

SUBSTITUTE HANDBOOK



MONTROSE COUNTY SCHOOL DISTRICT RE-1J
930 COLORADO AVE
MONTROSE, CO 81401
PHONE: (970) 252-7916 FAX: (970) 249-7173

WELCOME

TO

MONTROSE COUNTY SCHOOL DISTRICT

Greeting MCSD Substitutes,

Welcome to Montrose County School District's classified and licensed substitute program. Montrose County School District serves around 6,000 students with 14 sites that need substitutes.

We value our hard-working substitutes who contribute to student achievement through their commitment. This handbook is designed to help prepare you for this important job.

Please feel free to contact us at any time about questions you may have about the substitute program. You are a vital part of our education system and we appreciate you. Thank you for subbing in MCSD!

Sincerely,
MCSD Human Resources Team

PREFACE

THIS HANDBOOK AND ALL POLICIES AND OTHER INFORMATION INCLUDED IN THIS DOCUMENT DOES NOT CREATE A CONTRACT, EXPRESSED OR IMPLIED, BETWEEN MONTROSE COUNTY SCHOOL DISTRICT RE-1J AND ANY EMPLOYEE OR EMPLOYMENT CANDIDATE

SUBSTITUTE EMPLOYMENT IS AT-WILL, MEANING THAT THE EMPLOYEE OR MONTROSE COUNTY SCHOOL DISTRICT RE-1J MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT ADVANCE NOTICE.

NOTICE OF NONDISCRIMINATION

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Montrose County School District RE-1J, does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Harassment, if it rises to the level described in state law, is a prohibited form of discrimination. Complaint procedures have been established for students, parents, employees and members of the public as follows: Policy AC-R-1: Students; Policy AC-R-2: Employees, Applicants for Employment and Members of the Public; Policy AC-R-3: Sex-based Harassment (Title IX). The following person has been identified as the compliance officer for the district: Michelle Pottorff, Director of Human Resources Montrose County School District RE-1J, P. O. Box 10,000, 930 Colorado Ave, Montrose, CO 81402, Phone: 970-249-7726, Michelle.pottorff@mcsd.org

REASONABLE ACCOMMODATIONS

Reasonable accommodations can be provided. Contact the Human Resources Department.

PHONE DIRECTORY

Michelle Pottorff.....HR Director.....	970.252.7905
Cayla Marx.....Risk Management & Benefit Manage.....	970.252.7915
Danice Kindall.....HR Generalist.....	970.252.7906
Erika Lopez.....HR Administrative Assistant.....	970.252.7916
Ben Stephenson.....Recruitment, Retention, & Wellness Coordinator.....	970.901.4044
Drew PokornyPayroll Manager.....	970.252.7911
Early Childhood Center.....	970.249.5858
Johnson Elementary School.....	970.249.2584
Northside Elementary School.....	970.249.2554
Pomona Elementary School.....	970.249.2514
Cottonwood Elementary School.....	970.249.2539
Oak Grove Elementary School.....	970.249.6867
Olathe Elementary School.....	970.252.7940
Columbine Middle School.....	970.249.2581
Centennial Middle School.....	970.249.2576
Montrose High School.....	970.249.6636
Olathe Middle High School.....	970.249.7950
Peak Virtual Academy.....	970.252.7928
Outer Range.....	970.249.7726
Black Canyon High School.....	970.252.7913

MISSION STATEMENT

The Montrose and Olathe School District will ensure that all students have a safe and academically rigorous environment in which to learn. All Students entering our high schools will graduate with the life skills and knowledge required to enter the workforce, begin a career, attend college or other post-secondary education opportunities of their choice, without remediation.

SAFETY & SECURITY

Montrose County School District takes the safety and security of our staff and students very seriously. The district began receiving online Alice Training annually since 2019, it provides effective active shooter training and tools to support preparedness during school safety drills and exercises. All substitutes will have access to Alice and substitutes are highly encourage to participate and complete all courses.

BOARD POLICIES

This handbook is not all-inclusive and does not contain in detail all Board Policies. All policy and regulation revisions are subject to Board approval and may change without advance notice. All policies are located on the district website at <https://www.mcsd.org/BoardMinutesandPolicies.aspx>.

STAFF CONDUCT – BOARD POLICY GBEB

“As representatives of the district and role models for students, all staff must demonstrate and uphold high professional, ethical and moral standards. Staff members must conduct themselves in a manner that is consistent with the educational mission of the district and must maintain professional boundaries with students at all times in accordance with this policy’s accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.”

DRESS CODE – BOARD POLICY GBEB A

“All school district employees project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates. The principal has the final authority to decide what is professional attire.”

