



SUBSTITUTE EMPLOYEE HANDBOOK

2023 – 2024

These materials are presented with the understanding that the information provided is not legal advice. Information contained in these materials may become outdated. Our county website contains all the latest versions of our policies.

www.boe.mine.k12.wv.us

MINERAL COUNTY SCHOOLS
SUBSTITUTE EMPLOYEE HANDBOOK

Mission: Success for all students - no exceptions, no excuses

This handbook is furnished as a source of information to those who have been approved by the Mineral County Board of Education as a substitute employee. We appreciate your hard work and dedication as we strive to provide a positive learning environment for all students.

EQUAL OPPORTUNITY

The Board of Education does not discriminate in the employment of staff on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability, or any other characteristic protected by law (collectively, "Protected Classes) in its employment practices. (See West Virginia State Board of Education Policy 4373)

EMPLOYEE CODE OF CONDUCT

The Mineral County Board of Education recognizes that the capabilities and conduct of all employees greatly affect the quality of education provided to students in its schools. The Mineral County Board of Education further believes that all employees should be intrinsically motivated by the importance of the job that they do. The purpose of the Employee Code of Conduct is to establish appropriate standards of conduct for all Mineral County personnel.

This policy also requires that Mineral County employees respond immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other code of conduct violations that impacts negatively on students in a manner that effectively addresses incidents deters future incidents, and affirms respect for individuals.

Employee Code of Conduct

All Mineral County employees shall:

- A. Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
- B. Contribute, cooperate, and participate in creating an environment in which all employee/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development;
- C. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination;
- D. Create a culture of caring through understanding and support;
- E. Immediately intervene in any code of conduct violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person;
- F. Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior;
- G. Comply with all Federal, West Virginia, and Mineral County laws, policies, regulations, and procedures.

ABSENCES OF ASSIGNED SUBSTITUTES

The following practice has been implemented for absences of professional and service personnel substitutes:

Substitutes serving in a position for a regular employee whether it is a posted position or rotational order call-out position will be granted personal illness leave or immediate family illness leave provided that a doctor's excuse is presented upon return to work. Immediate family will be defined as: spouse; sibling; children; parent; grandchild; grandparent; son-in-law, daughter-in-law; brother-in-law, sister-in-law. Leave for a death in the immediate family is limited to a period of three (3) working days unless unusual circumstances exist. Leave will not be granted for any other reasons.

A substitute who chooses to be absent from the substitute assignment for any other reason will be removed from the substitute assignment. The substitute assignment will be returned to the call-out system for the next substitute in rotation order. If the assignment resulted from a posted position, then the position will be reposted.

Substitute employees who accrue leave in a substitute position may use this leave for reasons stated in WV Code 18A-4-10 while the substitute is in a long-term substitute position (extending longer than 30 consecutive working days).

ACCEPTING A JOB

Substitutes who accept a job must be able to meet the schedule for the entire job. Short-term or day to day substitutes do not accrue personal leave.

If you accept a job and cannot complete it, you will notify your immediate supervisor and/or school administrator. The job will be put back in the substitute call-out system so that a new substitute can be assigned.

BACKGROUND CHECK

By law, all new school employees are required to have a background check completed through the state criminal identification bureau.

BENEFITS

Substitute employees who work more than thirty consecutive working days in the same position (for the same absent employee) shall earn personal leave at the rate of 1.5 days for each school month. Such days earned may only be used while the substitute is in a long-term substitute position (extending longer than 30 consecutive working days). If the substitute becomes a regular employee, any accrued balance is retained. The substitute may be eligible for holidays and other benefits. For questions, please contact the Finance Office.

CERTIFICATION – SUBSTITUTE TEACHERS

1. All substitute teachers in Mineral County must hold valid West Virginia certification--either a Professional Teaching Certification or a Substitute Teaching Permit. Therefore, it is critical that substitute teachers maintain their certification status **and meet renewal requirements as necessary**.
2. Substitute teachers should hold an endorsement to teach in the position in which they are substituting. However, substitute teachers may be called to substitute in positions for which they are not endorsed, because a substitute with the appropriate endorsement will not be available. This will happen particularly in the high schools and middle schools. No special permit is required for this situation provided it is for 30 or fewer consecutive days.

