

# SUBSTITUTE HANDBOOK INFORMATION

## 2023 – 2024 School Year

### **Employment Status**

The employment status of a substitute is considered temporary and may be discontinued at any time, for any reason. *Substitutes are not eligible for sick leave, benefits, or compensation associated with regular employment.* Substitutes who do not work for at least 6 months will be made inactive and must resubmit an employment application and have another background check conducted if rehired.

### **Substitute Teacher Classifications**

- 1) **Degreed:** At least a Bachelor's Degree. (maximum \$145.00/day)
- 2) **Non-Degreed:** Associate's Degree or at least 30 semester hours of college coursework. (maximum \$120.00/day)
- 3) **Licensed Substitute:** Requires an active teaching license from any state. (maximum \$170/day)

### **Assistant Classification:**

At least a high school diploma or GED. (\$12.00/hour) Any substitute that accepts an assistant substitute assignment will receive the assistant rate. Assistant substitute employees are not eligible for long-term pay rates.

### **Payroll**

Substitute employees are paid bi-weekly through direct deposit. You do not need to complete timesheets when you work. Assignments accepted in Frontline are automatically sent to Payroll.

### **Dresscode**

Substitute employees should be appropriately dressed and well-groomed. As a general rule, jeans, t-shirts, flip flops, and other casual clothing are not considered professional or appropriate for the classroom setting. Women should avoid high heels, short skirts, and low-cut tops. Select comfortable outfits in which you can bend down, stoop over, and write on instruction boards with ease. Men are encouraged to wear a tie with a button-down shirt.

### **ID Badge**

For security purposes, the name badge should be worn at all times. Please report the loss, theft or destruction of the badge to the Human Resources Office at 881-5061.

### **Inclement Weather**

For information on school closings/openings or employee reporting times, call 283-7810. Information will also be available on Newport News Cable Channel 47 and <http://nnschools.org/closings.shtml>. Substitute teachers will always follow the schedule stated for 10 month employees.

### **Drug Free Workplace – Policy GBEC**

As required by the Federal Drug Free Work Place Act of 1988, each employee will be informed that no person may use, possess, and attempt to possess, sell, and attempt to sell, or distribute or attempt to distribute drugs or drug paraphernalia on School Board property. Violation of this policy will result in immediate inactivation.

### **Technology Acceptable Use Policy – Policy INJD**

All email should pertain to school business. NNPS computer system authorized users have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School Board owned equipment.

### **Tips for Successful Substitute Assignments**

- ✓ Arrive at the school at least 20 minutes prior to when the assignment begins.
- ✓ Remember to clock in at the substitute kiosk in the main office.
- ✓ Check in with the site admin and let them know the name of the teacher you are substituting for that day and confirm your job number.
- ✓ Ask about student passes, bus duty, lunch procedures, dismissal procedures and keys.
- ✓ Ask if there are any special duties associated with the regular teacher's assignment.
- ✓ Find out about building discipline procedures and how to refer a student to the office.
- ✓ Introduce yourself to teachers on both sides of your classroom.
- ✓ Put your name on the board, review the classroom rules and read through the lesson plans.
- ✓ Locate materials which will be needed throughout the day. Study the seating chart and if you don't have one, get ready to make your own.
- ✓ Greet students as they enter the classroom.
- ✓ Remain calm if you encounter any discipline problems in the classroom. Report any major problems to the school office or school security officer.
- ✓ Prepare a written summary for the teacher. If, for any reason, you are not able to carry out the lesson plans, be sure to provide an explanation.
- ✓ Make sure that all dismissal procedures for the school are followed. You are to remain until after the students are dismissed and then check out with the school office.
- ✓ Remember to clock out at the substitute kiosk in the main lobby at the end of the day.
- ✓ Bring a pen, pencil, calculator, post-it notes, paper, snacks, and a small bag or coin purse for your keys, driver's license or other essential items. Do not bring a purse, checkbook, money or credit cards as there may not be a secure place for you to store your personal belongings.

