

**THE VIRGIN ISLANDS  
DEPARTMENT OF  
EDUCATION**



**SUBSTITUTE TEACHER HANDBOOK**

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**THE MISSION OF THE VIRGIN  
ISLANDS DEPARTMENT OF  
EDUCATION (VIDE) IS TO PROVIDE A  
SAFE AND NURTURING  
ENVIRONMENT, HIGH QUALITY  
INSTRUCTION, AND CONTINUOUS  
SUPPORT SO ALL STUDENTS  
SUCCEED IN COLLEGE AND CAREERS  
AS CITIZENS IN A GLOBALLY  
DIVERSE WORLD.**

## **Substitute Employment Requirements**

In order to be Substitute Teacher, an individual must have acquired a Bachelor's degree or higher from an accredited University or College.

Substitute Teachers must complete the application process at the Virgin Islands Department of Education and have the following documentation on file to be eligible to substitute teach:

- Substitute Application
- Resume
- Official college /university transcript(s) (transcript must state that the degree was conferred and the date the degree was conferred degree
- Three (3) employment or personal references
- Completed criminal records check (submitted every calendar year)
- I-9 Form
- Confidentiality Statement (signed)
- Substitute Teacher Acknowledgment Form

### **Employment Process**

After the completion of the approval process to serve as a Substitute Teacher in the Virgin Islands Department of Education, the Division of Human Resources will notify the applicant with written notification of approval. Additionally, a list of the approved substitutes will be submitted to the Office of the Insular Superintendent and the Administrator of each school. The Superintendent, Principal or designee will then contact substitutes on an as needed basis. Substitute Teachers are required to attend an orientation or professional development session that will cover school procedures and other relevant topics.

### **General Procedures and Responsibilities for Substitute Teachers**

Professionalism is required of all employees of the Virgin Islands Department of Education. As a Substitute Teacher, classroom instruction and professionalism are essential to complete your assignment. The following general procedures and responsibilities will guide the Substitute Teacher, Superintendent, Principal or designee.

**Substitute List:**

The Division of Human Resources shall maintain a list of qualified Substitute Teachers. The Superintendent, Principal or designee shall only select substitutes from this list.

**Retired Teachers:**

Retired Teachers may apply to be placed on the Substitute Teacher list.

**Length of Duty:**

Substitute Teachers shall observe a schedule of no more than 6.5 hours per day on the secondary level and 6 hours per day on the elementary level. The Substitute Teacher will continue to report for duty until the assignment is completed or until they are relieved as communicated by the Superintendent, Principal or designee.

**Substitute Salary and Payment Schedule:**

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Virgin Islands Department of Education.

**Substitute Pool Inclusion:**

Substitute Teachers on the Substitute Listing shall be notified in writing by the Division of Human Resources on or before **May 15<sup>th</sup>** of each school calendar year as to whether they will or will not be included on the Substitute Listing for the following school year.

*Substitute Teachers will be selected on a year to year basis and placement on our substitute listing does not suggest or guarantee a teaching assignment in the current or subsequent school year.*

**Preparing for Substitute Assignment:**

In most instances, Substitute Teachers will find that the classroom teacher left detailed lesson plans. However, in instances where the teachers did not leave lesson plans, It is the substitute's responsibility to meet with the Principal and grade level teachers to gather student lessons and activities for the day, week etc. Substitute Teachers should plan on arriving early and checking into the school office immediately upon arrival. The office staff should provide the classroom key(s), maps of the school, duty schedules, class schedules, emergency procedures, lunch procedures, school rules, etc. Substitute Teachers should become familiar with this information as soon as possible.

**Leaving a Comprehensive Report:**

Regular classroom teachers would like to be kept abreast of how the day went. The names of students who were helpful, who may have been a particular challenge, information about the tasks completed, and any other relevant information should be shared with the regular classroom teacher.

**Substitute Teacher Evaluation:**

Substitute Teachers assigned to the same school location for **30 or more days** will be evaluated by the School Administrator based on the Substitute's performance during the assignment period.

