

BUFFALO PUBLICSCHOOLS  
BUFFALO, NEWYORK

DEPARTMENT OF HUMAN RESOURCES

*Substitute Teacher  
Handbook*

*2014-2015*

BUFFALO PUBLIC SCHOOLS  
BUFFALO, NEW YORK  
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## INTRODUCTION

Welcome to the Buffalo Public Schools. As a substitute teacher, you will be in a position to help an outstanding staff of professional men and women maintain a program of quality education. It is the responsibility of the Buffalo Board of Education to provide teachers who are well qualified and competent to deal with the everyday functions of the schools.

The Department of Human Resources has prepared this booklet as a service to you. Please read it carefully and save it for future reference. We hope that it will serve as a guide and help acquaint you with the Buffalo Public Schools. If you have questions that are not answered in this booklet, or have questions or issues regarding a position in AESOP, please feel free to call the Department of Human Resources/Substitute Teachers at 816-3515 (anytime). If your call is unanswered, please leave a message and your call will be returned. You can also email any questions and/or concerns to [Subdesk@buffaloschools.org](mailto:Subdesk@buffaloschools.org) and your email will be answered during business hours of 7:30 am and 3:30 pm.

We are proud of the quality and scope of the educational program provided to public school pupils in Buffalo. Substitute teachers make a valuable contribution by providing excellent teaching in our schools. Pupils, teachers, administrators, parents, and members of the Board of Education greatly appreciate the understanding and dedication exhibited by those who serve as substitute teachers.

# FACTS ABOUT EMPLOYMENT EQUAL OPPORTUNITY

The Buffalo Board of Education provides equal opportunity in employment and does not discriminate on the basis of race, color, creed, national origin, sex, age, marital status or disability with regard to employment, promotion or work assignment.

## QUALIFICATIONS

We accept applications for substitute teaching from applicants who have at least a Bachelors Degree. Those that do not have a NYS teaching certificate will be hired with the understanding that they may only be called when we experience high demand days and cannot staff our positions with certified individuals. Staff in the Human Resources Department will be available, by appointment, to review transcripts and counsel applicants regarding their eligibility for employment as teachers, whether on a substitute, temporary or probationary basis.

## APPLICATION

All candidates for teaching in the Buffalo City School District must complete the employment application process. This procedure includes the completion of all forms required by the School District, State and Federal Government Agencies. The employment procedure is completed when all of the documents listed below have been filled out and/or received by the Department of Human Resources. The forms requiring completion are:

- Standard application for the Buffalo Public Schools which is posted on our website as follows: [www.Buffaloschools.org](http://www.Buffaloschools.org); click on "Human Resources", then click on "Career Opportunities" and finally, click on "To view Career Opportunities, click here". Once you are in the screen with all of the postings, scroll down to substitute teacher and fill out the application. Once you have completed the application and submit it, you will receive an email confirmation that your application has been received
- Criminal Record Check Form - A police record check clearance report must be processed for first time substitutes, retirees and for anyone with a break in service of more than 365 days. This process requires a candidate to go to Buffalo Police Headquarters at 74 Franklin Street between the hours of 8:00 a.m. and 4:30 p.m. with identification and \$10.00 processing fee (cash only), fill out the form requesting the police record check and, submit the results to the Department during orientation/employment process.
- All substitute teachers must comply with New York State Law requirements for a criminal check and fingerprinting. Please ensure all such documentation is completed. Fingerprinting is available at the conclusion of Substitute Teachers Intake Workshops. Candidates must have a **money order for \$89.75 made out to "Buffalo Public Schools" or a Visa/Master credit card**, if they have not been previously fingerprinted for the New York State Education Department since July 1, 2001.
- W-4 Forms for Federal and State Income Tax Deduction
- Oath of Allegiance
- 1-9 Form - Department of Homeland Security (U.S. Citizenship and Immigration Services)
- New York State Teacher System Retirement Form (optional for substitute teacher applicants)

- Affidavit

In addition, substitute teacher candidates must submit the documents on the following page to complete the employment process.

**The documents listed below must be received by the Department of Human Resources office before you can be cleared to substitute teach. In addition, Board policy and current New York State law require that we receive clearance from both your local police check and from the NYSED fingerprinting process before you begin to substitute teach.**

- **Official** transcripts from all higher education institutions which the candidate has attended or from which degrees have been received
- Two proofs of identification, one of which must be a photo ID. Acceptable proofs include a driver's license, social security card, birth certificate, passport etc.
- Three references with names, complete addresses, or Letters of Reference, and telephone numbers, or a college/university placement folder containing this information.

Failure to complete any of the required parts of the application process may make the substitute teacher candidate ineligible for employment.

