

Webb City R-7 School District  
Substitute Teacher Handbook  
2018-2019



411 N. Madison

Webb City, MO 64870

417-673-6000

[www.wcr7.org](http://www.wcr7.org)

***“Striving to prepare today’s youth for the challenges of tomorrow’s world.”***



# Webb City School District R-7

*"Striving to Prepare Today's Youth to Meet the Challenges of Tomorrow's World"*

**411 North Madison  
Webb City, Missouri 64870  
(417) 673-6000 Fax: (417) 673-6007**

Dr. Kevin Cooper  
Assistant Superintendent  
Business Operations

Dr. Anthony Rossetti  
Superintendent of Schools

Dr. Trey Moeller  
Assistant Superintendent  
Instructional Services

## Welcome to the Webb City School District

The goal of the District is to offer an excellent education to our students while offering programs that will enhance their educational process and prepare them for the challenges of tomorrow's world.

Our performance meets and exceeds state standards in academics, and our students are champions both on and off the field. Our schools routinely earn the Distinction in Performance rating from the Missouri Department of Elementary and Secondary Education, an honor the District rigorously strives to continue.

The District partners with parents and the community in order to effectively meet the educational needs of children. The community is a strong supporter of all activities of the District. Each elementary facility has an active PTO that supports the mission of the school.

The faculty and staff believe in the mission of the District, *"guiding all students in the acquisition of knowledge and development of skills that will enable each to become a productive and responsible individual."* We tell our students they can go anywhere from here!

As a substitute teacher, you are a vital part of our school system. Your task is a challenging one and we appreciate your efforts. We look forward to working with you and welcome you to our District.



Anthony Rossetti  
Superintendent of Schools  
Webb City R-7



## **Board of Education Members**

Lisa Robinson

President

Jason Woodmansee

Vice President

Kevin Cooper

Treasurer

Cheryl Chaney

Secretary

Dave Collard

Kevin Crane

Dan McGrew

Jeanne Newby

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## **Administration**

Dr. Anthony Rossetti

Superintendent of Schools

Dr. Kevin Cooper

Assistant Superintendent of Business Operations

Dr. Trey Moeller

Assistant Superintendent of Curriculum and Instruction

Dr. Brenten Byrd

Director of Student Services

# Webb City R-7 School District

## **Central Office**

411 N. Madison  
Webb City  
673-6000, Fax: 673-6007

## **High School (9<sup>th</sup>-12<sup>th</sup>)**

621 N. Madison  
Webb City  
673-6010  
*Principal: Shawn Mayes*  
*Assistant Principals: Amanda Eggleston, Tamara Ponce, Jonathon Wengert*  
*Secretaries: Norma Legg, Linda Mayes, Tonya Peck, Jennifer White*

## **Jr. High School (7<sup>th</sup>-8<sup>th</sup>)**

807 W. 1<sup>st</sup> St.  
Webb City  
673-6030  
*Principal: Angie Broaddus*  
*Assistant Principal: Dusty Allen*  
*Secretaries: Sherri Hostetter, Kay Bryan, Kelli Garvey*

## **Middle School (5<sup>th</sup>-6<sup>th</sup>)**

603 W. Aylor  
Webb City  
673-6045  
*Principal: Alicia Zornes*  
*Assistant Principal: Karen Brownfield*  
*Secretary: Tammy Tasker*