Endorsements for long-term substitute assignments are available to persons holding Substitute Permits. These are available in any certification area in which the substitute teacher has 12 college hours. Long-term Substitute Permits allow a substitute teacher to substitute in a given position in the certification area for more than 30 days. State Board Policy 5202 makes provisions for a permit for substitute professional employees for persons who will be substituting out-of-field more than 30 consecutive days but do not hold the appropriate endorsement for the position. If a county superintendent is unable to staff a long-term substitute position with a substitute who holds an endorsement appropriate for the assignment, he/she may request a waiver in writing from the state

superintendent of schools. The state superintendent may grant a waiver of the required endorsement if the circumstances warrant it.

COMMUNICATIONS

It is critical that substitute teachers maintain good communications concerning their availability. When a substitute will not be available for short periods of time, they should make themselves unavailable on the automated call-out system by telephone or on the computer.

For questions or concerns involving substitute work, contact W. Scott Staley, Director of Administrative Services at 304-788-4200, ext. 118, or wstaley@k12.wv.us.

For problems with the use of the call-out system, contact Tammie Saville, Executive Secretary, Call-Out System at 304-788-4200, Ext. 120, or tsaville@k12.wv.us.

CONFIDENTIALITY

Confidentiality of student and other school-related information must be respected. Discussion of student information must be limited only to parent/guardians and appropriate school personnel. NEVER discuss a student in front of anyone who is not directly involved with the student's education.

CONTINUITY OF INSTRUCTION – SUBSTITUTE TEACHERS

The West Virginia Legislature, the West Virginia Board of Education, and the Mineral County Board of Education have established salary schedules and procedures for the hiring of substitute teachers when the regular teacher must be absent from the classroom. It is essential that the instructional program for the students be continued without interruption when the regular teacher is absent from the classroom. Therefore, it is the first priority of all substitute teachers to engage students in appropriate and worthwhile learning activities which ensure continuity of instruction.

CONTRACTS

All substitute personnel must sign a contract **PRIOR** to entering upon their duties. This contract shall remain in effect until terminated by resignation or until non-renewal or termination in accordance with state law or the terms of the contract.

Failure to comply with contract terms may result in suspension or dismissal. Notwithstanding any other provisions of the law, the Board may suspend or dismiss a person in its employ at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a guilty plea or a plea of nolo contendere to a felony charge. For employees with certification, failure to obtain the appropriate certificate or revocation of a certificate annuls a contract. Payment may be withheld until a valid certificate is filed with the Board.

No employee should perform any job unless the employment contract has been signed and returned. A signed contract protects the school system as well as the employee. WV Code 18A-2-2- states that before entering upon their duties, all teachers shall execute a contract with their boards of education. WV Code 18A-2-5 states in part that all service personnel execute a contract with their boards of education before entered upon their duties.

DUTY FREE LUNCH

Substitute Teacher

Each teacher who is employed for more than half of the class periods of the regular school day shall be provided a daily lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this duty-free period.

Substitute Service Employees

Each service employee who is employed for more than three and one-half hours per day shall be provided a daily lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this duty-free period.

E-MAIL ACCOUNTS

Every employee, including substitute employees and coaches, are issued an e-mail account, which is the e-mail system used by school employees throughout the State of West Virginia. **Employees are expected to monitor these e-mail accounts daily** because it will be used for communication from the county administrative offices, school administrative offices, News Spots, Vacancy Flyers, announcements, and potentially for security reasons. Computer stations are available in each school for employees, substitute employees, and coaches to use as needed; check with the principal or other administrator to find out about available computer stations. Problems with e-mail accounts should be referred to the school or county office.

EVALUATIONS

Substitute Teachers

Substitute teachers will complete the Substitute Teacher Report Form. These forms will be housed at the school and are available for review. Long-term substitutes (more than 30 consecutive days in the same position) will be evaluated on the regular teacher evaluation. A copy of the Substitute Teachers Report Form is provided in the Appendix.

Substitute Service Employees

Substitute service employees will complete the Substitute Service Personnel Report Form. These forms will be housed at the school and are available for review. Long-term substitutes (more than 30 days in the same position) will be evaluated on the regular service personnel evaluation form. A copy of the Substitute Service Personnel Report Form is provided in the Appendix.

