Welcome to Maine School Administration District 15. We value your contributions to our school program as a substitute. This handbook has been prepared to assist you in performing your responsibilities in an efficient and professional manner. We fully realize the many responsibilities placed upon you, usually on a very short notice.

Our administration and staff are ready to assist you in any possible way. The substitute is welcome to visit any school where (s)he is interested in working. Please feel free to contact our administrators or staff to make your job easier and more enjoyable.

**MSAD #15 - School and Administrative Staff Members**

**Superintendent's Office Phone: 657-3335**
Bruce Beasley, Superintendent
Diane Boucher - Director of Operations & Finance
Karen Caprio, Director of Curriculum and Staff Development
Elaine Morrison, Administrative Assistant
Brenda Richter, Payroll/Benefits
Sandy Buck, Accounts Receivable/Payable

**Transportation and Facilities 657-9481**
Niels Mank, Manager
Rachel Swendsen, Administrative Assistant
Rene Vallee, Facilities Scheduler

**Food Service 657-9331**
Amy Bacon, Supervisor

**Special Services Phone: 657-2066**
Steve Floyd, Special Education Director
Cheryl Piper, Administrative Assistant

**Gray New Gloucester High School Phone: 657-3323**
Paul Penna, Principal
Eric Klein, Assistant Principal
Karen Fotter, Administrative Assistant
RETIREE RETURN TO WORK LEGISLATION

The Legislature approved new requirements for State and Teacher members who retire at their normal retirement age and go back to work for an employer who is part of the State/Teacher retirement plan. Effective October 1, 2011, retirees may not earn more than 75% of the salary established for the job, work for more than 5 years and must wait 30 days after leaving their prior position before going back to work.

PROFESSIONAL ETHICS

Substitute teachers in MSAD 15 are in a unique position to interpret the educational program of our schools to our community in either a favorable or unfavorable manner. Although there may be complete agreement on the value of various techniques and procedures, the substitute must be discreet in his/her discussion about the schools and their staff. Discretion must be used in expressing personal reactions and opinions. Our district’s administrators are very much interested in discussing any concerns with you at any time.
PRIVACY - CONFIDENTIALITY

By law, substitute teachers have access to student educational records without parental consent. This places substitutes in the unique position of seeing countless notes, grades, reports and anecdotal records that are confidential in nature and protected by the Family Education Rights and Privacy Act. Each individual functioning in the role of substitute teacher is urged to review the strict confidentiality guidelines contained in the district’s Student Records policy and to respect the general rights to privacy that are accorded students and staff in the daily business of keeping school. Administrators would be glad to answer any specific questions you might have about these issues.

EMPLOYMENT PROCEDURES

To qualify as a substitute teacher, a person should possess a desire to work with children, have self-confidence, be a good problem solver, and be able to follow directions. Previous classroom teaching experience, student teaching or equivalent experience is desirable but is not a requirement.

Any person interested in becoming a substitute teacher must complete an application, which can be found online at www.msad15.org or at the Superintendent’s Office. The applicant will also be required to have a Criminal History Record Check and fingerprinting through the Department of Education. A copy of the CHRC Authorization Card from the State should be attached to the application form.

Substitute teachers will be hired as needed at the discretion of the Building Principal. Placement on the Substitute List does not entitle or guarantee an individual employment as a substitute teacher.

The district’s substitute caller will contact substitute teachers at the earliest possible time. The District will try to give substitutes as much time as possible to prepare. The majority of the calls will be made between 6:00 and 7:00 am on the day their services are needed. Please keep in mind some calls will be made the evening before. If the substitute is to return to the same classroom, the District will make every reasonable effort to notify the substitute prior to the end of the school day.

DEFINITION

“Short Term” substitutes shall be persons hired to substitute teach in a classroom situation where the duration of the assignment is unknown.
SUBSTITUTE TEACHER COMPENSATION

Daily Substitute

Four Year College Degree - $70.00 per day $40.00 per half day =

7:15 - 10:45 (high school/ middle school)

8:30 - 12:15 (elementary)

Subs without teacher certification are limited to 120 days per school year in a classroom setting.