## **Mark Twain Elementary (3<sup>rd</sup>)**

1427 W. Aylor  
Webb City  
673-6050  
*Principal: Jan Shelley*  
*Secretary: Ellen Vowiell*

## **Eugene Field Elementary (4<sup>th</sup>)**

510 S. Oronogo  
Webb City  
673-6040  
*Principal: Mark Drake*  
*Secretary: Linda Lane*

## **Carterville Elementary (K-4<sup>th</sup>)**

210 E. Hall  
Carterville  
673-6080  
*Principal: Jarrett Cook*  
*Secretary: Robin Garrett*

## **Harry S. Truman Elementary (2<sup>nd</sup>-4<sup>th</sup>)**

810 N. Highway D  
Webb City  
673-6085  
*Principal: Jodi Bennett*  
*Secretary: Karen Johnson*

## **Bess Truman Primary (K-1<sup>st</sup>)**

800 N. Highway D  
Webb City  
673-6055  
*Principal: Stacy Hollingsworth*  
*Secretary: Camie Shultz*

## **Webster Primary (1<sup>st</sup>-2<sup>nd</sup>)**

704 N. Main  
Webb City  
673-6060  
*Principal: Sarah Lee*  
*Secretary: Janice Covert*

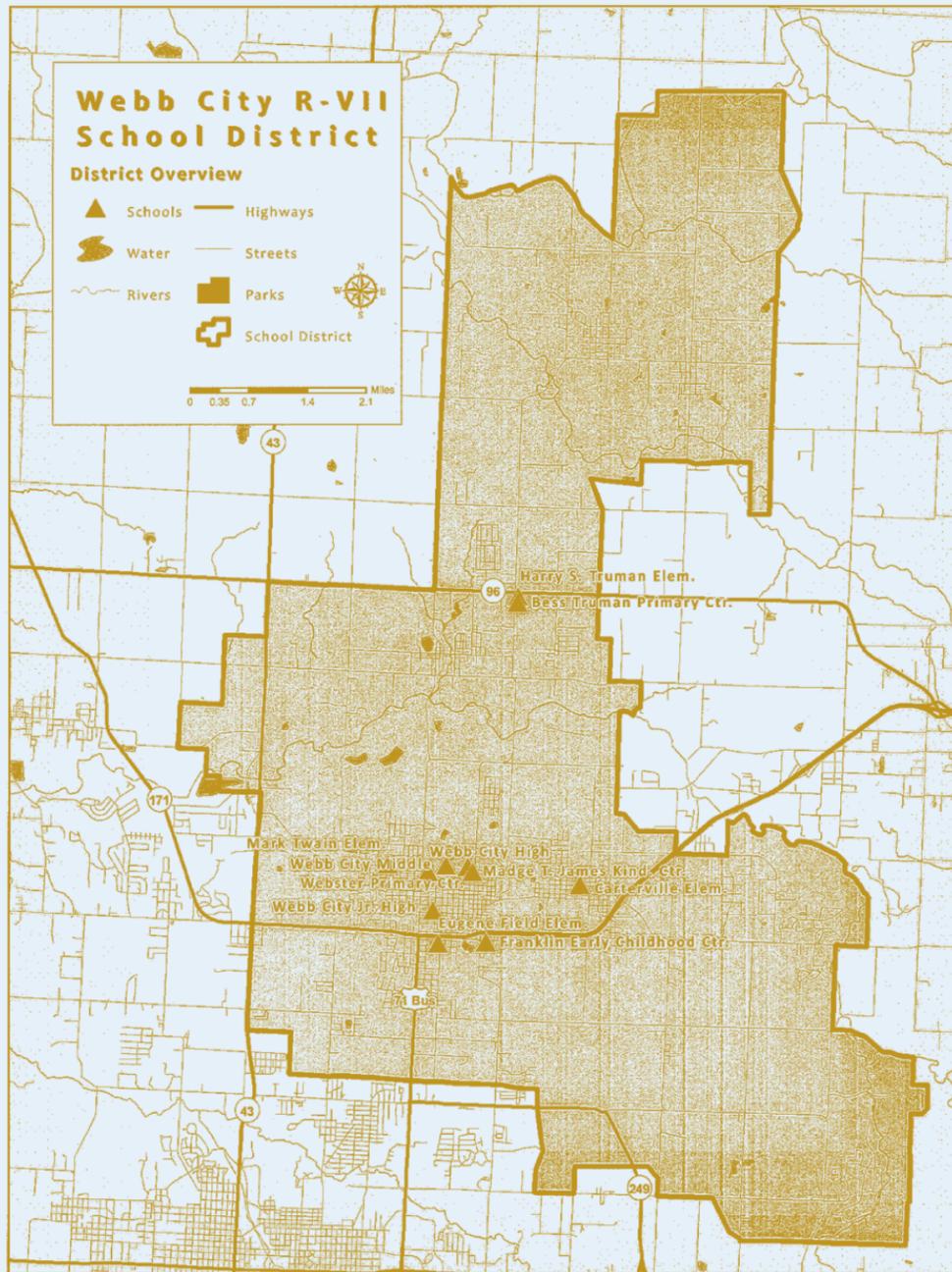
## **Madge T. James (K)**

211 W. Aylor  
Webb City  
673-6075  
*Principal: Amanda Green*  
*Secretary: Katie McAllister*

## **Heritage Early Childhood Center (PreK)**

1020 N. Webb  
Webb City  
673-6070  
*Coordinators: Traci Coleman & Jenny Parker*  
*Secretary: Teri Bentley*

# Webb City R-VII School District





Webb City R-7 School District  
Instruction  
Job/Position Descriptions  
**Teacher, Substitute**

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Reports To & Evaluated by: Principal

**SUMMARY:** Performs a teacher's classroom instruction and duties while the teacher is not present.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned. Assumes the responsibilities for instruction classes when a teacher is absent. Assumes all other responsibilities for that teacher during the time the teacher is absent. Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent. Provides assistance for students who need special instruction/accommodations. Provides for individualized and small group assistance for student as indicate by lesson plans. Leaves communications for the teacher.

**SUPERVISORY RESPONSIBILITIES:** Supervises students and oversees paraprofessional for instructional purposes.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Must have a minimum of 60 general college credit hours from an accredited college or university.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid substitute teaching certificate.

**LANGUAGE SKILLS:** Ability to communicate in English, understand basic writing and grammatical rules.

**MATHMATICAL SKILLS:** Ability to perform fundamental math skills.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram, or schedule form.

Webb City R-7 School District  
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**OTHER SKILLS AND ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee will occasionally sit and walk, and reach with hands and arms.