EXPERIENCE CREDIT

Substitute Teachers

1. A substitute teacher who completes **133 days of employment** with any school system (public, approved private, higher education or a combination of school systems) in a particular year is entitled to one additional year of **experience pay**. The 133 days may include all days worked as a substitute teacher or other approved educational positions.
2. **Four hours** or more worked in a particular day constitutes a full day for experience credit. Substituting half day (a minimum of four hours) counts as a full day toward the 133 day requirement for experience credit.
3. **Less than four hours** worked constitutes a half-day for experience credit.
4. **No more than one full day** can be credited for one calendar day, i.e., even if a person works more than 8 hours in a particular day (and evening), only one day of experience can be credited. Hours cannot be carried over from one calendar day to another.
5. **Retired employees** who are on the substitute teachers' list are **limited to no more than 140 days** of substituting each fiscal school year. Contact the Teacher Retirement Board **directly** for information on regulations concerning retired employees.
6. **Credit for the years of experience** on the salary of a substitute teacher only becomes effective when the substitute has worked in the same position more than 10 consecutive days or when substituting in the same position more than a total of 30 days.

Substitute Service Employees

Credit for experience for pay purposes shall be calculated as follows:

1. A substitute employee who has **previous experience as a service personnel employee in a West Virginia school system** will be credited with that experience in calculation of substitute salary. It is the employee's responsibility to verify work experience.
2. A service employee who completes **133-days of employment as a service employee with any West Virginia county board of education** in a particular year (July 1 - June 30) is credited with **one year of experience pay**. The 133 days includes all days worked as a substitute or in another approved educational service personnel position in West Virginia.
3. Substituting for ½ day counts as a full day toward the 133-day requirement (**1/2-day is considered 3 ½ hours of work for service personnel**).
4. Substituting for less than 3 ½ hours counts as a ½-day toward the 133-day requirement.
5. **No more than one full day can be credited for one calendar day**, i.e., even if a person works more than 8 hours in a particular day (and/or evening), only one day of experience can be credited. Hours cannot be carried over from one calendar day to another.
6. Retired employees who are on the substitute service personnel list may work no more than 140 days in each school year. Employees are advised to contact the Consolidated Public Retirement Board for information on regulations concerning retired employees.

EXTRACURRICULAR ASSIGNMENTS – SUBSTITUTE TEACHERS

Substitute teachers are eligible to apply for and be hired (with Board approval) as coaches, athletic trainers (if qualified), intramural directors, Outdoor School staff, and other extracurricular assignments. These positions will be advertised.

FILLING A LEAVE OF ABSENCE – SUBSTITUTE SERVICE EMPLOYEES

When a regular employee is granted a leave of absence by the Mineral County Board of Education that will last more than 30 working days, or if a regular service employee shall be suspended for a period to last more than 30 working days, the temporary vacancy created shall be advertised. If a substitute employee obtains a position under this process, then the substitute employee shall acquire regular employment status, but not regular employee job bidding rights or regular seniority. He/she shall continue to accumulate substitute seniority. Upon return of the regular employee, the substitute employee shall automatically be returned to the substitute list.

HOMEBOUND TEACHING – SUBSTITUTE TEACHERS

Substitute teachers may apply to be a homebound teacher. The homebound program is to allow students who are unable to attend school an opportunity to maintain minimal contact with the instructional program being taught in their regular classes. The responsibility of the homebound teacher is primarily to coordinate information between the regular classroom teachers and the student. To sign up to be a homebound teacher, or for more information, contact Brandy Fisher, Attendance Director, (304-788-4218, Ext. 3), or brnfishe@k12.wv.us.

IDENTIFICATION BADGES

In an on-going effort to maintain a safe environment in school facilities, the Mineral County Board of Education (MCBOE) requires all staff to wear identification badges provided by the MCBOE during the normal school day (see Mineral County Policy 7430.01). The identification badges are issued by the Human Resources Office. Lost identification badges should be reported to the principal or supervisor as well as the Human Resources Office. Damaged badges may be remitted to Human Resources so that a new badge can be issued. Upon leaving employment, badges should be returned to Human Resources.