ALCOHOL AND DRUG-FREE WORKPLACE – BOARD POLICY GBEC

“The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use, or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.”

TYPES OF SUBSTITUTE & REQUIREMENTS

Montrose County School District (MCSD) employs two types of substitutes:

A **Licensed Substitute** replaces a classroom teacher in the event of an absence. Licensed substitutes must hold a valid Colorado teaching license or a Colorado substitute authorization. Licensure is issued from the Colorado Department of Education (CDE).

A **Classified Substitute** replaces a paraprofessional, custodian, or secretary. No teaching license is required for classified substitutes.

*Licensed substitutes are automatically eligible to work as classified substitutes.

LICENSURE

The State of Colorado requires substitutes working in a licensed position to hold a valid Colorado teaching license or a valid 1-year, 3-year, or 5-year Colorado substitute authorization. Only the Colorado Department of Education (CDE) issues licenses/authorizations. For more information regarding licensure in the State of Colorado, you can visit the Colorado Department of Education website at https://www.cde.state.co.us/cdeprof/licensure_subapp.

It is the substitute's responsibility to ensure all CDE requirements are met, and all licenses or authorizations are current. While the district will make every attempt to notify the employee of an expiring license, it is the substitute's responsibility to maintain a current authorization or license while working. Failure to maintain a current authorization or license will result in immediate removal from the active sub list.

ABSENCE MANAGEMENT

Montrose County School District uses Frontline's Absence Management for our entire substitute tracking needs. Absence Management is an automated absence management and substitute placement system from Frontline Technologies.

New substitutes will receive an email invitation with a link to create your username and password. Once registered, substitutes have the ability to set personal work schedules, review available jobs to either accept or decline. Absence Management has an automated calling system and an app that can be downloaded on your cell phone. More information will be provided during the substitute onboarding meeting.

CALLING PERIODS

Same Day Jobs: 5:45 am - as late as necessary

All Future Jobs: 5:00 pm - 9:00 pm weekdays and Sundays (does not call on Friday & Saturday). *The evening callout is for all future jobs. This can be for the next day, next week, next month, or next semester assignments.

SUB PROFILE

Upon hire, subs will indicate preferences of schools and job classification (licensed vs classified). Updated profile can be submitted as needed throughout the school year by emailing Erika Lopez at erika.lopez@mcsd.org

AVAILABILITY

Once registered in the Absence Management System, subs can modify their schedule and block out dates of unavailability. That feature is located under the "Non-Working Days" tab once logged in to your substitute account.

AUTOMATED DIALER

When the system calls, it will identify itself, provide information on the assignment which you can accept or decline. If you accept, you will need to enter your 4 digit PIN.

ONLINE & APP ACCESS

Frontline Education system is also accessible online and through an app on your phone. Subs may access the system to view future/past jobs, and search for upcoming available jobs. Download on Apple or Android by searching Frontline Education in the store.

DAILY SCHEDULE

Licensed Subs: A full-day licensed assignment is more than 4 hours and a half day is 4 hours or less. Licensed subs follow the specified hours that are provided with the job assignment in Frontline Absence Management. Subs should arrive with enough time to check in with the main office and be to the classroom by the designated start time. **Please note school start and end times vary by location and are noted on your assignment.**

Plan Periods: Licensed subs should check in with the main office during the absent teacher's plan period. During a plan period, the sub may be placed in another classroom that needs a sub. If there are no classrooms in need of coverage, the school - under direction of the principal or secretary - may ask the substitute to help with other duties. This may include clerical, supervision, and or other duties assigned.

Classified Subs: Classified subs follow the specified hours provided in Frontline Absence Management. Subs should arrive with enough time to check in with the main office and be to the classroom by the designated start time.

*It is at the school's discretion to change the substitute assignment if there is a higher need in another area or classroom.

SAME-DAY CANCELLATIONS

If you must cancel an assignment on the same day it is assigned, please do so as soon as possible. In addition to cancelling out of the job in Frontline Absence Management, **please call the school** so they are aware of the short notice change. **Excessive same-day cancellations may result in a review and possible removal of substitute status at that school site and or district.**

ARRIVING AT SCHOOL

All sub assignments begin by checking in with the main office. The office staff will direct you to the classroom. Please ensure you are wearing your substitute badge at all times.

RESPONSIBILITIES OF A SUBSTITUTE

It is your responsibility to move the learning process forward and maintain continuity in the instruction. As a substitute, you are charged with the welfare of the children. The substitute is expected to maintain good order wherever assigned and create classroom conditions conducive to a good learning situation.

