

Substitute Teacher's Handbook

2016-17 School Year



Learning to be our best

Oregon City Public Schools
1417 12th Street (PO Box 2110)
Oregon City, Oregon 97045-5010

WELCOME!

Welcome to Oregon City School District and the substitute teaching staff. You play an important role as a substitute by stepping in at a moment's notice and maintaining continuity to the school program. You are hired as a professional, with the same responsibilities of other staff members, to carry on our instructional program.

SUBSTITUTE TEACHERS ARE EXPECTED TO STAY UNTIL THE END OF THE CONTRACT DAY.

Substitutes are encouraged to participate in graduate classes and workshops offered frequently in the district. (Please see the district website for information).

Occasionally your full day of substituting may be changed to a half day. This happens infrequently, but if this is necessary you will only work four hours and be paid for a half day of work.

Use of a personal cell phone during the work day should be restricted to break periods only.

If you plan to retire with PERS, please let the district know prior to your date of retirement. As an Oregon PERS retiree, you are responsible to monitor your hours so you do not exceed the PERS hour limit. Tier 1 and Tier 2 retirees are limited to 1039 hours per calendar year. Tier 3 retirees are limited to 599 hours. The PERS hour restrictions are for hours worked for all PERS employers. Tier 1 and Tier 2 retirees who have reached the full Social Security retirement age are not restricted to the hour limitations listed above. Questions regarding the retiree's hour restrictions should be directed to PERS (503) 598-7377.

EMPLOYMENT REQUIREMENTS

A valid Oregon teaching license is the minimum requirement for employment eligibility in the Oregon City Schools.

Substitutes are not asked to be first responders to students or staff who require first aid. If a substitute gives assistance to an injured student or staff member, he/she will be doing so as a "Good Samaritan".

As a user of the Oregon City School District computer network, substitutes must comply with the established policies and regulations. The full text of Oregon City School District's electronic use policies and regulations is available on our web site at www.orecity.k12.or.us.

It is the District's policy to employ those best qualified by training and experience. At the same time, District 62 adheres to the principles of equal employment opportunities and affirmative action in its human resources practices.

PAY SCHEDULE

Pay dates are near the 25th of each month and checks are mailed to substitute's homes. If this day falls on a weekend or holiday, paychecks will be issued on the first day prior to this. Cut-off and pay dates for 2016/17 are listed on the following page.

Substitutes who work more than 10 consecutive days in any one assignment for the same teacher will receive an increase for their daily pay beginning on the 11th day of substituting.

The District will maintain liability insurance coverage, which covers staff members. When on assignment, a substitute is considered a staff member.

All employees of Oregon City School District are eligible to contribute to a tax sheltered annuity (403b) or a Roth using a district approved tax sheltered annuity vendor. A salary reduction agreement must be completed and provided to the district. This form can be found at:

[http://www.orecity.k12.or.us/files/Salary_Reduction_Agreement_403\(b\)_TSA.pdf](http://www.orecity.k12.or.us/files/Salary_Reduction_Agreement_403(b)_TSA.pdf)

If your contribution exceeds your net wages your request for a contribution will not be honored that month. Your salary reduction agreement will remain in place until you cancel the deduction authorization.

WHEN YOU ARRIVE AT SCHOOL

1. Report to the main office to sign in with the school secretary.
2. Obtain the individual substitute file from the main office.
3. Follow the regular plans and programs of the day as closely as possible.
4. The substitute teacher will assume the responsibilities and regularly scheduled duties of the teacher, if appropriate.
5. Refer all unusual requests from parents and students to the principal or vice-principal. This includes requests for early dismissal or exclusion from some class activity.

Before leaving school:

1. Complete the Substitute Teacher's Report found at the back of the substitute file.
2. Sign the SubCast report in the school office; this acts as your timesheet for payroll purposes.

Assignment Assessment

The District may maintain a summary report written after each substitute assignment, if warranted. It will consist of the following:

- Did the substitute follow the teacher's lesson plans?
- Was the substitute on duty the required length of time?
- Did the substitute maintain classroom control?
- Did the substitute leave the room in a favorable working condition?
- Would you like this person to substitute for you again?

As a substitute, you or the principal may want to discuss activities that have or are occurring within the classroom. If the principal is not able to talk with you during the substitute day, a conference may be scheduled at a later time.

Information gathered from assessments allows the district to make recommendations about a substitute's strengths, areas for growth, and continued service in the district.

We recognize the importance of the substitute's role in a good educational program. We hope that you will be a part of our teaching team and that you will have a positive experience working in Oregon City schools.