INTERNET USE

The use of the Internet is governed by WV Board of Education Policy 2460 and Mineral County Policy 7540.04 Staff Technology Acceptable Use and Safety.

JOB VACANCIES

Job vacancies are posted at all work sites. In addition, vacancies can be accessed through our website at <http://boe.mine.k12.wv.us>. Applicants must submit the appropriate job vacancy form for each position for which they are interested. The employee should provide any and all supporting documents that he/she wants considered.

LONG TERM SUBSTITUTES – TEACHERS

No posting is necessary. The County Office in collaboration with the school principal will select a qualified substitute.

MCKINNEY-VENTO

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized in 2015 by Title IX, Part A of Every Student Succeeds Act, guarantees education rights and supports for student's experiencing homelessness.

The purpose of the McKinney-Vento Act is to address the barriers that children and youth in homeless situations face in enrolling, attending, and succeeding in school. To this end, McKinney-Vento students, including unaccompanied youth, have the right to:

- receive a free, appropriate public education;
- enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness;
- enroll in school and attend classes while the school gathers needed documents;
- continue attending their school of origin, or enroll in the local attendance area school if attending the school of origin is not in the best interest of the student or is contrary to the request of the parent, guardian, or unaccompanied youth;
- receive transportation to and from the school of origin.

If you identify homeless students, please contact Brandy Fisher at 304-788-4218, ext. 3.

PAY PROCEDURES

Copies of payroll dates and also the current School Calendar are in the Appendix. Checks are issued on the 10th and 25th of each month. Direct deposit is available and recommended.

PLANNING – SUBSTITUTE TEACHERS

Each teacher shall be provided at least one planning period per day. The purpose of the planning period is to prepare and plan for the instruction of students. This planning period shall be the length of the usual class period in the school to which the teacher is assigned and shall not be less than forty (40) minutes. Substitute may be utilized to assist with classroom responsibilities in cases where the regular teacher is unavailable for teaching purposes. However, any substitute teacher who is employed to teach a minimum of two (2) consecutive days in the same position shall be granted a planning period.

POLICIES

All substitute employees are required to follow all federal, state, Mineral County Board of Education, and school policies and procedures. Employees should review all Mineral County Schools policies that relate to their employment. Policies are available online at <http://boe.mine.k12.wv.us>. For questions and concerns, please contact the principal of the school in which you are substituting or the Human Resources Office.

Substitute employees are required to sign that they have accessed and read the following policies. These policies are located on our website under “Board” and may be made available on our website through the Safe Schools Training link.

	<u>Professional</u>	<u>Service</u>
Employment of Substitutes	3120.04	4120.04
Student Supervision and Welfare	3213	4213
Student Abuse and Neglect	8462	8462
Staff Technology Acceptable Use and Safety	7540.04	7450.04
Employee Code of Conduct	3210	4210
Use of Tobacco by Professional/Service Personnel	3215	4215
Drug-Free Workplace	3122.01	4122.01
Weapons	3217	4217
Racial, Sexual, Religious/Ethnic Harassment and Violence	3362	
Anti-Harassment and Violence		4362
Student Code of Conduct	5500	5500
Discipline – Student Due Process Rights	5611	5611
Weapons	5772	5772
Student/Parent Rights	5780	5780
Identification Badges	7430.01	7430.01

PROCEDURES FOR CALLING SUBSTITUTES

Teachers

Substitute teachers will be contacted by an automated call-out system. A professional substitute may be called for any length of time needed, e.g., 1 hour, 1/2 day, or a whole day. The daily rate will be prorated if the person substitutes less than a full day. Substitute teachers who hold endorsements in the same teaching area(s) as the absent teacher will be called first.

Service Personnel

Substitute service personnel will be contacted by an automated call-out system. The order of call-out will be by seniority. Seniority is established by a drawing. During the substitute service personnel orientation, names of each substitute will be randomly drawn. The first name drawn is placed as the first person to be called-out for a substitute assignment, and then continue in order as the names are drawn. This is seniority for call-out only. Seniority for hiring purposes is established with the first paid day of substitute employment.