As a qualified substitute, you have the responsibility to always adhere to the same high standards of conduct and professionalism expected of all staff members.

The roles of substitutes are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher/paraprofessional. A substitute has the same responsibilities and the same duties as a regular staff member.

LESSON PLANS - CLASSROOM INFORMATION

Licensed substitute teachers should follow any lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in the daily curriculum.

If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare a thorough lesson plan. If you have any questions or need additional information in order to adequately carry out classroom lesson plans, contact the front office staff as soon as possible.

CLASSROOM ETHICS

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student or situation as a result of being a substitute is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitutes are representatives of Montrose County School District.

Personal religious or political beliefs, philosophies, and opinions may not be imposed upon the students. Substitutes may not distribute religious, political, or commercial materials to students.

ACTIVE SUBSTITUTE STATUS REQUIREMENT

To maintain an experience and well-trained substitute staff pool, the Human Resources Department requires all substitutes to work a minimum of ten (10) days during the school year. Substitutes who do not work a minimum of ten (10) days during a school year will be removed from the Absence Management system and will be required to reapply if interested in substituting in the future.

ID BADGES

All substitutes are issued and are required to wear a district substitute account. Badges are to be worn in a visible manner when on district property. If you encounter badge issues, please inform the schools secretary for a technology ticket to be submitted. A lost badge must be reported immediately to the Benefits Manager at 970-252-7915. There is a replacement charge of \$25.00.

CELL PHONE

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision.

COMPENSATION

Licensed Substitute - Daily rate of \$140.00 for the full-day & \$70.00 for the half-day

Classified Substitute - Hourly rate of \$15.50 an hour

Current Colorado minimum wage - \$14.42 an hour

Long-term substitute rates after 21 consecutive days in the same assignment are as follow. Licensed substitutes - \$269.66 per full-day and Classified substitutes - \$15.75 an hour.

Colorado PERA contribution (mandatory benefit) for employees and substitutes is at 11%. Montrose County School District does not pay into Social Security.

PAY PERIODS & PAYDAY

Pay periods run from the 11th of the month to the 10th of the following month. Payday is on the 25th of each month. If the 25th is on a weekend or holiday, payment will be submitted the business day before. Substitute pay is an automated process which links the substitute system to the payroll system and Earnings Statement are be mailed.

HEALTHY FAMILIES & WORKPLACE ACT

Effective July 1, 2022, Substitutes qualify to receive one hour of paid sick leave for every 30 hours worked, up to 48 hours per year. Substitutes are allowed to use their paid sick leave as it accrues with the ability to roll over up to 48 hours of unused paid sick leave from year to year. This leave must be used when canceling a substitute assignment due to the reasons listed below. Substitutes must follow the cancellation procedures when requesting sick leave. MCSD will be using a Google Form for substitutes to request their paid sick leave and the link is available on the district website at www.mcscd.org. If a substitute gets hired, the accrued leave will not roll over as part of employee leave.

INJURIES AT WORK

Accidents or injuries must be reported immediately to the schools secretary at which the accident or injury happened. The substitute will be asked to fill out paperwork that needs to be emailed, faxed, or dropped off with the Risk Manager, Cayla Marx. The secretary may assist with the submission of the forms.

SUBSTITUTE POOL WITHDRAWAL

Please notify the HR Administrative Assistant by email if you wish to have your name removed from the substitute list.

HEALTH

Only the school nurse or other appropriate health personnel can administer medication, not the classroom teacher or substitute teacher. Accidents or injuries must be reported to the health office immediately. If a student becomes ill, the student should be sent to the health office accompanied by someone, and the substitute should follow up to verify status.

CONFIDENTIALITY

It is unprofessional to disclose confidential information about students and staff. Substitutes should avoid comments about individual students that convey private information: grades, medical condition, learning or discipline problems, etc.

DISCIPLINE

The expectation is that hands are not placed on students. A substitute may never use inappropriate language, name calling, or harsh words with students. When in doubt about handling a situation, refer the student to the front office. A substitute may call on a neighboring teacher or the front office for assistance.

PROFESSIONAL DEVELOPMENT

COLORADO DEPARTMENT OF EDUCATION

SUBSTITUTE BOOTCAMP

You can make a difference in the lives of children by serving as a substitute teacher! The Substitute Boot Camp is a FREE virtual course that will prepare you to be successful throughout your substitute career, from day one on the job. This course is an excellent resource for current and future substitutes who will learn about their roles and responsibilities, including:

- Understanding and executing academic lesson plans
- Preparing lesson plans when lesson plans aren't available
- Building student relationships and developing classroom management skills
- Following school procedures and responding to emergencies

Substitute Boot Camps are facilitated in the online course system Moodle. Once you register using the form below, you will receive an email from Moodle within 5 business days on how to finish setting up your account and how to access your course. After that, you can complete the course at any time. It should take about two hours to complete.

