



2019-2020  
Substitute Teacher  
Handbook





## *Our District Mission*

The mission of the Millard Public Schools is to guarantee all students learn the academic and life skills necessary for personal success and responsible citizenship in a global society by creating a world-class educational system characterized by innovative and diverse opportunities designed to challenge each student.

"The Millard School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age, in admission or access to or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147 Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2." Not Responsible for information found by linking beyond this page. Email addresses are for use by staff, parents, and students relating to school business only. Solicitation is prohibited.

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Millard Public School Website:  
[www.mpsomaha.org](http://www.mpsomaha.org)  
District Office: 402-715-8200

**Don Stroh Administrative Center**  
5606 So. 147<sup>th</sup> St.  
Omaha, NE 68137-2604

## **APPLICATION PROCEDURES**

Any person who wishes to do substitute teaching should complete an online application at [www.mpsomaha.org](http://www.mpsomaha.org). Applicants must hold a Nebraska Teaching Certificate and complete the Gallup TeacherInsight.

## **CERTIFICATION REQUIREMENTS**

A substitute must hold a current, valid Nebraska Teaching Certificate, which has been registered with our school district, in order to substitute. A copy of this registered Certificate must be on file in our Human Resources office prior to being placed on the substitute list.

The holder of a regular Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in any teaching position in all school districts in Nebraska. The holder of a Substitute Teaching Certificate may only teach on an intermittent basis in lieu of a regular teacher under contract. Substitute Teaching Certificates authorize teaching in all grades, subject(s), field(s) and area(s) of specialization; unlimited days of teaching are authorized by the certificate but not more than 90 days may be taught in the same assignment in any K-12 school.

All certificates are issued by the Commissioner of Education, Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509 (402) 471-2496.

## **SALARY PROVISIONS**

For this school year, short-term substitute teachers are paid \$140.00 per day for days one through fifty (1-50). After working fifty days in the school year, starting on day fifty one (51), the short-term substitute rate will increase to \$150.00 per day. Long-term substitutes (placed in the same classroom for 15 consecutive days) will be paid \$150.00 per day for the duration of the long term substitute assignment. Millard Substitutes are paid bi-weekly on the first, third and if applicable, fifth Wednesday of each month. Please keep a written log of your accepted jobs in case it is ever needed for payroll verification. You will be paid based on the information that is in Absences Management (formerly AESOP).

Substitute teachers who have elected to take the Voluntary Separation from the Millard schools, as well as substitute nurses, are employees of Educational Service Unit #3. Your payday is the last weekday of each month. As an employee of ESU#3 you are subject to the policies and regulations of ESU#3 as well as the Millard Public Schools. ESU#3 has implemented a 120-day cap for total number of days that can be worked in a school year.

Should a substitute be called to duty for a half day or less, or should a substitute be called in error, the substitute will receive a half-day's pay as long as they are willing to provide some service in the building for which they were called. Service of more than a half day is paid at the full daily rate. A half day is four hours of work (not including lunch break).

In accordance with the federal and state statutes and rules of the Board of Education, deductions are made from the substitute teachers' salaries for social security and income tax, but no deductions are made for pensions (with the exception of teachers who work for Millard in some other capacity). Temporary substitute teachers are not classified as regular teachers and thus have no pension or tenure rights. W-4 and I-9 forms must be on file before a substitute is allowed to work.

## **ABSENCE MANAGEMENT (FORMERLY AESOP)**

Absence Management uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet at <http://www.aesoponline.com>.
2. You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
3. Absence Management will also make phone calls to substitutes to offer jobs. Millard Public Schools has selected the following hours as standard call times: 5:15 AM – 1:30 PM in the morning and 5:00 PM – 10:30 PM in the evening. If you accept a job, Absence Management will issue a confirmation number. Please remember that your transaction is not complete until Absence Management supplies you with a confirmation number.

4. Absence Management Training: We urge you to review the training material and watch all videos which can be found on the district website: <http://hr.mpsomaha.org/documents/substitute-teachers>

## **SUBSTITUTES AND THEIR ASSIGNMENTS**

School hours vary, and a schedule for all schools will be found at the back of this handbook. Substitute teachers are expected to report at the same time as the regular staff. The length of time a substitute teacher needs to remain after school will be determined by the building principal, but is expected to complete all obligations relating to that position before leaving. As a rule, this is normally at the end of the regular teacher workday. With special permission from the principal, the substitute may leave the building after the last class of the day has ended in that building. Please do not make a habit of requesting to leave early.