**Grading Student Papers:**

Substitute Teachers should follow the directions of the classroom teachers when it comes to grading students papers. If there are specific instructions from the regular classroom teacher, and the substitute teacher sufficiently understands the work to be graded, then the substitute teacher should grade the student papers prior to leaving for the day. At a minimum student papers should be organized so the classroom teacher can readily grade them upon return.

**Taking Roll:**

Substitute teachers are required to ensure accurate student attendance accounting each class period. Missing students should be reported to the school office immediately. Do not assume that other students' explanations for a student's whereabouts are accurate. Be sure to check the notes of students who were absent the previous day and leave detailed notes for the regular teacher.

**Accidents and Student Injuries:**

Accidents and student injuries must be reported to the office immediately. A student may need to be sent to the office for assistance while the Substitute Teacher attends to the injured student. If in doubt about moving an injured student, do not move the student and wait until appropriate personnel arrives. An accident form should be filled out and filed in the office on the day of the accident. The student's teacher and administrator should contact the parent to inform them about the details the accident.

**Lunch/ Break Time:**

When applicable you will be responsible for escorting your students to lunch, special classes, assemblies, drills etc.

If some of your students stay inside, travel to the lunch area, or they are given a class break, they must remain under the supervision of official school personnel.

**Lack of student supervision is unacceptable at any time. Check with the school's Administrator for procedures at your assigned school**

**Restroom Facilities:**

Monitor this area closely, especially as elementary students use these facilities in groups going to and from special subject classes, the cafeteria, etc. Limit the number of students using the restroom at one time.

*Please stress cleanliness, safety and health, as well as responsibility for our building facilities.*

**Student Handbook:**

All Substitute Teachers must be thoroughly familiar with each school's Student Handbook. Substitute Teachers will be provided with a tangible copy or a link to an electronic copy of this document.

**Student Supervision:**

Instructors should not leave their students in a classroom unattended without supervision. Substitute Teachers are responsible for the supervision of all students in their assigned classroom during the assigned period of instruction.

Allowing your students to leave the classroom without supervision, except for brief bathroom breaks or emergency, is prohibited. A Substitute Teacher may be found liable in cases where their assigned students are injured while improperly supervised.

**Reporting Dangerous Situations:**

If the existence of a dangerous situation is observed, it is critical that the Substitute Teacher report the problem to school officials as soon as possible. Dangerous situations can include unsafe equipment, unknown objects, student confrontations, substance abuse, unknown persons in building, etc.

**Missing Students:**

Missing students should be reported to the office immediately.

**Release Students:**

Students should not be released to anyone other than school personnel, unless written permission from office staff is presented.

**Confidentiality:**

Substitute Teachers need to be diligent in protecting the privacy rights of students. Any request for information regarding students from outside school sources should be referred to the school principal.

**Child Abuse Reporting:**

If any abuse of a child is suspected, concerns must be reported to the proper legal authorities. Substitute Teachers who suspect child abuse should seek the guidance of school administrators.

**Students on Medication:**

Students who bring medication to class should be referred to the school office immediately. Substitute Teachers should refrain from administering any medication, including aspirin to students.

**Student Searches:**

Students may not be searched without reasonable suspicion. Because of the potential ramifications of a student search, Substitute Teachers are advised against conducting searches and are strongly encouraged to let school administrators handle such situations.

**Student Teachers and Paraprofessionals:**

The Substitute Teacher takes the place of the regular classroom teacher and has full responsibility of the class when a student teacher or paraprofessional is present. A student teacher or paraprofessional can be of great value in implementing the teacher's lesson plan and the substitute teacher should use these individuals to his or her advantage.

***Remember: A Substitute Teacher is responsible for the care and welfare of all students in the assigned class. Safety is priority***

**Code of Conduct for Substitute Teachers**

As a Substitute Teacher with the Virgin Islands Department of Education, it is important to understand the roles and expectations of an instructor. The following section outlines areas that are of particular importance to substitute teachers.

**Relating to Others:**

The ability to relate to others is essential. Substitute Teachers should treat students, parents and staff in a friendly, courteous and respectful manner.

**Commit to Positivity:**

Substitute Teachers should speak positively at all times about students, other teachers and or about the class or school. Positivity is uplifting and energizing/motivating and results in the substitute teacher developing a positive relationship with students, parents and colleagues.

