

**ONEIDA CITY SCHOOL DISTRICT**

**SUBSTITUTE TEACHERS' GUIDE**

**2019 - 2020**

The Mission of the Oneida City School District Board of Education, Administration, and all staff is to educate, inspire and empower. Our vision is to help our students reach their fullest potential. Substitute teachers are an integral part of our mission and vision.

Each substitute teacher should become familiar with this publication in addition to the handbook supplied by the individual building principal. The handbook will contain school policies and procedures as well as other pertinent information regarding the Oneida City School District not contained in this guideline.

**In addition, please note that if you are willing to receive early morning calls to substitute for teachers that have called in sick, the phone number used for those calls will be from 315-335-9041.**

*Mary Margaut Jr*

Superintendent of Schools

## CERTIFICATION AND EMPLOYMENT

1. Substitute teachers who hold New York State certification may teach for an unlimited number of days.
2. Substitute teachers who do not hold New York State certification are limited to forty days during a given school year unless they take a minimum of six hours per year toward a certification program.
3. Uncertified teachers who wish to work toward a certification program must apply to the Bureau of Teacher Certification, Albany, New York, or their local BOCES.

## RESPONSIBILITIES OF SUBSTITUTE TEACHERS

Substitute teachers in the Oneida City School District are members of the professional staff. They will be expected to follow the same instructional and non-instructional standards as a regularly employed teacher.

Substitute teachers should make every effort to meet the following responsibilities:

1. Report to the Principal in the Main Office of the assigned school at the proper time (see School Schedules in the Guide). You **must** sign in at the school each time you are called to sub. ***If for any reason you leave the building during the day, you must sign-out and sign back in at the Main Office.***
2. Maintain daily attendance and sign affidavit sheet.
3. Assume the non-instructional duties of the absent teacher. (This includes lunch and bus duty if the teacher has been assigned and not reimbursed for this duty.)
4. At the discretion of the building principal, substitutes may be asked to cover a whole or partial period for another teacher if their schedule allows.
5. Follow the instructional plans of the assigned teacher as closely as possible.
6. Attempt to complete the daily share of teacher paperwork.
7. Report emergencies and/or accidents to the Main Office. Make yourself aware of emergency and first aid procedures in the buildings you are in. This should include fire drills, student behavior, student medication, accident procedures for gyms, classrooms, and playgrounds. Talking with the Principal and/or School Nurse can help you in these situations.
8. Leave an appropriate memo for the regular teacher's return which should indicate what was completed for the day.
9. New substitutes may wish to arrange through building principals one or more orientation visits to better prepare themselves for teaching in the Oneida City School District.
10. Make every effort to maintain the same school day as the regular teacher.
11. Be aware that Administrators will periodically observe and evaluate substitute teachers.
12. When accessing district computer network, you agree to follow all district and building policies and procedures.

## DAILY SCHEDULES

Substitute teacher should make every effort to report to the Principal of the assigned school **thirty minutes prior** to the beginning of the daily schedule.

<u>SCHOOL</u>	<u>GRADES</u>	<u>TIME</u>
Durhamville Elementary	K – 5	8:30 AM - 3:30 PM
North Broad Street Elementary	K – 5	8:30 AM - 3:30 PM
Seneca Street Elementary	K – 5	8:30 AM - 3:30 PM
Willard Prior Elementary	K – 5	8:30 AM - 3:30 PM
Otto Shortell Middle School	6 - 8	7:45 AM - 2:26 PM 3:10 PM (Late Bus)
Oneida High School	9 - 12	7:40 AM - 2:20 PM 3:03 PM (10th Per.)

## SALARY SCHEDULE FOR SUBSTITUTE TEACHERS

### A. Daily Substitutes

Daily substitutes are those serving on a daily and/or occasional basis. The current daily rates are:

Certified	\$ 106.00 per day	<u>Retirees</u> \$ 116.00
Non-certified	\$ 93.00 per day	
Nurse	\$ 97.00 per day	\$ 114.00

### B. Regular Substitutes

Regular substitutes are those continuously substituting for a specific position that is less than a semester.

They are paid a daily rate for the first 20 days of continuous service. On the 21st day, they are paid a daily rate commensurate with their step on the OTA Salary Schedule. Regular substitutes shall be paid only for the days they work. They do not receive pay for holidays nor do they receive sick leave or personal leave benefits per contract.

Should a regular substitute be absent due to illness, for one day or less, during the first 20 days of continuous service, and then go on to finish the 20 days, this person will still be granted a pay increase at the conclusion of 20 paid days of substituting.

### C. Long-Term Substitutes

Long-term substitutes are those substitutes assigned to replace teachers who are ill or on leave of absence for one semester or longer.

Long-term substitutes shall be paid according to OTA Salary Contract. They would receive prorated benefits per OTA contract (i.e., sick leave and personal leave). They are not eligible for health insurance benefits unless they are hired for an anticipated employment period of six months or more.

## TELEPHONE DIRECTORY

### ADMINISTRATION OFFICES

Superintendent of Schools  
Administrator for Curriculum, Instruction & Assessment  
Assistant Superintendent for Finance and Support Services  
Payroll/Personnel

**315-363-2550**

Option #1  
Option #2  
Option #3  
Option #7

### DIRECTORY OF ADMINISTRATORS

#### ADMINISTRATION OFFICE

Superintendent of Schools  
Assistant Superintendent for Finance and Support Services  
Administrator for Curriculum, Instruction & Assessment  
Administrator for Technology & Special Programs

Mary-Margaret Zehr  
James Rowley  
Jessica Poyer  
Genevieve Brauner

#### ELEMENTARY SCHOOLS      **Phone Number**

Durhamville School      315-363-8065  
North Broad Street School      315-363-3650  
Seneca Street School      315-363-3930  
Willard Prior School      315-363-2190

#### **Principal**

Danielle Mullen  
Eric Coriale  
Penny Houser  
Moira Yardley

#### SECONDARY SCHOOLS      **Phone Number**

Oneida High School      315-363-6901

#### **Principal**

Michael Sandore, Interim Executive Principal  
Jennifer DePerno, Asst. Principal  
Stacey Tice, Asst. Principal

Otto Shortell Middle School      315-363-1050

Todd Widrick, Principal  
Amanda Larson, Asst. Principal