



Lamar R-I Substitute Teachers

Welcome to Lamar R-I! As a substitute teacher you are an important part of our team in the Lamar R-I School District. Please review the information below to answer questions about substituting in Lamar R-I Schools. Please contact Robbie Edge at redge@lamar.k12.mo.us if you have any additional questions.

Substitute Teaching Requirements:

- Successful completion of 60 college credit hours is required to substitute teach (sub for classroom and/or para).
- In order to substitute at Lamar R-I Schools you must have a substitute certificate with the state of Missouri. Please refer to DESEs website (www.dese.mo.gov) for detailed information on receiving a certificate.
- Fingerprint/background check clearance.

Pay Schedule:

The Board of Education for the Lamar R-I School District has set the rate of pay at \$75.00 per day for regular substitute teachers who have at least 60 college hours. A regular substitute teacher is defined as one who works on a daily basis for various teachers or one who works for the same teacher fewer than ten consecutive days.

A long-term sub is defined as a regular substitute teacher who works ten or more consecutive days for the same teacher and who has been recommended by the principal to receive long-term pay of \$150 per day. District professional development and work days will not be paid.

Lamar R-I School District utilizes **Direct Deposit**. Payday is the 22nd of each month. If the 22nd falls on a Saturday or Sunday, payday will occur on the Friday before. The pay period runs for the 16th of each month to the 15th.

Work Day:

Arrival and Departure Time for the 2015-2016 school-term work day is the same in all buildings. It is 7:30 AM to 3:15 PM. In the case of an emergency and you are unable to fulfill your substitute duty, please call the building principal as soon as possible. Administration reserves the right to move substitutes to any position of greatest need.

Successful Substitute Teachers Always

- ☐ Dress professionally and avoid extremes in clothing, grooming, make-up.
- ☐ Follow the district policy.
- ☐ Communication devices should only be used for the following: to the performance of an employment-related duty, employee has received specific and direct permission from a supervisor or in an emergency. See policy for additional info (Staff Use of Communication Devices Policy- GBCC)
- ☐ Are courteous when speaking to students, school officials, staff, and parents over the phone and in person.

Checklist for Substitute Teachers:

The following represents a tracking system to employ when fulfilling the responsibilities of a substitute teacher.

- ☐ Subs will be contacted for work by a building principal or secretary.
- ☐ Report to & sign-in at the school's main administrative office upon arrival.
- ☐ Obtain information, substitute badge, room key, etc. from school officials in the main administrative office
- ☐ Become familiar with the school's daily schedule and routine for both the school, class and students by obtaining the necessary documents and talking with the school's administrators and/or teachers.
- ☐ If possible, arrive at the classroom prior to the first student and prepare for the day's activities.
- ☐ Secure the teacher's substitute teaching folder at the administrative office or from the teacher's desk.
- ☐ Write your name on the whiteboard.
- ☐ Introduce yourself to neighboring teachers.
- ☐ Complete the various forms associated with attendance, tardies, cafeteria, academics, etc.
- ☐ Follow the regular teacher's lesson plans.
- ☐ Fulfill the regular classroom teacher's extra duties.
- ☐ Leave the classroom in order with all materials and equipment stored in their appropriate places.
- ☐ Complete any reports that are due at the end of the school day.
- ☐ Write notes pertaining to the day's lessons, student management problems or positive student behavior, etc. and leave them in the substitute teacher kit.
- ☐ Return keys and other items to the school administrative office.
- ☐ Check with the school administrator or secretary to see if you will be needed the next day.

Building	Principal	Secretary	Phone
East Primary	Zach Lemert	Adrianne Rogers	681-0613
West Elementary	Mary Clark	Sharon Parker	682-3567
Middle School	Alan Ray	Bette Smith	682-3548
High School	Jennifer Beem	Dana Owen	682-5571
LCTC	Scott Nolting	Carla Swartz	682-3384