SUBSTITUTE TEACHER HANDBOOK



SHELBY COUNTY PUBLIC SCHOOLS

2024-2025

Learning. Leading. Living.

CENTRAL OFFICE CONTACTS

Receptionist - Arvee Esteves

Superintendent (Cathy Davis, Administrative Assistant I)	**Dr. Joshua Matthews**
Director of Human Resources (Karri Logsdon, HR Manager)(Ashley Abner, Onboarding & Benefits Specialists II) (Jessica Zapata, Onboarding & Benefits Specialists I)	**Andy Moore**
Assistant Superintendent of Curriculum, Instruction & Assessment (Billie Silverhorn, Administrative Assistant II)	**Dr. Adam Hicks**
Assistant Superintendent of Operations (Heidi Clark, Administrative Assistant II)	**Jill Tingle**
Director of Facilities (Laura Gordon, Administrative Assistant II)	**Jon Swindler**
Facilities Engineer (Laura Gordon, Administrative Assistant II)	**Scott Meredith**
Director of Curriculum Personalization (Billie Silverhorn, Administrative Assistant II)	**Dr. Lisa Smith**
Director of Exceptional Child Services (Stephanie Manderville, Administrative Assistant II)	**Michelle Oakley**
Chief Financial Officer (Tracy Cannon, Administrative Assistant II)	**Susan Barkley**
Director of Student Services (Brittany Stone, Data Manager)	**Mike Clark**
Public Relations Coordinator (Victor Malone, Public Relations Assistant)	**Cyndi Powell Chaney**
School Nutrition Food Service Coordinator (Daryl Alfrey, School Nutrition Finance Clerk)	**Wendy Greenwell**

IMPORTANT NUMBERS

RED ROVER https://app.redroverk12.com/
Absence Management Software

CENTRAL OFFICE 502.633.2375
Andy Moore, Director of Human Resources
Karri Logsdon, Human Resources Manager
Ashley Abner - Onboarding & Benefits Specialist II
Jessica Zapata - Onboarding & Benefits Specialist I

NORTHSIDE EARLY CHILDHOOD CENTER 502.633.5123
Emily Swindler, Principal
Mirza Mendizabal, School Secretary

CLEAR CREEK ELEMENTARY 502.633.3452
Amy Wells, Principal
Kathleen Woolridge, School Secretary

HERITAGE ELEMENTARY 502.829.5242
J.J. Black, Principal
Ashley Craig, School Secretary

PAINTED STONE ELEMENTARY 502.647.4505
Ann Hance, Principal
Laura McLaughlin, School Secretary

SIMPSONVILLE ELEMENTARY 502.722.8855
Leslie Springston, Principal
Leigh Ann Kieper, School Secretary

SOUTHSIDE ELEMENTARY 502.633.4460
Shannon Pfaff, Principal
Terie Eilers, School Secretary

WRIGHT ELEMENTARY 502.633.5222
Seth Green, Principal
Bonnie Coffee, School Secretary

Marnel C. Moorman 502.647.0204
Madelyn Sterrett, Principal
Nicole Grenier, School Secretary

EAST MIDDLE SCHOOL 502.633.1478
Ryan Allan, Principal
Johnnie Wesley, School Secretary

WEST MIDDLE SCHOOL 502.633.4869
Artavia Acklin, Principal
Angela Medley, School Secretary

SHELBY COUNTY HIGH SCHOOL 502.633.2344
Dr. Carla Kent, Principal
Patricia Winlock, School Secretary

MARTHA LAYNE COLLINS HIGH SCHOOL 502.647.1160
Nate Jebsen, Principal
Stacy Beard, School Secretary

MILESTONE ACADEMIES 502.647.4677
Ben Roberts, Principal
Gigi Wheeler, School Secretary

SHELBY COUNTY TECHNICAL CENTER 502.633.6554
Steve Coleman, Director
, Secretary



Below is a list of school hours and staff hours for all schools in Shelby County Public Schools. Please pay special attention to the staff work day highlighted yellow. When you accept a job, you are to work these hours.

Elementary Schools
7:35 am - 2:27 pm
staff work day 7:15 - 3:00 pm

High Schools
8:30 am - 3:22 pm
staff work day 8:00 - 3:45 pm

East & West Middle Schools
8:40 am - 3:35 pm
staff work day 8:00 - 3:45 pm

Marnel C. Moorman K-8 School
(Note the time difference for grade levels)
7:35 am - 2:27 pm
staff work day 7:15 - 3:00 pm **(K-5)**
8:40 am - 3:35 pm
staff work day 8:00 - 3:45 pm **(6-8)**

Milestone Academies
8:30 am - 3:22 pm
staff work day 8:00 - 3:45 pm

As a professional courtesy please call the school if you are canceling a position that you have already accepted in Red Rover if at all possible.

IMPORTANT INFORMATION

→ Check in to the main office at the school, please be prompt.

→ Call and let the school know if you are going to be late.

→ Substitute teachers shall observe the same hours of duty as the regular teacher. Please supervise hallways at your door before/after school and when students change classes.

