



# SUBSTITUTE TEACHER HANDBOOK

## ***Mission Statement***

To serve Christ by partnering with parents to provide  
biblically faithful, academically excellent education

Heritage Christian School does not discriminate on the basis of race, color, gender, age, disability, nationality or ethnicity in its educational programs, activities, or employment practices.

255 Hackberry Street – North Liberty, Iowa 52317 – Phone 319.626.4777 – Fax 319.626.4778 – [www.hcs-nl.com](http://www.hcs-nl.com)

## Welcome to Heritage Christian School

As a substitute teacher for Heritage Christian School, you are considered an integral part of our instructional team. Studies have indicated that by the time a student graduates high school, he/she will have spent a full year under the guidance of a Substitute Teacher. The value of your contribution to the education of our students is significant.

The presence of the substitute teacher must ensure a continuous program of biblically faithful, academically excellent education when the regular teacher must be absent. Your willingness to provide professional service to our students in your role as a substitute teacher is greatly appreciated.

The purpose of this handbook is to assist you and present important guidelines that will enable you to make substitute teaching a rewarding experience. Please feel free to contact me or any of the other individuals listed below with any questions you have regarding your role as a substitute teacher.

Blessings,

*Lisa Turnbough*

Lisa Turnbough  
Director of Finance

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### School Address

255 Hackberry Street  
North Liberty, IA 52317

### Office Hours

Monday – Friday  
8:00 am to 3:30 pm

**Phone:** 319.626.4777

**Fax:** 319.626.4778

**Website:** [www.hcs-nl.com](http://www.hcs-nl.com)

### School Hours

Monday - Friday  
8:15 am to 3:15 pm

### Contacts

Scott Montgomery, Head of School  
[montgomerys@hcs-nl.com](mailto:montgomerys@hcs-nl.com)

Kathy Schallau, Secretary  
[schallauk@hcs-nl.com](mailto:schallauk@hcs-nl.com)

Lisa Turnbough, Finance Director  
[turnboughl@hcs-nl.com](mailto:turnboughl@hcs-nl.com)

Brenda Wichhart, Administrative Asst.  
[wichhartb@hcs-nl.com](mailto:wichhartb@hcs-nl.com)

## Required Documentation for Substitute Teaching

### 1. Application Process

- All candidates interested in substitute teaching must submit an application.
  - Applications may be found online through the school's website ([www.hcs-nl.com](http://www.hcs-nl.com)) or in the school office.
- Once an application has been submitted, the candidate will be contacted by the Head of School for an interview.

### 2. Screening Process

- All candidates will be required to submit to a criminal background check. The link may be found on the school's website under "Volunteer Application."
- To submit an application, select "Employee." Under the "Employee" heading, select "Substitute Teacher." Select "Proceed."
- Once the application is submitted, it will be processed by the school's Finance Director.
- After the results are verified, you will be notified by the school's Finance Director.

### 3. Sources of Identification

- For purposes of employment eligibility verification, you are required to provide a copy of the following sources of identification:
  - Passport or
  - Social Security card and Driver's License

### 4. Payroll Forms (provided by the Finance Director)

- All candidates will be required to submit the following payroll forms:
  - Form I-9 Employee Eligibility Verification
  - Federal W-4 Federal Withholding
  - Iowa W-4 State Withholding

## Eligibility Requirements

To be approved to substitute teach at Heritage Christian School, individuals must possess, at a minimum, a valid high school diploma or GED. An associates or bachelor's degree is preferred. Candidates must also have a valid substitute-teaching license or a substitute-teacher authorization certificate.

Prospective substitute teachers are not required to have a valid teaching license through the State of Iowa (or any other state); however, a valid teaching license is preferable for candidates interested in long-term substitute positions.

## Payment Information

Substitutes are responsible for recording time worked on a time sheet. Checks will be processed and delivered on the school's payroll days, the 15<sup>th</sup> and 30<sup>th</sup> of each month. At the end of your last shift, please sign the time sheet and place it in the Finance Director's box in the teacher's lounge.