# SUBSTITUTE HANDBOOK INFORMATION

2023 – 2024

## **Cell Phone/Two-Way Communication Devices**

Students are permitted to use cell phones or two-way communication devices in designated areas of the building. Therefore, substitutes should turn off cell phones upon arrival to an assignment and not make or receive calls/ text messages while students are present.

## **Student Early Dismissal Days**

Daily Substitutes follow the student schedule. When the students' day is over the substitute assignment is over. Long-Term substitutes follow the teacher schedule and must report on teacher work days.

## **Safety**

NNPS will provide a safe and orderly place of employment. Employees who experience job related injuries or illnesses that arise out of and in the course of their employment are required to report such events to their immediate supervisor promptly after the occurrence. Form 416-A & B (Report of Occupational Injuries and Illnesses) must be submitted to the immediate supervisor following any injury or diagnosis of a work related injury or illness. If medical treatment is necessary, an employee must select a physician from the approved list on the injury form. Failure to choose and be treated solely by a panel physician, or panel referred physician may result in the denial of payment for previously incurred medical treatment. Refer to Policy GBGD-P for more information.

## **Staff Conduct**

Policy GBEB states "The Board expects that the staff of the school division will strive to set the kind of example for students that will serve them well in their own conduct and behavior. The relationship between the staff and the student should be one of cooperation, understanding, and mutual respect." The following list contains examples of actions that are considered misconduct while on duty either on or off school division property.

- Fighting or the deliberate harming of another.
- Failing to demonstrate regular and prompt attendance.
- Destroying school property intentionally.
- Using obscene language in the presence of students or employees.
- Failing to maintain a professional relationship with a student or employee.
- Having any interaction/activity of a sexual nature or intent with a student.
- Possessing weapons on school division property.
- Being under the influence of alcohol or illegal drugs.
- Behaving in any inappropriate manner which adversely affects the employee's ability to perform his/her duties.
- Furnishing lists of students or parents to anyone selling materials or services.

Substitutes must report to the Superintendent if they have been charged by summons, warrant, indictment or information with the commission of a felony, misdemeanor, or if they are the subject of a Department of Social Services (CPS) investigation into the allegation of child abuse neglect, or a Department of Social Services (CPS) founded disposition of child abuse or

neglect. A written notification should be submitted to the Superintendent no later than the working day following the service of the summons, warrant, indictment or information upon the employee. Failure of the substitute to give the Superintendent written notice may be cause for termination of the employee per Policy GBEB-P: Staff Conduct- Reportable Criminal or Serious Incidents.

## **Corporal Punishment Policy**

Newport News Public Schools views the use of physical contact of any kind as an unacceptable form of discipline. NNPS Policy JKA – Corporal Punishment explains that no teacher, principal or other person will knowingly permit a student to be subjected to corporal punishment. Corporal punishment is defined as the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. **Touching a student in any way to control or modify behavior will result in discontinuation of your service as a substitute. Physical forms of affection are also discouraged.**

## **Incident Reports**

Administrators are responsible for the educational programs at their school locations and have full authority regarding substitute assignments. A school administrator may request that a substitute not be assigned to the school. When possible, the substitute will be informed of this action by Human Resources. If a substitute gets three "Incident Reports", it will result in discontinuation as a substitute with NNPS. One "Incident Report" may result in discontinuation provided the reason is determined to be sufficient by the Human Resources Supervisor. Substitutes who are ineligible to continue employment shall be notified in writing by the Human Resources Office.