The employee must occasionally push and/or move up to 50 pounds such as a TV/VCR cart. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

Employee wearing any type of medical equipment (i.e. brace, cast, sling, boot, etc.) needs to have a physician's release saying employee is allowed and capable to perform all duties related to the position. If employee is self-diagnosed and self-treating, a document must be provided explaining how injury occurred and that you are not receiving treatment from a physician.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

## Substitute Assignments

The substitute Coordinator for Webb City School District is Dina Hensley. She can be reached by calling the Webb City Central Office at 417-673-6000 Mon – Fri 8:30 am – 4:30 pm. You may also e-mail [dhensley@wcr7.org](mailto:dhensley@wcr7.org).

We use Aesop, an automated online system for substitute placement. Once you have been given your login information, please go online and set up your availability. **Please block off any non-work days.** You are able to customize how Aesop works for you by picking which schools will call you with possible jobs. Once you are marked as “active”, Aesop will start calling you. If you are already using Aesop for another school district, log in with your Webb City username and password and then link the accounts together. You can find more information about this on the Aesop website.

Aesop calls from 1-800-942-3767. Please save this number in your contacts so you will know it is Aesop calling each time.

Aesop will make calls to fill absences from 5:45am – 11:59am and 4:00pm – 9:30pm. Calls in the morning are always for that day. If you miss a call from Aesop, please call back! The job may still be available.

If you are called for a job and the start time has passed, the job is still available! You can still accept the job through Aesop. After doing so, please call the school or the substitute coordinator and let them know what time you can be there and they will cover until you arrive.

You may log in online or call in 24 hours a day to check for available jobs. You will need to remember your PIN number to accept a job. Please change it to something you can remember if needed. Be proactive in looking for available jobs! You will not receive many calls. Most jobs will be presented on the internet first.

Jobulator.com is a useful app that notifies you immediately when a job is available. There is a free 14-day trial available. It's \$50/year after the trial is over.

To learn how to use Aesop, please visit: Aesop Substitute Learning Portal:

[help1.frontlinek12.com/?b\\_id=3220](http://help1.frontlinek12.com/?b_id=3220)

The Basic Training Video and Advanced Training Video should answer most of your questions.