## **ASSIGNMENTS**

Substitute teachers can obtain jobs by several ways. We use an automated call system (AESOP). Subs can search for jobs by; going on line to [www.aesoponline.com](http://www.aesoponline.com), call 1-800-942-3767, or have the computer call them.

## **ADDRESS AND TELEPHONE NUMBERS**

Substitute teachers must make certain that their current address, telephone numbers and email address are on file in the Department of Human Resources. This is essential if paychecks, correspondence, and telephone messages are to be delivered without delay. All changes are to be submitted in writing to:

Department of Human Resources  
720 City Hall  
Buffalo, New York 14202  
Phone (716) 816-3515  
Fax: (716) 851-3883

## RATES OF PAY

Substitute teachers are paid for actual days worked in accordance with the following schedule of daily rates effective as of July 2010:

<b><u>Days of Service</u></b>	<b><u>Bachelors Degree</u></b>	<b><u>Current &amp; Valid NYS Teaching Certificate</u></b>
<b>1 to 160</b>	<b>\$100</b>	<b>\$104</b>
<b>161 to 320</b>	<b>\$107</b>	<b>\$111</b>
<b>321 to 640</b>	<b>\$114</b>	<b>\$118</b>
<b>641 and over</b>	<b>\$121</b>	<b>\$125</b>

\*The increments are paid as indicated on the basis of each day of service as a substitute teacher. Substitute teachers who substitute teach for **70 full days** within a semester (September through January, or February through June) will be compensated with a \$750 incentive for that semester.

## PAYCHECKS

Substitute teachers are paid every two weeks by a check mailed to the address on file in the Department of Human Resources. Payroll periods begin on a Monday and end on a Friday of the following week. Paychecks are usually placed in the U.S. mail on the first Thursday after the close of a pay period. Occasionally, if you work as a substitute on the last Friday of a pay period, credit for that day's work may not appear on the payroll sheet for that period. However, the adjustment will be made for the next payroll period. You will not receive a check if you do not report to the front office of your assignment and provide sign-in information they require. Please print clearly.

Direct Deposit is offered and highly suggested.

## FRINGE BENEFITS

Membership in the New York State Teachers' Retirement System is optional for substitute teachers. Payments will be made for substitute teachers who are members and for Social Security as required by existing regulations in effect for these benefits.

## UNION MEMBERSHIP

All substitute teachers are required to be members of the Substitutes United/Buffalo. Their address is P.O. Box 330, 270 Buffalo, NY 14205. The phone is 551-0128. The union will notify you by mail with information as soon as you start to work.

## THE WORK DAY

Substitute teachers are expected to work the same hours as the regular classroom teachers and are expected to follow the schedule of the school where they are assigned. Should you need to leave the building for any reason, you must first obtain the permission of the Principal and then follow the established procedures of the building for signing in and out.

Substitute teachers will only be paid for a school day. Schools day meaning a day in which the schools of the district are open for instruction of pupils. (Even though one or more, but not all of the schools may be closed for emergencies or other reasons) If there are no students, there is no need for a substitute teacher on that d a y .

## **THE NON WORK DAYS**

Substitute teachers will not be paid when the students are not present. This includes but is not limited to the following:

- Any Buffalo Board of Education approved Holiday and/or breaks
- Superintendent Days
- Early Release Days (the afternoon hours when the students are not present)
- Any day the Superintendent of Buffalo Public Schools closes all of the schools for emergencies or other reasons.

## **RELEASE CALLS**

Before leaving school at the end of the day, you should ask the Principal if you are to return on the next school day. If the answer is yes, please ask him/her to provide you with a confirmation number that you will need for the assignment

## **PROFESSIONAL RESPONSIBILITIES**

The substitute teacher is treated as a member of the school's faculty and, in that capacity, is expected to:

1. Report to school on time, ready to work, as soon as possible after being notified of the assignment for the day.
2. Make his or her presence known to the school clerk and request the clerk to make timely and appropriate entries on the school's payroll records.
3. Maintain high standards of professional ethics in his or her relations with pupils, other teachers and staff, and with parents. Never touch a student.
4. Become familiar with the school's procedures for fire drills and other emergency situations.
5. Assume the normal duties and responsibilities of the regular teacher and follow the outline in the teacher's plan book. This may include non-teaching duties that may be assigned to teachers in a building.
6. Adhere to the school's schedule for roll calls and dismissals and for beginning and ending class periods.

## **COMMITMENT TO WORK**

Once you have accepted an assignment for a particular school for a particular day, you may not cancel it if you learn of an opportunity to substitute teach at a school you find more preferable. Any substitute teacher who has been found to do this may be removed from our roster of eligible substitutes.