When the substitute arrives at school, they should report to the building office. There, the principal, or someone designated by him/her, will explain the assignment and any other special duties the substitute is expected to perform. Questions in regard to textbooks, the teacher's plan book, supplies, or general procedures will be answered by the principal, a teacher, or in the middle and high schools the head of the department.

The principal will introduce the substitute teacher or arrange to have them introduced to at least one of the regular teachers who may be of assistance to the substitute whenever the principal is not available for consultation.

Supervision of substitute teachers is the same as for any new teacher. The principal's evaluation should take into consideration the particular responsibilities required of the substitute in the assignment and the condition of the classroom at the time the assignment began.

## **RESPONSIBILITIES OF THE REGULAR TEACHER**

The regular teacher is required to maintain all of the information a substitute would need in taking over his/her work. Complete lesson plans containing an up to date record of the work of the class and an outline of the lessons to be covered during the current week are to be kept in the teacher's plan book.

Even though they may never meet, the substitute and the regular teacher have a responsibility to each other. The regular teacher is substantially responsible for the attitude that his/her pupils display toward the substitute teacher. That attitude should be one of helpfulness and courtesy such as would be accorded any invited guest of the school.

The following items of information, with all necessary explanations, should be kept in the substitute folder:

Class lists (according to reading/math groups and/or various classes and/or homeroom).

Daily schedule.

Individual student schedules for student mobility e.g. library, speech, resource room.

Emergency management procedures including fire drills, tornado drills, and teacher responsibilities.

Up to date seating charts with comments regarding: student leaders for classroom assistance and students of special situations (including learning disability, physical defects and behavioral problems).

Any additional responsibilities of the individual teacher e.g. grading and distribution of papers, supervision duties, breaks and special disciplinary measures.

Contingency lesson plan (when a lesson plan cannot be followed).

Building characteristics, to be outlined by the principal, include: student behavior and expectations, location of lunchroom and lounge, restroom, audio/video equipment and other educational technology, and guidelines for lunch duty and hall patrol.

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

Unless otherwise directed by the principal, the substitute teacher should perform all the work of the teacher who is absent, including playground, hall and lunch duties and other similar school related tasks.

The substitute teacher will be responsible for taking attendance. Assignments and plans of the regular teacher should be followed by the substitute teacher unless permission to do otherwise is given by the principal or assisting teacher. Such permission should be preceded by a consultation on the subject.

A communication to the regular teacher should be left in the plan book by the substitute teacher explaining exactly what was accomplished. This should include comments on the work, progress made by the class, and any other information of value. Assignments made for the next day should be carefully recorded, preferably on a loose sheet left in the plan book rather than on the pages of the book itself.

All bulletins, notes, mail and information addressed to the regular teacher should be placed in the teacher's planning area or mailbox so they may be seen immediately upon the teacher's return. Permanent chalkboard work should be left intact unless the teacher's absence is prolonged to the point that it is no longer useful. All temporary work should be erased. Pens, erasers, chalk, and papers should be collected and placed where they belong at the end of the day. The room should be left in order.

## **THE SUBSTITUTE TEACHER AND THE STUDENTS**

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help insure such cooperation by planning to make the day worthwhile and productive.

A strong teacher takes time to start the day right. He/she is alert to see that the class is in order and that all materials are ready. Be aware that the confidence of the pupils may be won or lost in the first ten minutes. By using a seating chart, the substitute may soon learn the students' names. The substitute's name should be written on the board and pronounced for the students.

It is wise for the substitute to avoid talking too much and wasting time. Remain on task and focus on the objectives of the lesson at all times. Brief directions given with animation will save time and prevent disorder. No teacher should use threats to obtain the desired reaction from students. Much of the skills of a teacher lie in the ability to arouse the pupils' interest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

## **SUBSTITUTE TEACHERS AND THEIR PROFESSIONAL RESPONSIBILITIES**

It is a mark of professional ethics for a substitute teacher to refrain from criticizing the work of the regular teacher or the work of the school. Obviously, the teacher's absence reflects an unusual condition, which cannot be judged fairly on brief acquaintance. Furthermore, school regulations usually take on new meaning as the reasons for them become clear. Knowing this, mature teachers concern themselves mainly with their own positive contribution to a situation.