**Dressing Professionally:**

Substitute Teachers are expected to dress appropriately and to serve as role models. Shirts, ties, dress pants and dress shoes are most appropriate for men. Appropriately cut dresses and blouses, pant suits and women's slacks are appropriate for women. Short dresses, low cut blouses or t-shirts are not deemed to be professionally appropriate.

**Sexual Harassment:**

Sexual harassment (use of sexually explicit language, request for sexual favors, sexually graphic materials/language, or the creation of a sexually hostile work environment) between and/or among students or staff is legally prohibited and should be reported immediately to the appropriate school administrator.

**Touching Students:**

Substitute Teachers should exercise caution in touching students. Hugging, putting your arms around students, patting or touching students, inappropriately, can easily be misunderstood and can place a Substitute Teacher at legal and professional risk.

## **Substitute Teacher -Job Description**

### **POSITION: SUBSTITUE TEACHER**

#### **DESCRIPTION**

A Substitute Teacher is very vital to our students, school staff and to the community. Substitute teachers are not committed to any specific school, but rather **steps in at a moment's notice** and helps to maintain continuity. While the absence of the regular teacher can mean an interruption of the educational program, the Insular Superintendent, Principal or designee will utilize the substitute list to contact a qualified, approved, and well prepared Substitute Teacher to ensure that no class is left uncovered on any given day, for no longer than two class periods from the start of each day.

#### **DUTIES AND RESPONSIBILITES (NOT ALL INCLUSIVE)**

- Reports to the school office when contacted to sign in and pick up required material/schedule of classes and the end of the school day to return materials;
- Carries out a program of study prescribed in the lesson left by the classroom teacher;
- Creates a classroom environment that is conducive to learning and appropriate to the maturity of the students;
- Guides the learning process towards the achievement of the curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned;
- Maintains a neat and orderly classroom; straightens chairs, tables, clears chalkboard, etc.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned;
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulation pertaining to teacher and students;
- Maintains a professional appearance as an example to students;
- Takes attendance in accordance to school procedures;
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives;
- Ensures that students are never left unattended in the classroom;
- Knowledge of procedures for referring students with disciplinary problems;
- Takes all necessary and reasonable precautions to protect students; equipment, materials and facilities;
- Performs other related duties consistent with the position as directed by the respective Principal or Superintendent.

#### **MINIMUM EDUCATIONAL QUALIFICATIONS**

- Bachelor's Degree or higher and a 2.5 or above GPA

#### **TERMS OF EMPLOYMENT**

- On an as needed basis only  
Written complaints made by a Superintendent or School Principal will be evaluated on a case by case basis and may result in the removal of the individual from the Substitute Teacher listing

**No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age."**

# Substitute Teacher Evaluation



## Department of Education Division of Human Resources

1834 Kongens Gade  
St. Thomas, VI 00802  
Phone: (340) 774-0100  
Fax: (340) 774-2915

2133 Hospital Street  
Christiansted, VI 00820  
Phone: (340) 773-1095  
Fax: (340) 779-8995



## Substitute Teacher Evaluation Form

<b>Substitute Teacher Name</b>	<b>Date</b>		
<b>Principal Name</b>	<b>School</b>		
<b>Full-Time Teacher Name</b>	<b>Grade/Subject</b>		
<b>Please rate the substitute teacher on the following items:</b>			
	<b>Yes</b>	<b>No</b>	
Followed lesson plans?			
Provided favorable learning situation?			
Used acceptable methods of classroom control?			
Projected favorable attitude while teaching?			
Left summary of work covered?			
Left the classroom in an orderly condition?			
Readily adapted to substitute teaching situation?			
Received favorably by students?			
Cooperated with school staff?			
Arrived on time and observed school schedules?			
<b>Strengths:</b>			
<b>Weaknesses:</b>			
<b>Performance Summary:</b>	Excellent	Satisfactory	Unsatisfactory
Recommended for continued substitute teacher employment?	Yes	No	
<b>Additional Comments:</b>			
School Administrator: _____ Date: _____			