**All substitute teachers are required to work a minimum of at least 20 full days within a calendar school year. If you do not fulfill this requirement, you may be de-activated and dropped from the active substitute list.**

## **RESPONSIBILITIES REGARDING STUDENT ATTENDANCE**

1. Classroom/subject area teachers/substitute teachers are required to verify attendance daily in each class as prescribed in Section 3211 of the New York State Compulsory Attendance Law.
2. Classroom/subject area teachers/substitute teachers will notify designated school personnel of student absences and instances of truancy on a daily basis for investigation and follow-up.

## **SUGGESTIONS FOR THE SUBSTITUTE**

1. Substitute teachers should expect the Principal to advise them of the duties and responsibilities of the position that they have been called to fill and of all other information required if the assignment is to be successful from the point of view of the substitute, the pupils, and the building administrator. The substitute should request the regular teacher's lesson plan book. The substitute and the Principal should jointly plan a program of instruction for the day if the lesson plan book is not available.
2. An immediate effort should be made to establish a good rapport with the class. This will facilitate introducing and moving ahead with the work planned for the day.
3. It is essential that appropriate discipline and constructive control be maintained in the classroom at all times. Teachers are expected to exercise mature judgment in dealing with unusual behavior on the part of the children. **No teacher is to administer corporal punishment.** (See attached "Corporal Punishment Policy").
4. It is both wise and helpful to allow the pupils to follow their usual routines and instructional programs to the extent that is possible. Children are more comfortable and responsive when they know what is expected of them.
5. A substitute teacher's appearance and attitude have an important effect upon the impression he or she makes on the class. Personal neatness, good grooming and appropriate attire are distinct assets. So too is a professional and business-like attitude on the part of the substitute with regard to his or her responsibilities.
6. Good substitute teachers keep abreast of current educational developments and methods.
7. Substitutes who plan to become career teachers are encouraged to continue working toward certification in their areas of professional interest. Contact the Department of Human Resources for information on available resources. Additionally, the Erie 1 BOCES certification center will be able to assist you, contact them at 716-821-7000.
8. Substitute teachers are advised to keep their own personal record of their daily substituting assignments. This will help should there be any discrepancies.



9. Any classroom incidents **must** be reported to the Principal **before** the substitute teacher leaves the building. A written statement documenting the incident must be submitted to the Principal, and you should make yourself available should the Principal have follow-up questions.

## Classroom Management Techniques

### Successful

- constantly survey the class
- walk around in the classroom
- anticipate difficulties and adjust to avoid them
- promote an image that you are there to help students to learn
- position yourself near prospective trouble spots
- speak to students quietly
- don't single out a student in front of his peers
- speak to students privately
- while helping students with individual work, continue to survey the class
- remind class that you want to be able to leave a positive report for their teacher
- organize all materials and clearly label all collected papers
- leave a short note for the returning teacher detailing the day

Help the youngster figure out the correct action by providing knowledge about the world. Make the statements short and non-judgmental. Use them as nice "warnings" before you use more directive measures. Example: "If you hit others, they won't want to be your friend."

### Unsuccessful

- raising my voice
- yelling
- being too authoritative
- insisting on having the last word
- using tense body language, such as rigid posture or clenched hands
- using degrading, insulting, humiliating, or embarrassing put-downs
- using sarcasm
- attacking the student's character
- acting superior
- using physical force NEVER TOUCH A CHILD!!!
- drawing unrelated persons into the conflict
- having a double standard -- making students do what I say, not what I do
- insisting that I am right
- preaching
- making assumptions
- backing the student into a corner
- pleading or bribing
- bringing up unrelated events
- generalizing about students by making remarks
- making unsubstantiated accusations
- holding a grudge
- nagging
- throwing a temper tantrum
- mimicking the student
- making comparisons with siblings or other students
- commanding, demanding, dominating

**For information on Classroom Management you might try the following Web pages:**

ProTeacher Classroom Management <http://www.proteacher.com/030001.shtml>

Help the youngster figure out the correct action by providing knowledge about the world.

Make the statements short and non-judgmental. Use them as nice "warnings" before you use more directive measures.

Example: "If you hit others, they won't want to be your friend."

### **Lesson Plan Sites**

<a href="http://www.innovativeclassroom.com/Lesson-Plans/">http://www.innovativeclassroom.com/Lesson-Plans/</a>	Elementary Level
<a href="http://lessonplanz.com">http://lessonplanz.com</a>	K-12
<a href="http://www.yahooligans.com/tg">http://www.yahooligans.com/tg</a>	K-12
<a href="http://forum.swarthmore.edu/mathmagic/">http://forum.swarthmore.edu/mathmagic/</a>	Mathematics
<a href="http://www.teachnet.com">http://www.teachnet.com</a>	Elementary Level
<a href="http://proteacher.com">http://proteacher.com</a>	K-12