## Pay Scale

Substitutes are paid at an hourly rate and distinguished by the following three categories: short-term sub, long-term sub, and full-time hire. A substitute employed for less than ten (10) days will be considered a short-term sub and will receive \$14.00 per hour with no benefits.

A substitute employed for more than ten (10) consecutive days, but less than eighteen (18) weeks will be considered a long-term sub. Long-term subs receive \$15.50 per hour with personal time depending on how long they are employed in the same assignment. Long-term subs who work at least six (6) weeks, but less than eleven (11) weeks in the same assignment will receive two (2) days to be used as personal or sick days. Long-term subs who work more than eleven (11) weeks but less than eighteen (18) weeks in the same assignment will receive three (3) days to be used as personal or sick days.

A substitute employed for more than eighteen (18) consecutive weeks in the same assignment will be considered a full-time hire. Pay rates for full-time hires will be based on a combination of experience and the amount of consecutive days worked in the same assignment, but will not receive less than \$16.00 per hour. Full-time hires who work more than eighteen (18) consecutive weeks will receive three (3) sick days and (1) personal day.

## Duties, Responsibilities and Expectations

Being on call and ready to teach, sometimes with very little notice, is a significant undertaking. Your willingness and readiness to accept a position indicates your understanding of the schools' need for continued systematic instructional activity in an exemplary school structure.

Unless otherwise specified, substitute teachers should arrive no later than 8:00 am and leave no earlier than 3:30 pm. At the beginning of the day, substitutes should report to the office to indicate their arrival. Time sheets may be retrieved at that time in the staff lounge.

The role of a substitute teacher is to uphold the same classroom procedures as the classroom teacher. The substitute teacher has the same responsibilities and duties as the classroom teacher, such as recess duty and are expected to follow the lesson plans provided by the classroom teacher. Discipline should be maintained and students held accountable for their work and behavior. If discipline problems arise and instruction was not provided concerning management of discipline issues, the Head of School should be notified. Substitute teachers should comprise notes for the classroom teacher about their day. More information should be found in the classroom teacher's guide for substitute teachers.

## Dress Code

Substitute teachers are required to adhere to the same dress code as the faculty and staff. As stated in the Faculty Manual, "A professional appearance is required when choosing clothes for work each day and for school functions. Clothing should be considered professional attire and should be appropriate for the requirements of the job and the nature and scope of activities and contacts with other persons. As spiritually mature believers, faculty and staff at Heritage Christian School should consider the following the standard when dressing for work:

### *CORAM DEO*

Before the Face of God  
We are to live *all of life*  
In the presence of God

Under the authority of God  
And to the honor and glory of God.

To abide by this standard, employees of Heritage Christian School must know what God says about the way we present ourselves to society and the considerations that should be made when choosing how best to adhere to professional dress standards.

### **Instructions from Classroom Teachers**

Substitute teachers will be provided appropriate instructions and information to carry out the expectations of the day or the extended period of time in the classroom. Classroom teachers are to provide a substitute folder, including, but not limited to:

- A substitute feedback form (digital copy available from the Head of School)
- A class list for manual attendance taking
- A seating chart (if applicable)
- Current lesson plans
- Extra work or ideas to fill time
- A list of helpful students
- Class schedule (including specials)
- Teacher duties the substitute needs to cover (recess, bathroom duty, etc.)
- Fire/tornado drill procedures
- Any special notes to help the sub (including names of students with special needs).

If a substitute folder cannot be located in the classroom, promptly see the Head of School or the Administrative Assistant.

### **Active Substitute List**

To remain on the active substitute list, substitute teachers must notify the school secretary by the beginning of each school year. In order to maintain accurate records, substitute teachers are also responsible for notifying the school secretary with any change in name, address, phone number, and email address. At any time, a substitute teacher would like to be removed from the active substitute list, the school secretary should be contacted.