

# Las Cruces Public Schools



## Substitute Handbook 2017-2018

Substitute Services  
Human Resource Development Office  
(575) 527-5800  
[www.lcps.k12.nm.us](http://www.lcps.k12.nm.us)

**Dr. Gregory Ewing, Superintendent**

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**Dr. Miguel Serrano**  
Chief Human Resources Officer

**Ms. Sherley O'Brien**  
Human Resources Coordinator

**Ms. Sandra Corral**  
Substitute Services



Dear Substitute Teacher,

Thank you for serving as a substitute teacher with the Las Cruces Public School District (LCPS). This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting in LCPS. We want your time with LCPS to be beneficial for the students and rewarding for you.

As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers value effective substitute teachers and recognize that your efforts to provide continuity, in the regular teacher's absence, are extremely important and appreciated.

All substitutes are required to familiarize themselves with this handbook. This handbook is neither a contract nor a substitute for official district policies. Rather, it is a guide and a brief explanation of our substitute procedures. We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students.

We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted when the regular teacher is absent. Thank you for your time, creativity, and enthusiasm required to work in a stimulating environment where excellence is an expectation.

Sincerely,

Human Resources Department  
Substitute Office  
575.527.5800

## LEVELS OF SUBSTITUTES

**Level 1 Substitute:** is eligible to substitute in any school in the district as an educational assistant substitute and must have a minimum of a High School Diploma

**Level 2 Substitute:** is eligible to substitute in any school in the district as a teacher substitute or an educational assistant substitute and must have a minimum of 60 hours of college credit or an Associate's Degree.

**Level 2R Substitute:** a level 2 substitute who substituted in the district for a minimum of 60 days in the previous school year.

**Level 3 Substitute:** is eligible to substitute in any school in the district as a teacher substitute and must have a bachelor or higher degree. A level 3 substitute may not substitute as an educational assistant.

**Level 3R Substitute:** a level 3 substitute who substituted in the district for a minimum of 60 days in the previous school year.

**Substitutes are limited to working no more than 4 days per week.**

### SUBSTITUTE SALARY SCHEDULE\*

<b>Type of substitute</b>	<b>Daily</b>	<b>Hourly</b>
Level 1	7 hours	\$9.52
Level 1R	7 hours	\$9.73
Level 2	7 hours	\$9.52
Level 2R	7 hours	\$9.73
Level 3	7 hours	\$10.63
Level 3R	7 hours	\$11.59

\*LCPS reserves the right to change these rates without notice.

If the Substitute provides service up to 3.75 hours, s/he will be paid a minimum of 3.75 hours. If the Substitute works from 3.75 hours to 7 hours, s/he will be paid by the hours worked not to exceed 7 hours per day.

### SUBSTITUTE STAFF SCHOOL HOURS

Elementary Schools	7:45 – 3:15	(includes a 30 minute unpaid lunch time)
Middle Schools	8:00 - 3:30	(includes a 30 minute unpaid lunch time)
High Schools	8:15 – 3:45	(includes a 30 minute unpaid lunch time)

### PAYROLL QUESTIONS OR ISSUES

After each check is received, the Substitute Teacher should check the pay stub or earnings statement for correctness of pay. Requests for corrections should be made directly to the school secretary. Only the school can request adjustments. If no requests are made for corrections, the

payroll will be considered correct after three pay periods. **NO CHANGES WILL BE MADE AFTER THREE PAY PERIODS. *Keep an accurate record of all time worked***

### **Important Information**

#### **TOBACCO/ALCOHOL FREE SCHOOLS**

Any use of tobacco products or possession or use of beverages containing alcohol by staff, students, visitors, or community members is prohibited on school district property, §22-5A-3, NMSA 1978.

#### **DUTY TO REPORT**

32A-4-3 NMSA requires that school employees who know or suspect that a child is an abused or a neglected child shall immediately report the matter to the Children, Youth and Families Department (CYFD) or a local law enforcement agency. So long as such report is made in good faith, the reporting school employee shall be immune from civil liability or criminal sanctions for his/her action. The failure of any school employee to report knowledge or suspicion of child abuse or neglect will be cause for criminal prosecution and is cause for discipline of the employee.

#### **HOW TO REPORT**

Call the Statewide Central Intake (SCI) of the Children, Youth and Families Department at (800) 797-3260. Statewide Central Intake is open 24 hours a day/ 7 days a week. You may be referred to local law enforcement. Las Cruces Police Department at phone number: 528-4200. Provide information including what causes you to suspect abuse and neglect and general demographic information. Cooperate with the investigators, including allowing the child to leave under protective custody with a law enforcement officer. (Remember to ask for proper identification.)

