PROHIBITED by School Committee policy and Massachusetts State Law. Please ask the Principal for information on specific disciplinary procedures.

Teachers will leave explicit classroom routines within their plans. Ordinary problems can be handled according to good common sense. Serious problems should be referred to the principal's office.

## STUDENT INJURY OR ILLNESS

In most cases of student illness or injury, you are responsible for directing the student to the school office. In more serious cases, you are responsible for notifying the principal or his/her designee, who will decide what course of action to take. Please remember to fill out an accident report. These are available in the main office.

ALL STUDENT MEDICATIONS ARE TO BE SENT TO THE NURSE'S OFFICE. Identified school personnel are responsible for dispensing all medications.

## VISITORS

The Greenfield Public Schools has a visitor's policy that requires all visitors to report to the office, sign in, and to wear a visitor's badge. If a visitor comes to the classroom without a visitor's badge, please remind them to check in at the office.

## END-OF-DAY RESPONSIBILITIES

1. Write the regular teacher a note detailing what activities were attempted and/or completed, as well as information pertaining to any problems that occurred. We value constructive comments on any aspect of school operations.
2. Complete the substitute teacher report form and return it to the Principal/Assistant Principal. You will receive this report when you check in at the main office.
3. Close all doors and windows, turn off the lights, and make sure that all audiovisual equipment and computers have been turned off.
4. Report to the school office before leaving each day.

**If you have any payroll-related questions, please contact the Payroll Department at 413-772-1301**

## NO SMOKING POLICY

The Greenfield Public Schools are committed to ensuring a tobacco-free environment for the entire school community. Smoking, and the use of tobacco products by students, staff, volunteers and visitors, is prohibited on all school property at all times, according to Massachusetts General Laws, Chapter 71, Section 37H, effective June 4, 1993. School property includes school buildings, school facilities, school grounds, school parking lots and school buses, and any property controlled by the School Community.

## SCHOOL LISTINGS

<u>School/Phone</u>	<u>Principal</u>
Federal Street Elementary 125 Federal Street 772-1380	Kelly Halpin
Newton Elementary 70 Shelburne Road 772-1370	Carol Jacobs
Discovery School at Four Corners 21 Ferrante Avenue 772-1375	David Potter
Academy of Early Learning 1 Place Terrace 772-1390	Jill Taglia
Greenfield Middle School 195 Federal Street 772-1360	Michelle Fenimore
Greenfield High School 21 Barr Avenue 772-1350	Michael Browning
Central Administration 195 Federal Street, Suite 100 772-1300	

A complete staff list is available from the school office and on the district website.