→ Please use cell phones only on your breaks.

→ Follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during your stay. It is the responsibility of the substitute to discover the teaching procedures of the regular teacher and to follow them as nearly as possible. Leave the room in order at the end of the day.

→ Shelby County Public Schools does NOT use corporal punishment in any form. Please DO NOT PUT HANDS ON STUDENTS. Do NOT sarcasm with students. If you need assistance with classroom management or a difficult student, call the office or get a colleague to assist you.

→ If you see any bullying or abusive behaviors, report this to the office.

→ Make a special effort to keep on schedule (lunchroom, dismissal, etc.) otherwise, you may upset the schedule of other classes or even the entire school.

→ Do NOT leave students unsupervised at ANY time.

→ As you enter the classroom, check for emergency procedures. They should be posted in every classroom. If first aid or medical assistance is needed for a student, call the office immediately.

→ Maintaining good professional relations is an important responsibility for all of us in the teaching profession. Mutual respect with students and staff is essential. Be the mentor or advisor, not the friend.

→ As an employee of SCPS, remember that information about any student is considered confidential. Do not discuss students except with school personnel. All information regarding students is to be held in strict confidence. Do not post information about students/school on your social media.

2024-25
SUBSTITUTE TEACHER SALARY SCHEDULE

APPROVED

The rates include a 4% across the board pay increase

	Regular Pay	Retired Teachers	Term Pay	Long Term Retired Pay		
Rank I	**$133**	**$143**	**$266**	**$286**	per day	Master's degree and valid teaching certificate plus 30 additional hours
Rank II	**$128**	**$138**	**$243**	**$262**	per day	Master's degree and valid teaching certificate
Rank III	**$122**	**$132**	**$220**	**$238**	per day	Bachelor's degree and valid teaching certificate
Rank IV	**$120**	**$130**	**$204**	**$221**	per day	Bachelor's degree and an emergency substitute teaching certificate
Rank V	**$116**	**$126**	**$180**	**N/A**	per day	64+ hours or more and an emergency substitute teaching certificate

Long-term substitute pay: A substitute teacher holding a valid Kentucky teaching certificate who works for an extended period with no break in service shall receive long-term substitute teacher pay on the 10th consecutive day, all subsequent days without a break in service, and retroactive pay back to Day 1.

Substitutes in administrative positions: A substitute in an administrative position will be paid the daily rate for the position in accordance with the approved salary schedule at their rank and zero years' experience. (Administrative positions are positions with increments and Guidance Counselor - Elementary, Middle, and High.)

Substitutes for related services on Individualized Education Programs (IEPs) and school psychologists: A substitute in these positions shall be paid the daily rate for the position in accordance with the approved salary schedule at their rank and years of experience.

Emergency Itinerant Susbstitute positions are paid at Rank IV or Rank V and zero years' experience.

2024-2025 PAYROLL DATES

PAYDAY	RED ROVER RANGE	DUE
07/15/2024	06/15/24-06/30/24	JULY 1
07/30/2024	07/01/24-07/14/24	JULY 16
08/15/2024	07/15/24-07/31/24	AUG 1
08/30/2024	08/01/24-08/14/24	AUG 15
09/13/2024	08/15/24-08/31/24	SEPT 3
09/30/2024	09/01/24-09/14/24	SEPT 16
10/15/2024	09/15/24-09/30/24	OCT 1
10/30/2024	10/01/24-10/14/24	OCT 15
11/15/2024	10/15/24-10/31/24	NOV 1
11/29/2024	11/01/24-11/14/24	NOV 15
12/13/2024	11/15/24-11/30/24	DEC 2
12/30/2024	12/01/24-12/14/24	DEC 16
01/15/2025	12/15/24-12/31/24	JAN 6
01/30/2025	01/01/25-01/14/25	JAN 15
02/14/2025	01/15/25-01/31/25	FEB 3
02/28/2025	02/01/25-02/14/25	FEB 17
03/14/2025	02/15/25-02/28/25	MAR 3
03/28/2025	03/01/25-03/14/25	MAR 17
04/14/2025	03/15/25-03/31/25	APR 1
04/30/2025	04/01/25-04/14/25	APR 15
05/15/2025	04/15/25-04/30/25	MAY 1
05/30/2025*	05/01/25-05/14/25	MAY 15
06/13/2025 **	05/15/25-05/31/25	JUNE 2
06/30/2025	06/01/25-06/14/25	JUNE 16

**Deadline for all docks to be submitted to payroll.

*Cutoff for all changes for summer payrolls including direct deposit. Summer payrolls to run June 16th, 17th, 18th, 2025

COMMONWEALTH OF KENTUCKY
WORKERS' COMPENSATION NOTICE

Employees of this business are covered by the Kentucky Workers' Compensation Act (KRS Chapter 342) Conspicuous Posting of this Notice is required by law

000073
SHELBY COUNTY BOARD OF EDUCATION
1155 W MAIN STREET
SHELBYVILLE KY 40066

Policy Number: 386915

Shelby County Board of Education
Location Name: Shelby County Board of Education

Workers' Compensation Carrier:	Kentucky Employers' Mutual Insurance 250 W Main St Lexington, KY 40507
Contact KEMI Center for Assistance:	1-800-868-4553 or 1-859-425-7800

REPORT AN INJURY

EMPLOYEES: If injured, notify your supervisor immediately: when possible, notice should be in writing. Failure to notify your supervisor could result in denial of benefits. Obtain medical care. Your employer must pay for all necessary medical care to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employer is enrolled in an approved Managed Care Plan, employee selection of physicians is limited to the Approved Provider Network, except in certain emergencies. For injuries requiring continuing care, the employee must designate a treating physician. A form to do so will be furnished by your employer or its insurance carrier.