RESPONSIBILITIES OF SUBSTITUTE SERVICE EMPLOYEES

It is the responsibility of the substitute employee to fulfill the responsibilities of the regular employee they are replacing. School administrators may assign coverage and duties as needed.

SALARY

Substitute Teachers

Salaries for substitute teaching in Mineral County are paid in accordance with WV School Code §18A-4-7, “Substitute Teachers Pay.”

“The pay of a substitute teacher shall not be less than eighty percent of the daily rate of the state basic salary paid to teachers: Provided, That any substitute teacher who teaches in excess of ten consecutive instructional days in the same position shall, thereafter, not be paid less than eighty percent of the daily rate of the state advanced salary based upon teaching experience: Provided, however, That any substitute teacher who teaches in excess of thirty days in the same position

shall be paid the daily rate of the advanced salary, within that teacher's county."

1. Substitute teachers will not be paid for meetings, staff development, or other activities unless prior approval has been granted from the County Office.

Substitute Service Employees

Salaries for substitute service employees in Mineral County are paid in accordance with WV School Code 18A-4-8a.

1. A substitute service employee shall be paid at the **regular daily salary rate they would earn if working full time at the position in which they are substituting**, including the years of experience for which they are eligible, and any applicable supplements to which they are entitled. Half-day substitutes are paid at ½ the daily salary plus 100% of any applicable supplements.
2. Any substitute employee who has 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 college hours or its equivalent, or who has a Bachelor's Degree plus 15 college hours, a Master's Degree plus 15 college hours, a Master's Degree plus 30 college hours, a Master's Degree plus 45 college hours, or a Master's Degree plus 60 college hours, and applies and is approved, would receive \$11.00 per month, or \$0.55 per day, additional pay to that listed in the daily salary schedule for each level attained. There is also an additional \$40.00 per month, or \$2.00 per day, for an Associate Degree, a Bachelor's Degree, a Master's Degree, and a Doctorate Degree.
3. Any substitute, other than bus operators, who works a split-shift will receive 1/8 additional salary to that listed in the daily salary chart.
4. Substitute employees will not be paid for meetings, staff development, or off-school-day activities unless prior approval has been granted from the principal and/or county office administrator.
5. A substitute employee is entitled to paid holidays only when substituting for an employee who is on a board-approved unpaid leave of absence which extends more than 30 days and which has been advertised per State Code. If the substitute is replacing that person for the period of time of the unpaid leave of absence, and not on a day-to-day basis, the substitute is entitled to paid holidays. This is based on uninterrupted substitute work.
6. In the event of any questions regarding pay, substitute service employees should contact the Finance Office at the County Board Office.

STUDENT ABUSE – MANDATED REPORTERS OF SUSPECTED ABUSE AND NEGLECT

Any school personnel who has reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than 24 hours after suspecting this abuse or neglect, report the circumstances to the Department of Health and Human Resources. In any case where the employee believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the employee shall also immediately report to the State Police and any law enforcement agency having jurisdiction to investigate the complaint. In addition, the employee shall notify the person in charge of the school or school-related activity or a designated agent thereof, who may supplement the report or cause an additional report to be made. Provided, that notifying a person in charge, supervisor, or superior does not exempt an employee from his or her mandate to report suspected abuse or neglect.

West Virginia State Police (304) 788-1101

Department of Health and Human Resources (304) 788-4150
1-800-352-6513

SUBSTITUTE SENIORITY

Substitute Teachers

Upon completion of 133 days or more of employment in Mineral County in any one school year, substitute teachers shall accrue **substitute seniority exclusively for the purpose of applying for employment as a permanent employee**. The total number of days worked in a particular school year shall be represented by a fraction as the number of days worked over the contract period.

Substitute Service Employees

The basic laws concerning substitute service personnel seniority as listed in WV School Code are 18A-4-8g, "Determination of Seniority for Service Personnel," and 18A-4-15, "Employment of Service Personnel Substitutes."