[Access the course outline to learn more about the Sub Boot Camp Moodle course.](#)

Registration

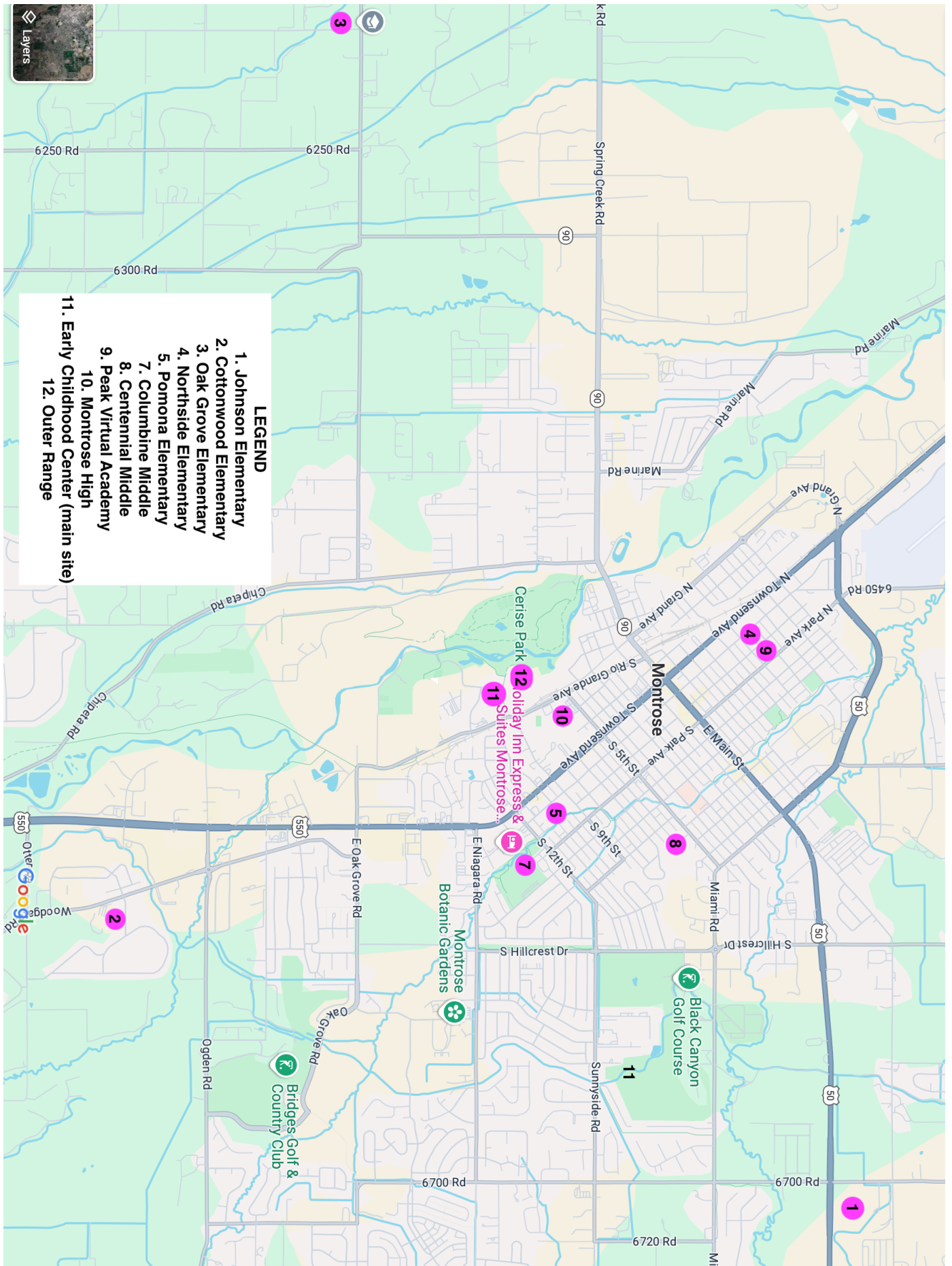
[Click here to register for the new Moodle course.](#)

SUBSCHOOL

"Welcome to Substitute Teaching" is a free course that will set you up for a successful start to your substitute teaching journey. The curriculum is based on the Substitute Teacher Competency Framework. [Visit SubSchool.org to get started.](http://SubSchool.org)

MAP & LOCATION INFORMATION

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