KEEP YOUR PROFILE UP TO DATE

Please keep your information up-to-date in the AESOP system, phone number, address, etc.

Aesop

The district's new automated service for recording absences and finding substitutes. You will receive an email with your login information in August, or when you have been activated. See Substitute QuickStart Guide attached.

SCHOOLS, ADDRESSES, & PHONE NUMBERS

Administration Office, 1417 12th Street, Oregon City	(all numbers are preceded with area code 503)
Supt. of Schools, Mr. Larry Didway	785-8430
Director of School Improvement, Mrs. Carol Sanders	785-8435
Director of Human Resources, Mr. John Ogden	785-8428
Chief Financial Officer, Mrs. Susan Dodd	785-8424
Director of Operations, Mr. Wes Rogers	785-8426
Director of Special Services, Mrs. Cyndi Panko	785-8369
Director of Special Programs, Mr. Mike Loretz	785-7832
Instructional Media Center (IMC), Mrs. Jan Snyder	785-8405
Beavercreek Elementary , 21944 S. Yeoman Rd., Beavercreek, 97004	785-8350
Cori Waufle, Principal; Secretary, Debbie Robertson	
Candy Lane Elementary , 5901 SE Hull Ave., Milwaukie 97267	785-8150
Michael Sweeten, Principal; Cathy Browning, Secretary	
Gaffney Lane Elementary , 13521 S. Gaffney Lane, Oregon City 97045	785-8600
Cyndi Borgmeier, Principal; Traci Sether, Secretary	
Holcomb Elementary , 14625 S. Holcomb Blvd., Oregon City 97045	785-8100
Kelli Rhea, Principal; Jenny Bradshaw, Secretary	
Jennings Lodge Elementary , 18521 SE River Rd., Milwaukie 97267	785-8035
Michael Sweeten, Principal; Lori Thompson, Secretary	
John McLoughlin Elementary , 19230 South End Rd., Oregon City 97045	785-8650
Lisa Normand, Principal; Diane Webb, Secretary	
Redland Elementary , 18131 S. Redland Rd., Oregon City 97045	785-8500
April Albers, Principal; Frankie Minor, Secretary	
Gardiner Middle , 180 Ethel St., Oregon City 97045	785-8200
Kelly Schmidt, Principal; Jill Bedortha, Secretary	
Ogden Middle , 14133 S. Donovan Rd., Oregon City 97045	785-8300
Pete Danner, Principal; Karrie Austin, Secretary	
Oregon City High , 19761 S. Beavercreek Rd., Oregon City 97045	785-8900
Tom Lovell, Principal; Lori Kitts, Secretary	
Clackamas Academy of Industrial Science (CAIS) Jackson Campus , 1306 12 th St., Oregon City 97045	785-7860
Scott Curtis, Principal; Arvira Matagarza, Secretary	
Oregon City Service Learning Academy (OCSLA), King Campus , 995 South End Rd., Oregon City 97045	785-82
Tim Graham, Principal; Lori Cook, Secretary	
Transition House , 1505 12 th St., Oregon City, OR 97045	785-7900
Teacher, Sharon Preuss	
Jackson Prep, Jackson Campus , 1306 12 th St., Oregon City 97045	785-7830

Directions to schools can be found through a link on our web page, www.orecity.k12.or.us/map.html

The information contained in the substitute handbook is presented as a matter of information only. These policies are not intended as, nor should they be construed to create, the terms of an express or implied contract with Oregon City School District, or as any type of promise or guarantee of specific treatment. No contract of employment may be created between Oregon City School District and any substitute, except as many otherwise be provided by express written agreement signed by the Superintendent of the Oregon City School District. The employment relationship with Oregon City School District is at will. Any substitute may resign at any time and for any reason, or be terminated at any time and for any reason, with or without notice and with or without cause. The Oregon City School District reserves the right to make changes, to update, to delete, or to add to these policies, rules, procedures, at any time, with or without notice.

AN EQUAL OPPORTUNITY EMPLOYER

Drug-Free/Smoke-Free Workplace

**OREGON CITY SCHOOL DISTRICT
CUT OFF AND PAY DATES 2016-17**

CUT OFF DATES

September	9,	2016
October	11,	2016
November	8,	2016
December	2,	2016
January	11,	2017
February	10,	2017
March	9,	2017
April	11,	2017
May	11,	2017
June	9,	2017

PAY DATES

September	23,	2016
October	25,	2016
November	22,	2016
December	16,	2016
January	20,	2017
February	24,	2017
March	23,	2017
April	25,	2017
May	25,	2017
June	23,	2017