## **Attendance**

Punctual and regular attendance is an essential responsibility of each employee. Any tardiness or absence causes problems for students. You are expected to accept assignments once you have been activated in the Substitute Management System. Failure to accept 3 assignments per month may result in removal from the active substitute roster. The Substitute Management System allows you to choose days of availability so there should be no reason, other than illness or emergency that should prevent you from accepting an assignment. You are responsible for calling the school for which you are canceling the job assignment. Any consistent patterns of excessive cancellations, "No Shows" or tardiness will result in removal from the substitute roster. Cancellations will be considered excessive when 5 or more have occurred in any one month. Failure to call the school will be recorded as a No-Show.



## Job Description

**Job Title:** Substitute Teacher (Daily)

**Supervisor:** Principal

### **Job Summary**

Position is responsible for teaching the assigned subject and enabling each student to pursue his/her education in the absence of the regular teacher.

### **Essential Duties**

1. Reports to the designated individual upon arrival at the school.
2. Reviews with the designated school representative the lesson plans and schedules to be followed during the school day.
3. Maintains the established routines and procedures of the school and classroom to which assigned.
4. Teaches the lesson plans outlined by the regular classroom teacher.
5. Assumes responsibility for overseeing pupil behavior in class, during lunch and in other activity periods.
6. Maintains maximum supervision of assigned students at all times.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules and procedures.
9. Remains in the building during the hours assigned as a Substitute.
10. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's Degree preferred. Must have high school diploma or GED with at least 30 semester hours of college credit with a minimum 2.5 GPA. Possess familiarity with the subject(s) being taught. Demonstrate some knowledge of the principles and methodologies of effective teaching. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, sit on the floor, climb stairs, walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Instructional Assistants

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Daily Substitute will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Substitute Name (Print)

Signature

Date



## Job Description

**Job Title:** Substitute Teacher (Long-Term)

**Supervisor:** Principal

### **Job Summary**

The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence.

### **Essential Duties**

1. Teaches content and skills in subject area utilizing curriculum designated by Newport News Public Schools and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
3. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
4. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
5. Evaluates each student's progress in meeting the course standards.
6. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
8. Communicates with parents and school counselors on student progress.
9. Supervises students in assigned out-of-classroom activities during the working day.
10. Participates in faculty committees and the sponsorship of student activities.
11. Administers testing in accordance with division testing practices.
12. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's Degree and 2.5 GPA required. No license is required but preference is given to those eligible for, or in possession of, appropriate Virginia Teaching License in the subject. Possess familiarity with the subject(s) being taught. Demonstrate some knowledge of the principles and methodologies of effective teaching. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, to stoop, sit on the floor, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Instructional assistants