TEACHING RESPONSIBILITIES – SUBSTITUTE TEACHERS

1. Teachers are required to leave lesson plans when possible, and the substitute teacher is required to follow those plans. In the event of an emergency absence by the regular teacher, the substitute teacher is responsible for the lesson plans for that day. In the event of a long-term absence, the substitute teacher is responsible for the daily lesson plans.
2. Substitute teachers are required to work the same hours as the teacher they are replacing.
3. The principal will designate needed coverage and duty assignments to be performed by the substitute teacher.
4. All day-to-day substitute teachers need to sign the "Sign-in Sheet for Substitute Teachers" upon arrival at the school. Also, they should check in with the appropriate administrator at the school in order to obtain lesson plans, duty assignments, etc. They should make certain they know the disciplinary rules, procedures, and expectations at the school. The substitute teacher should also check in at the end of the day to leave a report on the day's activities and to determine whether they will be needed the following day.
5. The substitute teacher will be responsible for leaving a written report for the teacher giving any information which the regular teacher may need, including the day's activities, report on completion of the lesson plans, assignments given, problems which occurred, etc.

TRAVEL EXPENSES

Substitute employees who work in a position that requires travel within the work day, i.e., working at two schools the same day, may submit for travel expenses **between** the schools by using a Travel Expense Form. The form is available on School Stream and **must** be filed within **45 calendar days** in order for the person to receive payment for expenses. Travel will be paid according to Mineral County Policy 3440 (Substitute Teachers) or Mineral County Policy 4440 (Substitute Service Employees).

TUBERCULOSIS TEST

There is no requirement to have a Tuberculin Test at the time of employment. The Commissioner of the Bureau of Public Health may require selective testing of school personnel for tuberculosis when there is reason to believe that they may have been exposed to the tuberculosis organism or they have signs and symptoms indicative of the disease. School nurses shall identify and refer any school personnel to the local health department in instances where they have reason to suspect that the individual has been exposed to tuberculosis or has symptoms indicative of the disease.

School personnel found or suspected to have active tuberculosis shall have their employment suspended until the local health officer, in consultation with the commissioner, approves a return to work.

\

WORKERS COMPENSATION

Mineral County Schools' policy establishes procedures for compliance related to Board of Education employees who sustain a work-related injury. Any employee injured in the course of employment should report all details of the injury/accident to a supervisor immediately. An employee report form can be found in School Stream.

MINERAL COUNTY SCHOOLS JOB DESCRIPTION

POSITION:	TEACHER
IMMEDIATE SUPERVISOR:	Principal
FLSA/CONTRACT STATUS:	Exempt
EMPLOYMENT TERM:	Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by the Mineral County Board of Education.
SALARY:	Pursuant to WV Code §18A-4-2, in accordance with Mineral County Teacher Salary Schedule, commensurate with experience and education level.
EVALUATION:	Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310 and Mineral County Board of Education Evaluation Policy.
JOB SUMMARY:	Provide appropriate instruction to students and insure that the students meet the learning objectives and standards for the appropriate grade level.

PERFORMANCE RESPONSIBILITIES:

- Develops and implements lesson plans that fulfill the requirements of WV College and Career Readiness, district's curriculum program and show written evidence of preparation as required;
- Uses 21st Century Technology skills to strengthen the teaching/learning process;
- Delivers rigorous instruction to all students;
- Prepares lessons that reflect accommodations for differences in student learning styles;
- Presents subject matter according to guidelines established by WVDE and board policies, and administrative regulations;
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned;
- Conducts assessment of student learning styles and uses results to support school-wide academic performance goals and instructional activities;
- Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP);
- Works with other members of staff to determine instructional goals, objectives, and methods according to district requirements;
- Plans and supervises assignments of teacher aide(s) and volunteer(s);
- Helps students analyze and improve study methods and habits;
- Conducts ongoing assessment of student achievement through formative and informative testing;
- Assumes responsibility for extracurricular activities as assigned. Sponsors, plans and implements co-curricular activities/programs, such as curricular fairs, awards programs, and/or field trips as designated by the principal;
- Maintains positive role model for students;
- Supports mission of school district;
- Creates classroom environment conducive to learning and appropriate for the physical, social and emotional development of students;
- Manages student behavior in accordance with WV Board of Education Policy 4373 (Expected Behavior in Safe and Supportive Schools) and student handbook;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Establishes and maintains open communication by conducting conferences with parents, students, principals and teachers to support student learning;
- Maintains a professional relationship with colleagues, students, parents, and community members;
- Uses effective communication skills to present information accurately and clearly;
- Participates in staff development activities to improve Standards of Practice for self and colleagues;
- Keeps informed and complies with state, district and school regulations and policies for classroom teachers;
- Compiles, maintains and files all physical and computerized reports, records and other documents required;
- Attends and participates in faculty meetings and serve on staff committees as required;
- Adheres to Employee Code of Conduct as outlined in Mineral County School's Policy 3210; and
- Performs other duties deemed appropriate and assigned by the Superintendent and/or immediate supervisor(s).

