

ONEIDA CITY SCHOOL DISTRICT

SUBSTITUTE TEACHERS' GUIDE

2019 - 2020

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Introduction

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-Margaret

Superintendent of Schools

PERSONNEL

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I. Philosophy

The primary objective of the Oneida City School District Board of Education, administration, teaching staff and nonprofessional employees is to provide for the pupils the best education possible within the means of the community.

Substitute teachers who are employed are expected to join with the present staff in providing the best possible means of reaching this objective.

Each substitute teacher should become familiar with this policy in addition to the handbook supplied by the individual Building Principal which contains school policy and other items concerning the Oneida City School District not contained in these guidelines.

II. Substitute Teacher Certification and Employment

- A. Substitute teachers who hold New York State certification may teach for an unlimited number of days.
- B. Teachers who do not hold New York State certification are limited to forty (40) days during a given school year, unless they take a minimum of six (6) hours per year toward a certification program.
- C. Uncertified teachers who wish to work toward a certification program must apply to the Bureau of Teacher Certification, Albany, New York, or their local Board of Cooperative Educational Services.

III. Responsibilities of Substitute Teachers

- A. 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.
- B. Substitute teachers should make every effort to meet the following responsibilities:
 - 1. Report to the Principal (office) of the assigned school at the proper time.
 - 2. Maintain daily attendance record and sign affidavit sheet.

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3. Assume the non-instructional duties of the absent teacher.
4. Follow the instructional plans of the assigned teacher as closely as possible.
5. Attempt to complete the daily share of teacher paper work.
6. Report emergencies and/or accidents to the office.
7. Leave an appropriate memo for the regular teacher's return which should indicate what was completed for the day.
8. 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.
9. Make every effort to maintain the same school day as the regular teacher.
10. Be aware that administrators will periodically observe and evaluate teachers.

IV. Salary Schedule for Substitute Teachers

A. Daily Substitutes

Daily substitutes are those serving on a daily and/or occasional basis. They shall be paid according to current pay structure:

1. Uncertified
2. Certified
3. Retired Staff

B. Regular Substitutes

Regular substitutes are paid daily rates for the first twenty (20) days of continuous service. On the twenty-first day, they are paid a daily rate commensurate with their step on the Oneida Teachers' Association Salary Schedule. They 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.

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- 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. They shall be paid according to the Oneida Teachers' Association salary contract. These substitutes would receive a proration of benefits per the Oneida Teachers' Association contract.

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
Maira Yardley

SECONDARY SCHOOLS **Phone Number**

Oneida High School	315-363-6901
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Principal
Kathleen Davis, Interim Executive Principal
Jennifer DePerno, Asst. Principal
Stacey Tice, Asst. Principal

Otto Shortell Middle School	315-363-1050
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Todd Widrick, Principal
Amanda Larson, Asst. Principal



Acknowledgement of Oneida
City School District Substitute
Teachers' Guide

Please sign this acknowledgement and submit to:

Oneida City School District, Attn: Melanie, 565 Sayles Street, Oneida, NY 13421

I hereby acknowledge receipt of the Oneida City School District Substitute Teachers' Guide. I understand that it is my responsibility to read and know its contents. The information in the Oneida City School District Substitute Teachers' Guide is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this guide. As the District provides updated policy and procedural information, I accept responsibility for reading and understanding the changes. I also understand that I will be fully responsible to uphold all of the policies that are contained within the guide. By signing below, I acknowledge that I have read the Oneida City School District Substitute Teachers' Guide.

Substitute Teacher Name

Substitute Teacher Signature

Date