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Long-Term Substitute will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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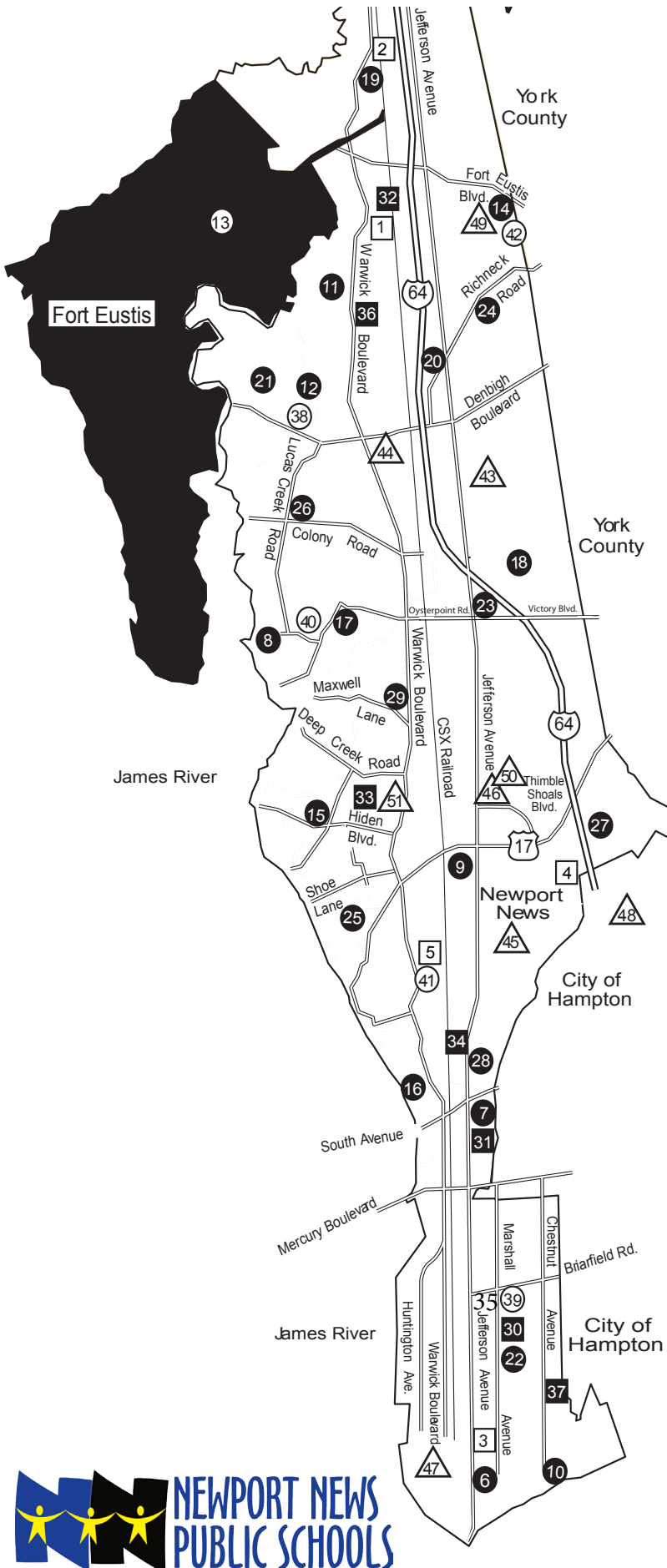
Supervisor Date

**I acknowledge that I have received and read this job description.**

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Substitute Name (Print) Signature Date

# LOCATION GUIDE



## PRE-KINDERGARTEN □

1. Denbigh ECC	15638 Warwick Blvd., 236	886-7789
2. Marshall ECC	743 24th St., 23607	928-6832
3. Watkins ECC	21 Burns Dr., 23601	591-4815

## ELEMENTARY SCHOOLS ●

6. Achievable Dream (at Dunbar-Erwin)	726 16th St., 23607	928-6827
7. Carver	6160 Jefferson Ave., 23605	591-4950
8. Charles	101 Young's Rd., 23605	886-7750
9. Deer Park	11541 Jefferson Ave., 23601	591-7470
10. Discovery STEM Academy	1712 Chestnut Ave., 23607	928-6838
11. Dutrow	60 Curtis Tignor Rd., 23608	886-7760
12. Stoney Run	855 Lucas Creek Rd., 23608	886-7755
13. Gen. Stanford	929 Madison Ave., Ft. Eustis, 23604	888-3200
14. Greenwood	13460 Woodside Ln., 23608	886-7744
15. Hiddenwood	501 Blount Point Rd., 23606	591-4766
16. Hilton	225 River Rd., 23601	591-4772
17. Jenkins	80 Menchville Rd., 23602	881-5400
18. Kiln Creek	1501 Kiln Creek Pkwy., 23602	886-7961
19. Katherine Johnson	17346 Warwick Blvd., 23603	888-3320
20. McIntosh	185 Richneck Rd., 23608	886-7767
21. Knollwood Meadows	826 Moyer Rd., 23608	886-7783
22. Newsome Park	4200 Marshall Ave., 23607	928-6810
23. Palmer	100 Palmer Ln., 23602	881-5000
24. Richneck	205 Tyner Dr., 23608	886-7772
25. Riverside	1100 Country Club Rd., 23606	591-4740
26. Sanford	480 Colony Rd., 23602	886-7778
27. Saunders	853 Harpersville Rd., 23601	591-4781
28. Sedgefield	804 Main St., 23605	591-4788
29. Yates	73 Maxwell Lane, 23606	881-5450

