

2/5/2013

Expectations of Substitutes in the TST BOCES districts.

If you substitute in Candor, Dryden, Groton, Ithaca, Lansing, Newfield, Trumansburg, South Seneca and/or TST BOCES, you are expected to have read, understand and adhere to the following expectations that include but are not limited to:

- ❖ Update your information on all applications and at each district as changes occur.
- ❖ Send a copy of your certification to applicable districts if this information was not included with the original application.
- ❖ Complete the Substitute Registry Profile form and submit to:
 - Nora Starr
 - TST BOCES - SUBFINDER
 - 555 Warren Road
 - Ithaca, NY 14850
- ❖ Update your Substitute Profile as needed.
- ❖ Honor your job acceptances and report for work on the designated day. Last minute cancellations leave the classes without coverage. ***If you are ill or unable to fill a job you've accepted you must cancel out in the subfinder system no later than six hours prior to the start of the job and contact the school secretary.***
- ❖ Dress appropriately as an adult role model for students.
- ❖ There is NO SMOKING in schools or on school property at any time.
- ❖ Report for work at the specified time or immediately notify the school secretary at the school you are working for that day that you will be late.
- ❖ Immediately upon arrival at the school, sign in with the secretary.
- ❖ Expect the unexpected with flexibility. For example, the school may change your assignment upon arrival or may ask if you are available for additional days.
- ❖ Follow the teacher's lesson plans and any other instructions that are left for you.
- ❖ Remain in the building until the specified time or notify the school secretary or administrator if you must leave the building.
- ❖ Be present in the classroom. **DO NOT USE YOUR CELL PHONE, READ THE NEWSPAPER, and OR SURF THE INTERNET** during class time.
- ❖ Maintain a safe environment by using good classroom management techniques. Remain calm, avoid escalating conflicts and refrain from physical contact. Learn school procedures for times when you need help.
- ❖ Keep personal issues and beliefs to yourself. The students are not your friends; behave as the adult in charge.
- ❖ Be physically able to navigate the school to avoid tardiness to your next class.
- ❖ At the end of the day; sign out, return any keys you may have needed for the day, and leave a report for the absent teacher.
- ❖ ***If you no longer want to be a substitute you must contact the Human Resource Dept. in the districts you are board approved in to have your name removed from the system.***

If you should have questions regarding SubFinder, please contact Nora Starr @ 607-257-1551, ext. 330 or questions regarding school procedures, please contact that school directly.

Failure to meet these expectations may result in removal from any or all building and district lists.

Thank you for doing everything possible to make the substitute experience as positive for the school and students as it is for you.