



## Being a Substitute

The position of substitute is great for an individual who is looking for either a flexible, part-time job or full-time profession. The profession is one of the most important jobs in education; however, it can be one of the most challenging. It takes a remarkable person to effectively adapt to the myriad situations that may be encountered as the substitute fills in for the regular professional. We utilize subs for para-educators, clerical staff, and custodial staff as well as for teachers.

Although it is beneficial for a substitute to be a certified teacher, it is not a requirement. Persons without formal training in education can be successful substitutes. Those who enjoy substituting usually have the following personality traits:

- ✓ Desire to work with children ages 3 to 18
- ✓ Fair
- ✓ Kind
- ✓ Relate well to students
- ✓ Good sense of humor
- ✓ Able to inspire a love of learning
- ✓ Consistent
- ✓ Flexible – Able to adjust quickly to unique and challenging circumstances
- ✓ Patient

Every substitute must have a set of skills to use for managing students in the classroom. We ask all our substitutes to complete some training via Vector's Solutions, MRUSD's online training portal. Each building has some differences in processes and procedures, because of this we ask for compliance with each of our school's own substitute acclimation regimen.

MRUSD's Central Office manages all substitute applicants. Persons may apply to be a substitute for any or all Campuses:

- ❖ St. Albans City School
- ❖ St. Albans Town Educational Center
- ❖ Bellows Free Academy St. Albans
- ❖ Fairfield Center School
- ❖ Early Childhood Programs (Pre-K)
- ❖ Northwest Career & Technical Center

Pay Rates							
<b>Short-term Assignments:</b> Temporary assignments lasting 30 or fewer consecutive days or intermittent assignments. The rate schedule for substitute teachers will be as follows for each full day of work:				<b>Substitute Facilities:</b> Substitute facilities will be paid at the following hourly rate for actual hours worked:		<b>Substitute School Nurse:</b> Substitute nurses must hold a current RN or LPN license.	
No degree/Less than four-year degree	\$16.00 /hour	Current Teacher's License & 1-9 Years' Experience	\$20.00 /hour	Custodian	\$15.00 /hour	School Nurse	\$26.00 /hour
Bachelor's Degree or more & not licensed	\$16.50 /hour	Current Teacher's License & 10+ Years' Experience	\$25.00 /hour	Maintenance	\$16.00 /hour		
<i>The full Substitute Procedure is located on the <a href="http://maplerun.org">maplerun.org</a> website, under Documents, then Policies/Procedures.</i>							

### Application Process & Requirements:

- There are 2 ways to apply:
  - To apply online visit our [Careers Page](http://maplerun.org) at [maplerun.org](http://maplerun.org):
    - Starting at [maplerun.org](http://maplerun.org), the bottom of the page & click "MRUSD Human Resources".
    - From this page, click "Work with US!" under the Human Resource's staff contact information.
    - You are now at the MRUSD Careers Page. You will find a complete list of open positions at each location in our district.
  - If you are unable to apply online, you are welcome to pick up a paper application at the district's Central Office. A paper application can also be found on the careers web page for you to print.
- Applicants must be 18 years of age or older and have at a minimum a High School Diploma or equivalent.
- Applicants are required to provide copies of most recent official transcripts.
- Applicants are required to provide a minimum of three (3) references. These must be work-related references (volunteer or paid employment). Responses from a minimum of three (3) references are required, employment will not be considered without the necessary responses.

## Onboarding Process:

1. Complete the packet of forms that must be filled out:

Instructions for Fingerprinting & Fingerprint Authorization Certificate (FAC)	Title 16 Request for Criminal Record Check	W-4 Vermont	W-4 Federal
Employment Eligibility Verification (I-9 Form)	Direct Deposit (include voided check or bank form)	HC-2 Declaration of Healthcare	Race / Ethnic Identification
Agency of Human Services, Adult Protective Services & Child Abuse Registry	VT Criminal Conviction Request & Subscription Service	Employee ER Contact Form	

**\*\*If you have completed a fingerprint background check for another School District/Supervisory Union in Vermont, within the last 3 years, and no more than a 12-month break in service you may be eligible for a Secondary Dissemination Request. If found eligible, you do not need to have fingerprints conducted again.**

2. Request Official Transcripts, the district deems transcripts official **ONLY** if they are delivered directly from the school in an email to Human Resources or in a sealed envelope from the school. Transcripts received from the candidate in an email or in an unsealed envelope will not be accepted for final employment. Give copies of any licenses/certificates applicable to Human Resources (i.e., Educator Lic., OPR Lic., CPR, etc.).
3. Contact JoAnn Hakey to set up an appointment to review the completed packet. Also, contact a fingerprint background center to make an appointment. Please be aware MRUSD collects \$14.00 (**check or card only**) for the background check, the fingerprint center will collect \$35.00 to conduct the fingerprints. Once the fingerprints have been conducted, give JoAnn a copy of the receipt of fingerprints (the officer will enter a TVT number either on a receipt or FAC).
4. Visit <https://maplerun-vt.safeschools.com/login>, this is the online training portal. If you have not received login credentials, please request them. Below is the current list of courses offered to Substitutes. The highlighted courses are mandatory before you can be added to the Substitute Call List, the other courses are completely optional. The mandatory courses should take about 7 hours, you will be compensated for the hours spent on the mandatory training in your first paycheck. Inform JoAnn when you have these completed.