## MIDDLE SCHOOLS ■

30. Achievable Dream Middle & High	5720 Marshall Ave., 23605	283-7820
31. Crittenden	6158 Jefferson Ave., 23605	591-4900
32. Ella Fitz Gerald	432 Industrial Park Dr., 23608	888-3300
33. Gildersleeve	1 Minton Dr., 23606	591-4862
34. Hines	561 McLawhorne Dr., 23601	591-4878
35. Huntington	5800 Marshall Ave., 23605	928-6846
36. Passage	400 Atkinson Way, 23608	886-7600
37. Washington	3700 Chestnut Ave., 23607	928-6860

## HIGH SCHOOLS ○

30. Achievable Dream Middle & High	5720 Marshall Ave., 23605	283-7820
38. Denbigh	259 Denbigh Blvd., 23608	886-7700
39. Heritage	5800 Marshall Ave., 23605	928-6100
40. Menchville	275 Menchville Rd., 23602	886-7722
41. Warwick	51 Copeland Ln., 23601	591-4700
42. Woodside	13450 Woodside Ln., 23608	886-7530

## ADDITIONAL PROGRAMS △

43. Aviation Academy	259 Denbigh Blvd., 20608	886-2745
44. Denbigh Learning Ctr. (GED & Adult)	606 Denbigh Blvd, Ste. 300, 23608	283-7830
45. So. Morrison Learning (GED & Adult)	746 Adams Dr, 23601	928-6765
46. Enterprise Academy	813 Diligence Dr., Ste. 110, 23606	591-4971
47. Juvenile Detention School	350 25th St., 23607	926-1644
48. New Horizons (Hpt)	520 Butler Farm Rd., 23666	766-1100
49. New Horizons (NN)	13400 Woodside Ln., 23608	874-4444
50. Point Option	813 Diligence Dr., Ste. 100, 23606	591-7408
51. Telecommunications	4 Minton Dr., 23606	591-4687

**Newport News Public Schools**  
**Biweekly Pay Periods, Timecard Deadlines and Pay Dates**  
**2023 - 2024 School Year**

**PAY PERIOD**

**TIMECARD DEADLINE**  
**Due by 9 am on Date Listed**

**PAY DATE**

Jun	17	-	Jun	30	2023	***Thurs	Jun	29	Jul	7	2023
Jul	1	-	Jul	14	2023	***Thurs	Jul	13	Jul	21	2023
Jul	15	-	Jul	28	2023	***Thurs	Jul	27	Aug	4	2023
Jul	29	-	Aug	11	2023	***Thurs	Aug	10	Aug	18	2023
Aug	12	-	Aug	25	2023	Fri	Aug	25	Sept	1	2023
Aug	26	-	Sept	8	2023	Fri	Sept	8	Sept	15	2023
Sept	9	-	Sept	22	2023	Fri	Sept	22	Sept	29	2023
Sept	23	-	Oct	6	2023	Fri	Oct	6	Oct	13	2023
Oct	7	-	Oct	20	2023	Fri	Oct	20	Oct	27	2023
Oct	21	-	Nov	3	2023	Fri	Nov	3	Nov	10	2023
Nov	4	-	Nov	17	2023	***Tue	Nov	14	Nov	24	2023
Nov	18	-	Dec	1	2023	Fri	Dec	8	Dec	8	2023
Dec	2	-	Dec	15	2023	***Wed	Dec	13	Dec	22	2023
Dec	16	-	Dec	29	2023	***Tue	Jan	2	Jan	5	2024
Dec	30	-	Jan	12	2024	Fri	Jan	12	Jan	19	2024
Jan	13	-	Jan	26	2024	Fri	Jan	26	Feb	2	2024
Jan	27	-	Feb	9	2024	Fri	Feb	9	Feb	16	2024
Feb	10	-	Feb	23	2024	Fri	Feb	23	Mar	1	2024
Feb	24	-	Mar	8	2024	Fri	Mar	8	Mar	15	2024
Mar	9	-	Mar	22	2024	Fri	Mar	22	Mar	29	2024
Mar	23	-	Apr	5	2024	***Mon	Apr	5	Apr	12	2024
Apr	6	-	Apr	19	2024	Fri	Apr	19	Apr	26	2024
Apr	20	-	May	3	2024	Fri	May	3	May	10	2024
May	4	-	May	17	2024	Fri	May	17	May	24	2024
May	18	-	May	31	2024	Fri	May	31	Jun	7	2024
Jun	1	-	Jun	14	2024	Fri	Jun	14	Jun	21	2024
Jun	15	-	Jun	28	2024	***Thurs	Jun	27	Jul	5	2024
Jun	29	-	Jul	12	2024	***Thurs	Jul	11	Jul	19	2024