## **SUBSTITUTE TEACHER INSERVICE, PROFESSIONAL GROWTH, AND LIBRARY**

From time to time the Millard Schools will provide professional growth opportunities for substitutes on such topics as discipline, effective teaching styles and current curriculum being used in our schools. These in-service programs are provided at no cost to the substitute. Substitutes are not paid for days of in-service except in the case of long-term substitutes who work regular staff development days in place of the regular teacher. Substitute teachers are entitled access to the staff professional library, which is located at Millard South High School.

## **INCLEMENT WEATHER**

In the event that Millard closes school due to inclement weather, substitutes are not to report to work and will not be paid. If school closes during the middle of the day, substitutes will be paid for a full day. School closing information is broadcast on local radio stations beginning at 6:00 AM.

## **SUBSTITUTE AND TEACHER FEEDBACK**

After the completion of your assigned job you are encouraged to complete the feedback survey. You can do so by clicking on the "leave feedback" link next to the job listing in Absences Management. You will then be asked to rate your overall experience you had in the position. Questions are on a scale of 1 (lowest) to 5 (highest). You will then answer six questions. After submitting the feedback you are unable to make changes to it.

## **OTHER IMPORTANT INFORMATION**

All MPS subs will be issued a MPS Gmail account. The district Gmail account is the main avenue of communication for all MPS employees. We ask that you check your Gmail account regularly for important information that is relevant to your work as a substitute teacher.

All subs are required to sub a minimum of 5 days a school year to stay on the sub list the following year.

Substitute teachers must notify Human Resources (402-715-8200) of name changes.

## **IMPORTANT PERSONNEL POLICIES TO REVIEW: (Click on policy to review)**

### **[4001 - Non-Discrimination and Sexual Harassment](#)**

#### **[4001.1 - Sexual Harassment](#)**

#### **[4001.2 - Discrimination and Sexual Harassment Complaint and Grievance Procedures](#)**

### **[4120 - Certificate Registration](#)**

#### **[4125.1 - Certificate Registration, Renewal, or Change of Name](#)**

### **[4150 - Freedom of Speech](#)**

### **[4145 - Political Activities: Public Office](#)**

#### **[4145.1 - Political Activities - Public Office](#)**

### **[4153 – Professional Boundaries and Staff Relationships with Students](#)**

#### **[4153.1 – Professional Boundaries and Staff Relationships with Students](#)**

### **[4155 - Code of Ethics](#)**

#### **[4155.1 - Code of Ethics \(Standards of Ethical and Professional Performance\)](#)**

### **[4163 - Remedial Action](#)**

### **[4172 - Smoking and Use of Tobacco](#)**

#### **[4172.1 - Smoking and Using Tobacco](#)**

### **[4173 - Drug-Free Workplace](#)**

#### **[4173.1 - Drug-Free Workplace](#)**

#### **[4173.2 - Drug-Free Workplace: Alcohol](#)**

#### **[4173.3 - Drug-Free Workplace: Drugs](#)**

### **[4320 - Soliciting by Agents Prohibited](#)**

### **[4205 - Substitute Teachers](#)**

#### **[4205.1 - Substitute Teachers](#)**

## STARTING TIMES FOR MILLARD SCHOOLS

School	Students	Teachers	Substitute Hours
<b><u>SECONDARIES:</u></b>			
Beadle Middle	7:45-3:00	7:15-4:15	<b>7:15-3:15</b>
Central Middle	7:45-3:00	7:15-4:15	<b>7:15-3:15</b>
Kiewit Middle	7:45-3:00	7:15-4:15	<b>7:15-3:15</b>
North Middle	7:45-3:00	7:15-4:15	<b>7:15-3:15</b>
Russell Middle	7:45-3:00	7:15-4:15	<b>7:15-3:15</b>
Andersen Middle	7:45-3:00	7:15-4:15	<b>7:15-3:15</b>
Horizon High	8:00-3:15	7:30-4:30	<b>7:30-3:30</b>
North High	8:00-3:15	7:30-4:30	<b>7:30-3:30</b>
South High	8:00-3:15	7:30-4:30	<b>7:30-3:30</b>
West High	8:00-3:15	7:30-4:30	<b>7:30-3:30</b>