This employer is participating in a Managed Care Plan for medical care. The Managed Care Plan is Bluegrass Health Network. For information call 1-800-868-4553 or 1-859-425-7800.
DISABILITY BENEFITS to replace wages lost due to a workplace injury are payable under the Workers' Compensation Act after seven (7) days of disability. A claim must be filed with the Office of Workers' Claim within two years of the date of injury, or last payment of temporary total disability benefits.

NEED ASSISTANCE?

Contact your employer's claim representative. If your questions about workers' compensation rights are not Promptly answered, call The Kentucky Office of Workers' Claims at 1-800-554-8601 to speak to an Ombudsman or Workers' Compensation Specialist.

EMPLOYER SUPERVISORS- NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT TIMELY REPORTS CAN BE MADE AS REQUIRED BY LAW.

Professional Code of Ethics – 704 KAR 20:680

Section 1. Certified personnel in the Commonwealth:

- Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- Shall strive to uphold the responsibilities of the education profession.

To Students:

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety and emotional well being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

To Parents:

- Shall make reasonable effort to communicate with parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

To Educational Professionals:

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.

Drug-Free Workplace Notice

Pursuant to Board Policies 03.1325 and 03.2325 (see policy section of this booklet), employees (certified or classified) disrupting the educational process are subject to disciplinary action. The following serves both as procedures to follow and notification to all employees related to a drug-free workplace as required by Federal Regulation 54 CFR 4946.

Administrative Procedures

YOU ARE HEREBY NOTIFIED that it is violation of the policies 03.1325/03.2325 of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school- sponsored or school-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this district that you will comply with the above policies of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five days after such conviction.

An employee who violates the terms of the school district's drug-free workplace policies may be non-renewed or his/her employment may be suspended or terminated at the discretion of the Superintendent. As an alternative the Superintendent may choose that an employee who violates the terms of the school district's drug-free workplace policies shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Superintendent. If the employee fails to satisfactorily participate in such a program, the employee shall be on -renewed or his/her employment may be suspended or terminated at the discretion of the Superintendent.

CERTIFIED SUBSTITUTE EMPLOYEES

Retirement

Contributions: Substitute employees (filling the role of a teacher) contribute to the Kentucky Teacher Retirement System, the same as for active teachers. The contribution rate for Kentucky Teacher Retirement System (KTRS) depends on when the employee becomes a member of KTRS. Certain other conditions and special circumstances may apply. Questions may be (contingent upon vesting requirements). This is in addition to withholdings for Medicare, which are required for all substitute teachers, including retired teachers. Medicare withholdings are matched locally at the same rate.

Eligibility: Participation is mandatory for all substitute teachers, including retired teachers.

Withdrawal of Contributions: Contact KTRS regarding requirements and options available to you.

Contact: Teacher Retirement System of Kentucky
479 Versailles Road
Frankfort, Kentucky 40601-3800
(800) 618-1687

Website: www.ktrs.ky.gov

Special Notes for Retired Teachers: There are specific rules for retirees returning to work. These rules differ based on the date of retirement and whether or not the retiree is returning to work for the school district from which he/she retired. ***It is the employee's responsibility to fully understand the effect of various KTRS regulations and how a decision to return to work may impact the individual's retirement.***

Tax-Deferred Retirement: Substitute certified personnel (as well as all other employees) are eligible to participate in tax-deferred retirement plans. Contact the Central Office for information on approved tax-deferred retirement companies.

PLEASE NOTE: The KTRS rules have become increasingly complex in recent years. The information contained herein is provided to assist employees and is accurate to the best of our knowledge. Employees are encouraged to contact KTRS to verify the information contained herein and for answers to specific questions.

Substitute Teachers

Qualifications

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

Substitute List

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

Retired Teachers

Retired teachers may be reemployed as a part-time, temporary or substitute teacher in keeping with the requirements of the Kentucky Teachers Retirement System.

Length of Duty

Substitute teachers shall observe the same hours of duty as the regular teacher.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

Substitute Salary and Payment Schedule

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Employment Notification

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

References:

KRS 17.160; KRS 17.165; KRS 156.106; KRS 161.605; KRS 161.611
016 KAR 002:030; 016 KAR 002:120; 102 KAR 001:030; 702 KAR 001:035; 702 KAR 003:075
OAG 69-296

Related Policies:

03.11, 03.111, 03.121

Adopted/Amended: 8/25/2011

Order #: 30