

WELCOME TO THE BAKERSFIELD CITY SCHOOL DISTRICT



We are pleased to have you join us as a substitute teacher. The Bakersfield City School District (BCSD) operates forty-two schools, K-8, in the greater Bakersfield area. We are committed to providing the best possible educational experience for all of our students. This includes our desire to employ substitute teachers who adhere to the same high standards as our regular staff members.

Please take a look through these pages to find basic information and helpful tips. We welcome your comments or suggestions for providing additional help for our substitute teaching staff.

Personnel Services

Education Center – 1300 Baker Street
Bakersfield, CA 93305

www.bcsd.k12.ca.us/personnel/

Help Desk: (661) 631-4861
SEMS: (661) 631-4646

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General Information

Substitute teachers are employed by the Board of Education upon recommendation by the Superintendent of Schools. Our substitute teacher list is renewed annually. It is very important that you keep your current address and telephone number on file with the Department of Personnel Services. You may contact our office daily between 6:30 a.m. and 4:30 p.m. at 631-4861.

Credentials

As a substitute teacher, you must hold a valid California teaching credential or emergency permit authorizing service as a substitute teacher. Credential applications are available in Personnel Services. To avoid duplication of fingerprinting and other services, we recommend that you file credential applications through the Personnel Office of the Kern County Superintendent of Schools at 1300 17th St. in Bakersfield.

Substitute Teacher Training

The Department of Personnel Services arranges periodic training and information meetings for substitute teachers. These inservices are usually scheduled during the fall months. All substitute teachers on our active list will be notified when schedules are available.

California State University, Bakersfield offers a Substitute Teacher Certificate program consisting of five short courses which are offered evenings and weekends. For more information and course descriptions please visit their website at www.csub.edu/Certificates/ST/st.html.

You may also find the following publications and websites helpful and/or interesting:

Jones, Carol A., Substitute Teacher's Reference Manual
www.sdcoe.k12.ca.us/hr/sub/welcome.html
www.teachergroup.com/, The Substitute Teacher's Survival Handbook
www.av.qnet.com/~rsturgn/, Substitute Teaching – Tricks of the Trade

Payroll Information

Substitute teachers are paid day-by-day at the hourly rate of \$11.43. Should you be selected for a long-term substitute assignment, the rate of pay is \$139.87 per day after completion of twenty days in the assignment.

Long-term substitute positions are covered by the collective bargaining agreement between BCSD and the Bakersfield Elementary Teachers Association (BETA) and are therefore subject to the agency fee provision. This fee is paid as a payroll deduction for each school month in which the long-term substitute teacher works at least half of the month; currently, the fee is \$27.10. In lieu of the agency fee, long-term substitutes may join BETA and pay the required membership dues.

California public school teachers, except those exempted by law, are members of the State Teachers Retirement System (STRS). Substitute teachers who are not already members of STRS and who render less than 100 complete days of service during the school year are excluded from membership. If at the end of a pay period a substitute teacher reaches that 100-day threshold and subsequently renders at least one more complete day of service during the same school year, the substitute will, by law, become a member of STRS on the first day of the pay period in which the additional service is rendered. Substitute teachers may also elect to join STRS. Deductions for retirement purposes are made as a monthly payroll deduction.

Substitute teachers are paid for actual hours worked. However, we call substitutes for a minimum of 3 ½ hours per day. We recommend that you keep a personal log of your work to compare with your pay warrant each month.

Pay periods are the first through the last working day of each month. Pay warrants are mailed to your home on or about the tenth of the following month. If you have questions about your warrant, please call the Payroll Department at 631-4704.

Instructional Materials

Basic textbooks and materials should always be available for your use in the classroom. Use the curriculum guide for information on use of basic books. Be sure to consult the school principal if these items are not in the classroom.

Supplementary books and materials are available from the Central Book Collection and the Film & Video and Instructional Media Catalogs. Consult the curriculum guide on the use of supplementary materials and contact the principal for approval of orders.

The Curriculum Lab, located upstairs at the central office, is available for your use in preparing instructional materials. The Curriculum Lab is open Monday through Friday, 7:30 a.m. – 4:30 p.m. More information about the Curriculum Lab is available on the District website.

Professional Ethics

As a substitute teacher you will have the opportunity to work in many different schools and observe a variety of programs. All of our schools operate under the same policies of the BCSD Board of Education. Differences may exist, however, in the administration of those policies at the individual schools. It is considered unprofessional to negatively criticize the staff or students at a particular site to those outside that site. Rather, keep in mind that teachers use different methods and practices in their classrooms and that it is in the students' best interests for you to try maintain the regular classroom routine.

Please remember that school records are confidential and you must be careful not to divulge information about students or staff members.

We encourage you to take valid complaints or questions to the site principal or Assistant Superintendent, Personnel. We always welcome your suggestions as to how we may make your substitute teaching experience pleasant and productive.