#### **WORKERS' COMPENSATION**

Substitutes are covered by workers' compensation. Contact building administration for procedures should an accident occur.

#### **LCPS POLICY ON CONFIDENTIALITY**

"All information regarding known or suspected child abuse/neglect should be treated with the utmost confidentiality. It should not be discussed, even within the school, except on a need to know basis." Principals, school counselors and heads of Health/Mental Health teams are covered under "need to know". Other confidentiality laws such as HIPAA apply to other information.

*LCPS Directive "Reporting Child Abuse or Neglect"*

When confidentiality can be broken:

- The student is considered harming him/herself or others.
- A major crime has been committed or the student is engaging in illegal activity at school.
- Child abuse/neglect.

#### **PUBLIC EDUCATION DEPARTMENT LICENSURE**

Maintaining a current New Mexico Substitute Teacher License is the responsibility of the licensee. In order to renew your license, you must complete one of the following before your current license expires:

1. Have earned 3 college or university semester hours in relevant area of study.

2. Have completed 48 hours in district's approved professional development.
3. Have provided 270 hours of instructional services as a substitute.

### **SEPARATION OF EMPLOYMENT**

- Substitutes are "at will" employees and can be terminated for any reason the district deems sufficient.
- LCPS will consider that you have voluntarily terminated your employment if you:
  1. Resign from LCPS---A letter of resignation must be submitted to the Substitute Services.
  2. Show insufficient work history for 60 days.
  3. Have a nonworking call back phone number in SmartFindExpress.

### **UNSATISFACTORY PERFORMANCE REPORTS**

- The school administration is required to complete a *Guest Teacher Discipline Report* for all incidents that reflect unacceptable professional behavior or performance of duties.
- Recommendations for further action should be included in the report.
- The unacceptable behavior or performance of duties may require an appointment with Substitute Services to discuss the incident.
  - The Substitute Services Office will determine if the substitute will be kept in rotation on SmartFindExpress.
  - School administration may request that a substitute be blocked from substituting at a particular school.
  - Seriousness of the charge is the determining factor of continued employment.
  - If a substitute receives more than one (1) Disciplinary report during a period of 12 months or less may result in termination.
  - Three (3) Disciplinary reports in a period of three (3) years or less may result in termination.
- Written rebuttal may be attached or submitted to Substitute Services.
- Reports are submitted at the school's convenience; therefore, a delay may occur between the incident and the actual report. This illustrates the need to keep good documentation on your teaching assignments.

### **SUBSTITUTE ASSIGNMENTS**

When you accept an assignment from SmartFindExpress:

- Write down all pertinent information and leave it where your family can find it daily. Also, as you accept jobs, listen carefully. Write information on the job log: job #, employee name, and location. Daily job review helps to eliminate errors.
- **Be on time or early.**
- If you have an emergency and are already assigned to a job, call the SmartFindExpress system to cancel yourself out of the job assignment; then, call the school secretary to notify them that you will not be there.
- You may be asked to cover other absences in the same school during preparation periods or teacher planning time.
- If the reason for the absence is Special Education Individualized Education Plan (SPED IEP), you will be assigned to various teachers as they meet to plan and review Individualized Education Plans for students.

- Unavailable days: An unavailable day is one during which the sub does not want to work. If you already have a job, and you cannot keep your commitment, CANCEL. Making yourself unavailable does not remove you from an assignment, which you have accepted.
- Accepting late assignments: (Those received after the job's start time has passed): Call the school before leaving for the assignment because the school may have already called an emergency sub.

**Substitute Teacher Report Form**

Please complete this form and leave copy for teacher or turn into the main office with folder.

Date: \_\_\_\_\_ Substitute's Name: \_\_\_\_\_

Substituting For: \_\_\_\_\_

Were the following provided? (circle one)

Textbook (s)   YES   NO                      Class roster or other list of students   YES   NO

Lesson Plans   YES   NO                      Seating Chart   YES   NO

Other Necessary Materials   YES   NO

Grading Key (If grading papers was requested.)   YES   NO

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Please answer the following, using the back of this paper if necessary:

Did you take attendance?   YES   NO

Did you follow the teacher's lesson plans? Circle one:   YES   NO   If NO, explain why:

\_\_\_\_\_

Did you give written work other than that specified in the lesson plans?  
If so, explain:

\_\_\_\_\_

Did you grade papers as requested?   YES   NO

What was the general class attitude and atmosphere?

\_\_\_\_\_

Were any students especially helpful? If yes, who and elaborate:

\_\_\_\_\_

Did you have discipline problems? If yes, elaborate:

\_\_\_\_\_

Comments or suggestions: (Please use back of this sheet.)