**Specific Instructions:**

1. All timecards and memos submitted must be signed and show the employee's name, employee ID number, school or location submitting the information, hours worked, pay period dates and position in school system, if applicable.
2. Timecards lacking all of the necessary information will be returned for completion and could cause delay in pay.

***The dates shown are subject to change due to unforeseen circumstances. All efforts will be take to notify all employees if that action is necessary.***

\*\*\* Changed from normal schedule



**Newport News Public Schools**  
**Fiscal Year 2023- 2024 SUBSTITUTE PERSONNEL COMPENSATION**

CATEGORY	RATE	ACH DREAM RATE	FLSA*
Licensed Teacher Substitute	\$170.00 / day	\$181.72 / day	E
Degreed Teacher Substitute	\$145.00 / day	\$155.00 / day	E
Non-Degreed Teacher Substitute	\$120.00 / day	\$128.28 / day	E
Licensed Site Based Teacher Substitute	\$185.00 / day	\$197.76 / day	E
Degreed Site Based Teacher Substitute	\$160.00 / day	\$171.03 / day	E
Non-Degreed Site Based Teacher Substitute	\$135.00 / day	\$144.31 / day	E
Degreed Long-Term Teacher Substitute	\$185.00 / day	\$197.76 / day	E
Licensed Long-Term Teacher Substitute	\$200.00 / day	\$213.79 / day	E
Substitute School Based Administrator	\$280.00 / day		E
<i>(or previous active School Based Administrator daily rate, whichever is higher)</i>			
Teacher Assistant Substitute/Media Assistant	\$13.00 / hour		N
Substitute For Clerical	\$13.00 / hour		N
<i>Retirees Substituting in Secretarial positions will receive the minimum hourly rate for the position for which they are filling</i>			
Certified SIS Substitute for Clerical	\$15.00 / hour		N
Substitute for Nurse			
<i>RN</i>	\$145 / day		N
<i>LPN</i>	\$120 / day		N
Substitute For Nurse Assistant	\$13.00 / hour		N
Substitute For Security Officer	\$15.00 / hour		N

Substitute Bus Driver (non contracted)	\$20.16 / hour		N
Substitute Educational Interpreters	\$22.00 / hour		N
(Or Rate Based On Current Certification Level)			
Food Services Substitute	\$13.00 / hour		N
Instructional Assistant Substituting For Regular	\$5.00/hour		N
Classroom Teacher			
<i>Per hour added to current pay rate &amp; there is a 1/2 day minimum</i>			
Teacher Instruction during planning period (Classroom Coverage)	\$30.00		E

*\*Fair Labor Standards Act (FLSA) - the federal law that establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers. Employees whose jobs are governed by the FLSA are either "Exempt (E)" or "Nonexempt (N)." Nonexempt employees are eligible for overtime pay. Exempt employees are not.*