Accepting an Assignment

Please review the instructions for using the Substitute Employee Management System (SEMS). A copy of the instructions is included in the appendix of with this handbook. You may call SEMS anytime to check for available assignments. SEMS may call you with an assignment between the hours of 4:30 and 9:30 p.m. or 5:00 and 11:00 a.m. Be sure to always obtain the job number when accepting an assignment and have it with you when you report to the school. If you need additional assistance regarding SEMS, please contact our help desk at 631-4861 between 6:30 a.m. and 4:30 p.m.

Reporting for Duty

Substitute teachers normally work a seven-hour day. Your reporting time will be the same as the regular teacher. Generally, schools operate from 8:00 a.m. to 3:00 p.m.; however, some schools have an adjusted schedule. SEMS will provide the reporting time when the assignment is offered. Substitute teachers are not required to attend faculty meetings unless substituting on a long-term basis.

Every effort is made to call substitute teachers early enough that they may arrive at the usual reporting time. However, if you receive a late call from SEMS or a Personnel Services staff member, you are allowed an hour from the time of the call to report for duty.

Always check in at the office upon your arrival at the school. The principal, school secretary or another representative will provide you with information on your assignment including the location of the room, class schedule, yard duty assignments, bell schedules, fire drill procedures, building arrangements, discipline procedures, etc. You will also receive keys to the classroom and cabinets from the school office. It is important to keep keys in your personal possession at all times so that they are not lost, destroyed or stolen. Cabinets in which you store personal belongings should be locked at all times. Be sure to return all keys to the office when you check out.

In the Classroom

It is your responsibility to follow the regular teacher's usual activities and plans as closely as possible. Since you will be assuming the teacher's responsibilities for the day, be sure you understand any extra duties (such as playground supervision) that may be on the schedule. Check with the principal or school secretary if you have questions. Allow yourself ample time to review schedules, seating charts, lesson plans, etc. before students begin to arrive.

Establish rapport with the students quickly by demonstrating a pleasant but firm demeanor, introducing yourself and immediately adhering to their regular teacher's established routine.

You will receive instructions on attendance accounting from each school where you are assigned. Be sure to follow the instructions carefully.

In most cases you can expect to find prepared lesson plans. If the lesson plans are vague or incomplete, you may need to contact the principal for assistance. It is a good idea to develop your own "survival kit" in case of emergencies where plans are not readily available or when other unexpected situations arise during the day. For help in developing such a kit, please refer to the "Substitute Teacher Training" and "Tips" sections of this handbook.

You should correct the day's assignments if time permits. It is a good idea to leave a note for the regular teacher about the day's activities.

Please remember to turn off cell phones and pagers during class time.

Classroom Management

One of your primary responsibilities is to effectively manage classroom activities, including student behavior. If you maintain an orderly routine and students are kept busy with their assignments you should not experience many discipline problems. There are occasional exceptions, however, and you should contact the principal if you encounter difficulties that you cannot easily handle. Substitute teachers sometimes fear that they will be indicating a weakness in classroom control if they request help from the principal. In fact, a substitute is given much credit for readily recognizing when assistance is needed. You should familiarize yourself with the District's student discipline code. Copies are available in all school offices.

Checking Out

Before departing the school you will need to report to the principal's office to find out if you are being released or retained for the following day. You are automatically released each day unless the assignment accepted through SEMS is a multiple day assignment OR the school has requested that you return. Be sure to turn in all keys, sign necessary paperwork and notify the principal of any problems that may have occurred during the day.

Lunch

When you check in at the school office you will be informed of the procedures for purchasing lunch tickets. Lunch tickets are usually sold by cafeteria personnel prior to the opening of school. You may eat in the cafeteria by purchasing an adult ticket. Credit cannot be extended. You may also bring your own lunch. We invite you to join other teachers for lunch in the staff dining room.

Emergency Procedures

You will need to be prepared to handle different types of emergencies in a calm manner. Each school site has a plan for handling emergencies. When you arrive at the school you will be given information about fire and earthquake drills and procedures for use in emergencies. During drills or actual emergency situations, it is important to proceed in an orderly manner to minimize confusion and safeguard the students.

Tips for Success

Arrive early and thoroughly review schedules, attendance and lunch count procedures and other information provided by the school office.

Familiarize yourself with lesson plans, seating charts and classroom rules before the students arrive.

Take time to introduce yourself to the teacher next door.

Dress appropriately. Remember that you are an important role model.

Turn off your cell phone and/or pager during class time.

Greet students as they arrive. Be pleasant but do not attempt to be their buddy. It is important to take firm control from the beginning and show that you intend to follow the usual classroom rules. Remember that you are the leader in the classroom and conduct yourself accordingly.

Follow the regular teacher's schedule and be positive about the assignments. Give clear directions. Be specific about what you expect of students who finish assignments early (quiet reading, worksheets, homework, etc.).

Encourage good behavior and student efforts by using positive comments. Avoid negative remarks.

Keep your sense of humor.