



Norfolk Public Schools

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Substitute Teacher Employee Handbook Supplement

Revised December 8, 2017

This document is a supplement only.
The full NPS Employee Handbook can be found on the NPS HR website.

Employment Requirements & The Application Process

In order to be considered for employment as a substitute teacher by the Norfolk Public Schools, candidates must:

- be at least 18 years of age;
- possess a high school diploma or GED;
- ensure a *minimum* of two (2) professional references are submitted electronically to the Department of Human Resources. **References must include at least one current or former supervisor. In addition, references are required from *all* school employment. Only professional references are acceptable.** Additional references may be requested at the discretion of the Department of Human Resources to verify satisfactory work history;
- submit to a background investigation, to include fingerprinting and child abuse records check;
- provide documentation of a valid, negative tuberculosis screening/assessment/test based upon the National Department of Public Health guidelines; and
- submit a satisfactorily completed *Substitute Teacher New Hire Packet*.

Daily vs. Long-Term Substitute Assignments

	Daily Substitute Assignment	Long Term Substitute Assignment
Assignment Secured Through Absence Management (Aesop) Automated System	✓	✓
Required to Implement Appropriate Classroom Management Techniques	✓	✓
Required to Follow Daily Lesson Plans	✓	✓
Required to Participate in Daily Planning Sessions		✓
Required to Prepare Daily Lesson Plans and Related Materials		✓
Required to Serve Hall Duty or Other Duty Bell Assignment (Including Class Coverage)	✓	✓
Required to Participate in Faculty and Other Meetings Mandatory for Contracted Teachers		✓
Required to Participate in District-Wide and School-Based Professional Development Mandatory for Contracted Teachers		✓
Required to Perform Other Duties as Requested or Assigned	✓	✓

Employment Requirements & The Application Process, Continued

Apply

Visit <https://norfolkpsd.tedk12.com/hire/index.aspx>. Complete the application per the directions that appear on the screen.

Note: As part of the online application process, all applicants must electronically submit a résumé, a transcript for any completed college course work, and the names and e-mail addresses of at least two professional references, one of whom must be a current or former supervisor.

Attend

All applications are reviewed by the Human Resources Generalist responsible for substitute teachers. **Applicants who are selected to move forward in the process** will receive an e-mail invitation to a scheduled on-boarding session.

The applicant should arrive to the scheduled orientation session with the following:

- Two valid, non-expired forms of ID (i.e. driver's license/Social Security card) or a valid, non-expired U.S. Passport;
- A voided check, if the applicant desires direct deposit;
- Proof of a TB test or screening within the past calendar year; and
- The completed *Substitute Teacher New Hire Packet*.

Activate

Background investigation results, to include fingerprinting and a child abuse records check, are reviewed by the Human Resources Generalist responsible for substitute teachers. Applicants who are selected for hire will receive an e-mail containing activation information.

Applicants who are not selected to move forward in the process will receive a letter via U.S. mail. All decisions are final.

Works Hours and Attendance

Work Hours

Substitute teachers adhere to the schedule of the specific school assignment. The school day will not exceed 7.33 hours.

Work Hours Restriction

Effective July 1, 2013, part-time employees of Norfolk Public Schools may **not** work more than **29 hours per week** in any capacity. As part of the new hire paperwork, all applicants are required to sign a statement asserting that the applicant has both read and understands this restriction.

Work Hours Expectation

All substitute teachers are expected to accept regular assignments, **defined as a minimum of five (5) assignments per month.**

No Shows

Substitute teachers are expected to report to all accepted assignments. Failure to report for an accepted assignment will result in “no show” status. If a substitute teacher is deemed to be a “no show,” the Department of Human Resources will restrict the substitute teacher from accepting further assignments until the substitute provides a written reason for the “no show.” E-mail is an acceptable form of written communication.

Tardiness

Substitute teachers are expected to adhere to the assignment hours. Tardiness is unacceptable. In the event of an emergency, any substitute teacher who anticipates being tardy should contact the school at which he or she accepted the assignment immediately.

Pay

Rate of Pay

As part of the new hire paperwork, all applicants are required to sign a Substitute Teacher Memorandum of Understanding (MOU). This MOU states the hourly rate of pay. All part-time employees are paid only for actual hours worked. All hours are verified via the appropriate school-based personnel.

Pay Schedule

Norfolk Public Schools employees are paid on a bi-weekly schedule.

Method of Payment

Norfolk Public Schools employees have two options for payment: a) direct deposit, and b) Skylight debit card. As part of the new hire paperwork, all applicants are required to either provide direct deposit account information or enroll in the Skylight debit card option.

Accessing Employee Self-Service

Norfolk Public Schools employees may access Employee Self-Service by visiting <https://munisss.nps.k12.va.us/MSS/login.aspx>. Please log in using the following credentials:

- a. USERNAME: **FIRSTINITIAL****LASTNAME****EMPLOYEEIDNUMBER** (i.e. jdoe12345)
- a. PASSWORD:
 1. If you are logging in for the first time, your password will be the last four digits of your Social Security Number. The system will then require you to create a password.
 2. If this is *not* the first time you are logging in to ESS, please use the password you previously created.
 3. If you have forgotten your password, please click the “Forgot Your Password?” link.

Daily Procedures & Expectations

Daily Procedures

1. Arrive to the assignment on time.
2. Report to the main office.
3. Sign in. Failure to sign in may result in payroll difficulties.
4. Secure a temporary identification badge.
5. Secure any available materials for the assignment (e.g. fire drill maps, class rosters, lesson plans, handouts, duty schedule, etc.). These materials may be provided by the main office, may have been left in the assigned classroom(s), or may be provided by another teacher.
6. Follow the day's schedule, to include all classroom and/or duty assignments. Introduce yourself to the class(es). Immediately report all accidents, illnesses, emergencies, and/or other significant events to the principal, dean, or other designee.
7. Leave a hand-written or electronic note for the regular classroom teacher.
8. Ensure the classroom is left in the same condition as you found it.
9. Report to the main office.
10. Sign out. Failure to sign out may result in payroll difficulties.

Expectations

It is improper for a substitute teacher to act in a manner that may be deemed unprofessional. Substitute teachers are expected to conduct themselves according to the same standards required of full-time classroom teachers. As such, some common sense expectations include but are not limited to:

- Dress professionally.
- Follow the lesson plan left by the regular classroom teacher.
- Do not leave students unattended for any reason.
- Do not threaten students, yell at students, or humiliate students.
- Treat everyone you encounter during an assignment with respect, regardless of their behavior.
- Do not conduct personal business during the instructional day.
- Do not use cell phones or other electronic devices during the instructional day.
- Do not touch a student unless it is absolutely necessary to prevent harm to you, the student, or other bystander. Touching should never be sexual in nature.

Evaluation and Termination

While the performance of substitute teachers may be informally evaluated, there is no legal requirement for any formal evaluation, whether in verbal or written form. Each substitute teacher's performance will be informally reviewed at the conclusion of each school year prior to annual renewal offers being sent.

No detailed communication between any school and the Norfolk Public Schools Department of Human Resources is required to be shared with the substitute teacher except at the sole discretion of the Department of Human Resources. However, the Department of Human Resources will notify the substitute teacher in writing when a school requests him or her to be restricted from a specific school building. A general reason will be provided. All restriction requests are honored.

It is important to note that substitute teacher employment may be terminated by either party, and no reason must be provided by the party terminating the employment.

Substitute teachers are not entitled to any annual or continuing contracts, sick leave or other benefits, or compensation associated with full-time, permanent employment.