QUALIFICATIONS:

- Valid teaching certificate licensing the individual to teach in the specialization and grade levels, pursuant to WV Code §18A-3-2;
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; and
- Meets the qualifications outlined in WV Code §18A-3-2a

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

SERVICE PERSONNEL JOB DESCRIPTIONS

SERVICE PERSONNEL JOB DESCRIPTIONS ARE AVAILABLE ON THE
MINERAL COUNTY SCHOOLS WEBSITE AT WWW.BOE.MINE.K12.WV.US

CLICK MENU

CLICK DEPARTMENT OF HUMAN RESOURCES

CLICK SERVICE UNDER JOB DESCRIPTIONS

**MINERAL COUNTY SCHOOLS
SUBSTITUTE TEACHER REPORT FORM**



PART I: Completed by Substitute Teacher (leave this form with your report to the teacher of the day's activities)

Substitute's Name: _____ Grade/Subject: _____

Classroom Teacher: _____ School: _____

Number of days in position: _____

1. Were lesson plans available and easy to follow?
2. Were you provided information concerning classroom and school procedures?
3. Did you have any difficulties with classroom management?

YES	NO	N/A

Please write any additional comments on the back of this form.

PART II: Completed by Classroom Teacher

1. Were lesson plans followed?
2. Were papers checked?
3. Was the room left in good order?.
4. Was a brief report left concerning the day's activities?

YES	NO	N/A

Teacher's Signature: _____ Date: _____

PART III: Completed by School Administrator

1. Did the substitute report to work on time?
2. Did the substitute demonstrate flexibility in adjusting to assignment?
3. Did substitute exhibit professionalism and enthusiasm for job?
4. Was the substitute appropriately groomed?
5. Did the substitute employ appropriate instructional strategies?
6. Did the substitute maintain control of the classroom?
7. Did the substitute work well with the regular staff?

YES	NO	N/A

Principal Comments:

Principal's Signature: _____ Date: _____

FILE AT THE LOCAL SCHOOL FOR FUTURE REFERENCE

Upon request from the substitute, the completed form is to be made available for review. Written comments from the substitute may be attached.

We reviewed this form:

Substitute's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

**MINERAL COUNTY SCHOOLS
SUBSTITUTE SERVICE PERSONNEL REPORT FORM**



PART I: Completed by Substitute Service Personnel (leave this form for the school administrator/supervisor)

Substitute's Name: _____ School: _____
 Classification: ___ Aide ___ Secretary ___ Custodian ___ Cook ___ Bus Operator
 Maintenance

Number of days in position: _____

1. Were you provided information concerning job duties to be performed?
 2. Did you complete all job duties that were assigned?
 3. Did you have any difficulties?
 4. If applicable, did you turn off lights and secure the building?
- Please write any additional comments on the back of this form.*

YES	NO	N/A

PART II: Completed by School Administrator

1. Did the substitute report to work on time?
2. Did the substitute follow directions?
3. Did the substitute demonstrate knowledge and care of equipment?
4. Did the substitute demonstrate flexibility in adjusting to the assignment?
5. Did the substitute exhibit a cooperative, positive attitude?
6. Was the substitute neat and groomed appropriately?
7. Did the substitute work well with the regular staff?
8. Did the substitute display initiative?

YES	NO	N/A

Principal Comments:

Principal's Signature: _____ *Date:* _____

FILE AT THE LOCAL SCHOOL FOR FUTURE REFERENCE

Upon request from the substitute, the completed form is to be made available for review. Written comments from the substitute may be attached.

We reviewed this form:

Substitute's Signature: _____ *Date:* _____

Administrator's Signature: _____ *Date:* _____