Two Year College or 60 credit hours - $60.00 per day $30 per half day =

7:15 - 10:45 (high school/ middle school)

8:30 - 12:15 (elementary)

Subs with a two year degree are limited to 60 days per school year in a classroom setting.

High School Diploma - $50.00 per day $25.00 per half day =

7:15 - 10:45 (high school/ middle school)

8:30 - 12:15 (elementary)

Subs with a high school diploma are limited to 10 days per school year in a classroom setting.

Long-Term Substitute

Four Year College Degree

After 10 consecutive days of teaching in the same position, a substitute with a four-year college degree will be paid:

$120.00 per day beginning with the 11th day of teaching.

If the substitute is a certified teacher, the substitute will be paid base teacher pay per diem beginning with the 11th day of teaching.
Two Year College Degree or 60 Credit Hours
After 10 consecutive days of teaching in the same position, a substitute with a
two-year college degree will be paid:

$100.00 per day beginning with the 11th day of teaching.

**SUBSTITUTE EDUCATION TECHNICIANS**

Ed Tech I Substitutes - $7.50 per hour
Ed Tech II Substitutes - $9.00 per hour
Ed Tech III Substitutes - $10.00 per hour

NOTE: Current staff Ed Techs substituting for teachers will be paid at their own
hourly rate for 7 hours per day, or the teacher substitute rate for which they are
qualified as specified above, whichever is more.

**SUBSTITUTE PROCEDURES**

Substitute teachers should report to the school office upon arrival and just
before departure.

Middle / High School hours 7:00 am - 2:00 pm
Memorial / Russell / Dunn hours 8:10 to last p.m. bus (approx. 3:30)
Substitutes will be expected to perform the regular teacher’s duties.

These include, but are not limited to:

- Assuming the teacher’s schedule of classes
- Assuming the teacher’s schedule of duties and/or responsibility such as:
  - Home Room
  - Study Hall
  - Lunch Duty / Recess Duty
  - Any other regular classroom or school duties
  - Other duties if needed during free periods (assigned by principal)

1. Guidelines to the following plans:
   A. With regular teacher’s approval or written instruction, substitutes should
      collect written assignments,
   B. Correct and save as necessary.
   C. Objectives of each lesson will require the substitute’s review.
   D. Instruction should be adapted to meet the group’s needs.
   E. A record of complete and incomplete work shall be left for the regular
      teacher.
2. The substitute is expected to:
   A. Be firm and fair in his/her approach to the students.
   B. Use the classroom teacher's conduct plan.
   C. Follow the lesson plan and schedule of the regular teacher.
   D. If any situation arises which the substitute feels (s)he cannot handle, the substitute will confer with an administrator. Corporal punishment shall NEVER be used.

**SUBSTITUTE TEACHER’S REPORT TO THE REGULAR TEACHER**

Must include:

1. Fill out the Substitute Daily Information Form.
2. Work completed by the class in all subject areas.
3. Assignments given for the following day. These should be in accordance with the teacher's lesson plan.
4. General conduct report should include any pupil whose lack of cooperation should be called to the attention of the regular teacher. Please remember, teachers and administrators do appreciate having reports on pupils who have performed exceptionally well in any area.
5. The reports will be left in the teacher's substitute folder at the end of the school day.

**PLEASE REMOVE, COMPLETE AND SIGN THE LAST PAGE AND RETURN WITH OTHER EMPLOYMENT PAPERWORK.**
SUBSTITUTE NAME: ______________________________

Please print name clearly

I HAVE RECEIVED A COPY OF THE SUBSTITUTE TEACHER/ED TECH MANUAL AND BY SIGNING THIS FORM ACKNOWLEDGE THAT I HAVE REVIEWED THIS DOCUMENT.

DATE: ______________________________

SIGNATURE OF EMPLOYEE  ______________________________

To be filed in employee personnel folder.