**Mondays – High School Students start at 8:45 a.m., teachers and substitute teachers report at 7:30 a.m.**

**Mondays – Middle School start at 8:30 a.m., teachers and substitute teachers report at 7:15 a.m.**

School	Students	Teachers	Substitute Hours
<b><u>ELEMENTARIES:</u></b>			
	8:30-3:45	8:00-5:00	<b>8:00-4:00</b>
Ackerman	Cottonwood	Montclair	Rockwell
Aldrich	Disney	Morton	Rohwer
Black Elk	Ezra	Neihardt	Sandoz
Bryan	Harvey Oaks	Norris	Upchurch
Cather	Hitchcock	Reagan	Wheeler
Cody	Holling Heights	Reeder	Willowdale
* Abbott	8:20-3:20	8:00-5:00	<b>8:00-4:00</b>

**Wednesdays** – Most elementary schools will dismiss students at 2:15 p.m. to provide a larger block of time for individual and/or collaborative planning, **Elementary substitutes are expected to stay until 4:00 p.m.**

\* **Abbott Elementary** is the only Elementary School where students start at 8:20 a.m.



## **HIGH SCHOOL DESIGNATED PARKING AND INFORMATION**

The Millard High Schools have patrolled parking lots. Students and Staff must display a parking sticker in their vehicle's window. You may obtain a parking permit from the building secretary.

### **Millard North High School**

1. Substitute teachers should park on the Northwest side of the building and enter through the pool hallway door. Substitute teachers who arrive after 8:00 a.m. should park in the visitor parking and enter through the front of the building. If you receive a parking ticket, return it to the office. You do not have to pay a parking fine.
2. Report to the Administration Office secretary. You will receive a schedule and instructions as to where to meet with the department head or a representative of that department that will show you to your assigned area.
3. At the end of the school day, report to the Administration office to return all forms.
4. If any problems should occur, staff members or administrators will be accessible. Intercom telephones are available in all classrooms for this purpose.

### **Millard South High School**

1. Substitute teachers should park in any of the lots marked with yellow painted stalls. If you receive a parking ticket, return it to the Activities Office. You do not have to pay the parking fine. You may pick up a parking permit from the Activities Office to use during the school year to avoid receiving a ticket.
2. All substitute teachers should arrive by 7:30 a.m. and report to the Activities Office. You will receive a folder with all the materials you will need for the day.
3. If any problem should occur, staff members or administrators will be available to assist you. Intercom telephones are available in all classrooms for this purpose.
4. At the conclusion of the school day, please report to the Activities Office to return your folder.

### **Millard West High School**

1. Staff parking is on the WEST side of the building. All staff park on the West side, all students park on the East side of the building. You may park in any parking stall. Half day afternoon subs need to arrive by 11:30 a.m. and should park on the East side of the building, then enter through the main front doors. (All doors to our building, except the main east doors will be locked at 8:00 a.m. daily.) If you receive a parking ticket, return it to the office. You will not have to pay the parking fine.
2. Report to the Principal's Office secretaries by 7:30 a.m. for full day, 11:30 am for half day afternoon. You will receive a schedule and information about your sub assignment.
3. At the conclusion of the school day, please report to the secretaries in the Principal's Office and return any forms.

## Important Absence Management (formerly Aesop) Information

### **Absence Management's Phone**

**Number: (800) 942-3767**

### **Absence Management's Calling Times:**

Morning Call Out: 5:15 am until 1:30 pm

Evening Call Out: 5:00 pm until 10:30 pm

### **Absence Reporting Deadline for employees:**

No later than 30 minutes prior to the scheduled start of the job

### **Absence Cancellation Deadline for employees:**

No later than 12 hours prior to the scheduled start of the job.

### **For assistance, please call:**

Kayla Meskimen at 402-715-8960 or [kmmeskimen@mpsomaha.org](mailto:kmmeskimen@mpsomaha.org)

Cindi Alberico at 402-715-8213 or [cmalberico@mpsomaha.org](mailto:cmalberico@mpsomaha.org)

Between the hours of 6:30 am and 3:30 pm

# District Map