Bloodborne Pathogens	Bullying	Civil Rights in Child Nutrition	Classroom Safety	Conflict Management
Cultural Competence and Racial Bias	De-Escalation Strategies	Disruptive Student Behavior	Diversity Awareness	FERPA
Health Emergencies	Mandated Reporter	Sexual Harassment	VOSHA Training	

5. At the confirmation of onboarding completion from JoAnn, it is recommended that you contact the substitute coordinators at the location's you plan to substitute, introduce yourself and communicate your availability.

<i>School</i>	<i>Sub Coordinator</i>	<i>Phone</i>	<i>Email</i>
Bellows Free Academy	Teri Brunelle	(802) 527-6404	<a href="mailto:tbrunelle@maplerun.org">tbrunelle@maplerun.org</a>
Early Childhood Program	Jessica Barnes	(802) 524-3613	<a href="mailto:jbarnes@maplerun.org">jbarnes@maplerun.org</a>
Fairfield Center School	Judy Magnan	(802) 827-6639	<a href="mailto:jmagnan@maplerun.org">jmagnan@maplerun.org</a>
Northwest Career & Technical Center	Diana Langlois	(802) 527-6517	<a href="mailto:dlanglois@maplerun.org">dlanglois@maplerun.org</a>
St. Albans City School	Desiree Stevens	(802) 527-0565, ext. 3733	<a href="mailto:dstevens@maplerun.org">dstevens@maplerun.org</a>
St. Albans Town Educational Center	Tammy Deso	(802) 527-7191, ext. 700	<a href="mailto:tdeso@maplerun.org">tdeso@maplerun.org</a>

**Employee Access Center:**

This is where you can access/edit demographic information about yourself, your Education/Licenses, copies of Payroll Checks, Salary & Benefit info, W-2s, and misc. links.

1. To access the center, click the title of this section (disregard steps 2-4) or visit [maplerun.org](http://maplerun.org).
2. Click MENU at the top of the page.
3. Under the STAFF RESOURCES tab, click Employee Access Center.
4. The User ID is your full email address; the password is the last 4 of your Social Security Number.

## *Miscellaneous Information*

### Hours of Instruction for Each Location

<b>Bellows Free Academy</b>	8:10 a.m. to 2:50 p.m.	<b>Early Childhood Programs</b>	Refer to each location
<b>Fairfield Center School</b>	8:10 a.m. to 3:00 p.m.	<b>St. Albans City School</b>	7:30 a.m. to 2:30 p.m.
<b>Northwest Career &amp; Technical Center</b>	Varies depending on assignment	<b>St. Albans Town Educational Center</b>	8:15 to 3:00 p.m.

### **Clocking In & Out:**

Because some schools have different timekeeping procedures/systems, the Substitute Coordinator will explain this process to you.

### 2023-2024 Payroll Schedule

<i><b>Dates Payroll Covers</b></i>	<i><b>Pay Date</b></i>		<i><b>Dates Payroll Covers</b></i>	<i><b>Pay Date</b></i>
11/5/23-11/18/23	11/22/23		5/5/24-5/18/24	5/23/24
11/19/23-12/2/23	12/7/23		5/19/24-6/1/24	6/6/24
12/3/23-12/16/23	12/21/23		6/2/24-6/15/24	6/20/24
12/17/23-12/30/23	1/4/24		6/16/24-6/29/24	7/3/24
12/31/23-1/13/24	1/18/24		6/30/24-7/13/24	7/18/24
1/14/24-1/27/24	2/1/24		7/14/24-7/27/24	8/1/24
1/28/24-2/10/24	2/15/24		7/28/24-8/10/24	8/15/24
2/11/24-2/24/24	2/29/24		8/11/24-8/24/24	8/29/24
2/25/24-3/9/24	3/14/24		8/25/24-9/7/24	9/12/24
3/10/24-3/23/24	3/28/24		9/8/24-9/21/24	9/26/24
3/24/24-4/6/24	4/11/24		9/22/24-10/5/24	10/10/24
4/7/24-4/20/24	4/25/24		10/6/24-10/19/24	10/24/24
4/21/24-5/4/24	5/9/24		10/20/24-11/2/24	11/7/24

### CENTRAL OFFICE CONTACTS

**JoAnn Hakey, Human Resources Assistant, (802)370-3978, [jhakey@maplerun.org](mailto:jhakey@maplerun.org)**  
**Jean Elliot, Payroll Coordinator, (802)370-3934, [jelliott@maplerun.org](mailto:jelliott@maplerun.org)**  
**Germaine Cross, Benefits Coordinator, (802)370-3936, [gcross@maplerun.org](mailto:gcross@maplerun.org)**  
**Rebecca Greenough, Human Resources Director, (802)370-3971, [rgreenough@maplerun.org](mailto:rgreenough@maplerun.org)**  
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**Aron Smith, Executive Assistant to the Superintendent, (802)370-3941, [asmith@maplerun.org](mailto:asmith@maplerun.org)**