Remember to wear your Substitute Teacher badge to every assignment.

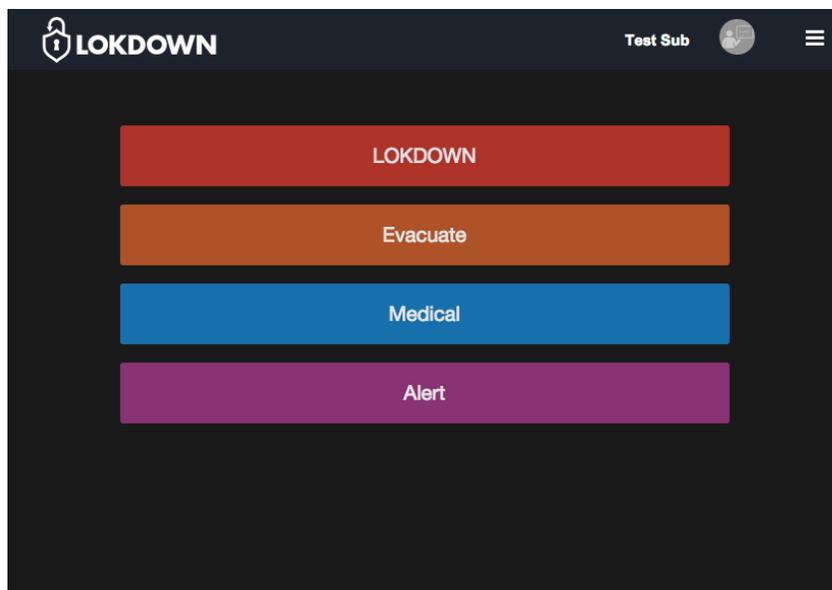
Substitute teachers will be limited to work no more than 4 days per week. In the event of a substitute working in a long-term absence, this will be limited to 6 weeks. Those working in a long-term absence will be ineligible to work for the next 6 weeks. To work a long-term absence (more than 10 days in a row) you have to be a certified teacher.

Pay - The District currently pays \$80/day for substitute teaching. Pay periods on the last day of each month and checks are issued on the 10<sup>th</sup> of the following month. All checks will be mailed unless picked up at the Central Office (411 N. Madison) before 3:30 pm on payday. We do not offer automatic deposit unless you are retired from our school district.

# Lokdown

We use the Lokdown system to communicate during an emergency. It is used to alert you of an intruder, evacuation, medical emergency, or the occasional drill. This system is based online and can be accessed through your smartphone when you are subbing in one of our buildings. You will need to download a free app and log in using the e-mail and password provided by the substitute coordinator. You will use this login info throughout the district.

If any alerts are issued while you are subbing, you will receive them through the app. You also have the ability to start an alert. **Please be cautious in clicking around in the app. If you click any of the colored bars, you will start an alert.** To access settings, click on the 3 lines in the upper right hand corner. You are able to change your password in the settings.



When you arrive to sub and check in with the secretary, make sure you are activated in the Lokdown system for the day. When you leave, please make sure you are deactivated.

For more information on how this system works, visit: [www.lokdown.org](http://www.lokdown.org)

If you have any questions about Lokdown while on the job, please ask the secretary of the school where you are subbing.

# Professional Expectations

## **Dress Code**

Professional dress is expected. It is fine to participate in a “Big Red” jean day if you are aware of it ahead of time. Jeans are not acceptable attire on normal subbing days.

*Appropriate attire includes:*

Dress shirts or modest blouses

Dresses or skirts (must be to the knee as per our student dress code)

Dress pants, khakis, or corduroy pants

Sweaters or vests

Dress shoes, loafers, or flats

Pumps/heels

*Athletic pants, t-shirts, and tennis shoes are only appropriate if substituting for a P.E. class.*

## **Behavior**

Always maintain professional conduct when substituting.

1. Never harass, embarrass, or discriminate against students
2. Present facts without distortion or personal bias
3. Never use inappropriate language
4. Always supervise students and never leave the classroom unattended
5. Do not disperse or administer medication to a student
6. Treat students with kindness and respect
7. Never have physical contact with a student
8. Never bring any food or drink to share with students
9. Never put yourself in a situation where you are alone with a student
10. Never attempt to contact a student outside of the school environment.  
This includes, but is not limited to, texting and social networking sites such as Facebook and Twitter.
11. Never take pictures of students.

## **Confidentiality**

As a substitute teacher, you may have access to personal and confidential information concerning students or faculty that cannot be shared with others. Always comply with school policies and any applicable laws and regulations.

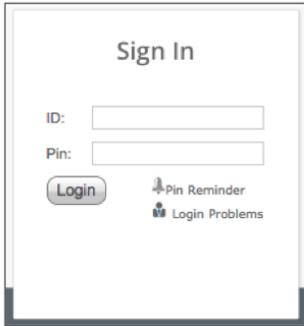
## **Cell Phone Usage**

You will need to keep your phone on you the whole time, but please refrain from usage during classroom time. The students are not allowed to be on their cell phones.

# Tips for Successful Substitute Teaching

1. Dress professionally
2. Arrive early
3. Know the teacher's name for whom you are subbing
4. Check in at the front office and get set up in the Lokdown system
5. Locate your classroom and familiarize yourself with the building
6. Look in the classroom for a substitute folder and review all documents inside
7. Be sure you know if any students have allergies or other special circumstances
8. Make sure you know if you are required to do extra duties such as recess, lunch, study halls, etc.
9. Get familiar with the classroom
10. Be sure you understand all drill information such as fire, tornado, intruder, etc.
11. Introduce yourself to neighboring teachers
12. Be in the classroom when students arrive
13. Introduce yourself to the students
14. Share the lesson plan for the day with the students
15. Let the students know that you will be communicating with their regular teacher at the end of the day.
16. Make sure the students know that the regular classroom rules still apply
17. Try to stick to the lesson plans as closely as possible
18. Leave a note for the regular teacher at the end of the day. Include how the lessons went and what was not covered, how the class behaved and any exceptional or difficult students, and any other important details the teacher needs to know about. You may also leave comments in Aesop.
19. At the end of the day, leave the classroom tidy and in the same condition as you found it.
20. Remember to always be professional and take pride in your work. You are an important part of the education system!

## Absence and Substitute Management



### LOGGING IN ON THE WEB

To log in to the absence management system, type [signin.frontlineeducation.com](http://signin.frontlineeducation.com) in your web browser's address bar.

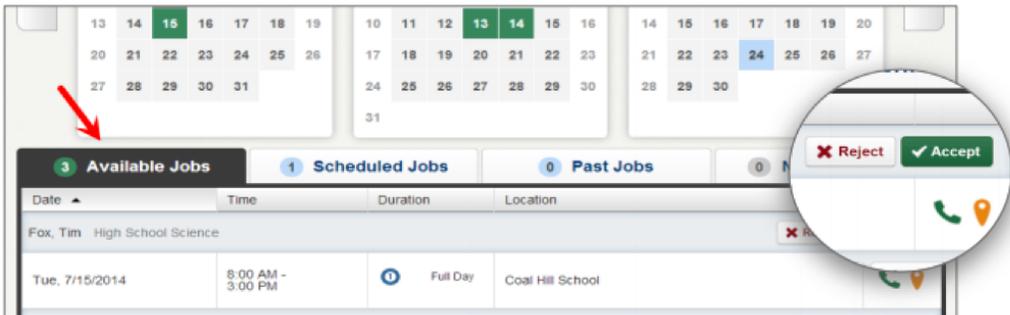
Enter your ID number and PIN. Then, click **Login**.

### CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

### FINDING AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



Date	Time	Duration	Location
Fox, Tim	High School Science		
Tue, 7/15/2014	8:00 AM - 3:00 PM	Full Day	Coal Hill School

To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

### GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent the absence management system from calling again today – **Press 2**
- Prevent the absence management system from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

