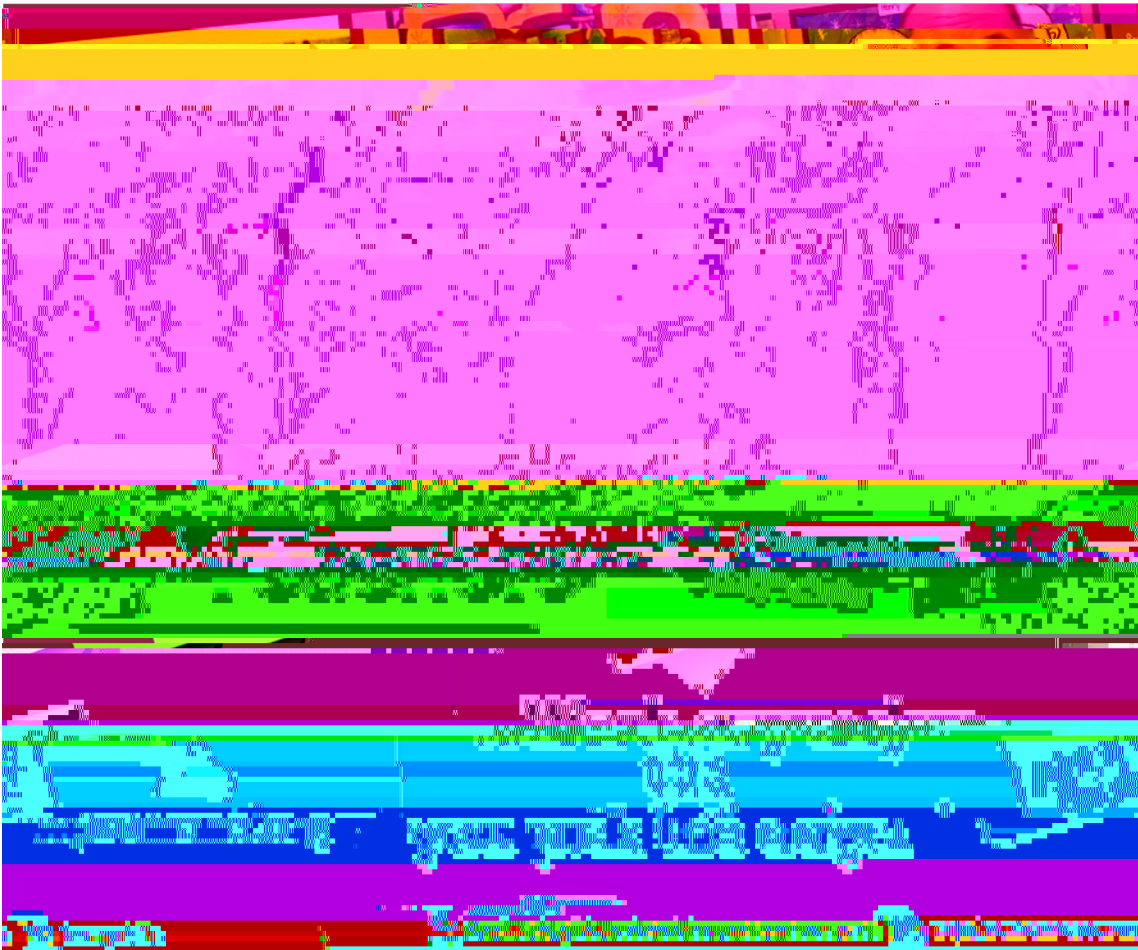


2021-2022 Substitute Teacher Handbook





"The Millard School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age, in admission or access to or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147 Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2." Not Responsible for information found by linking beyond this page. Email addresses are for use by staff, parents, and students relating to school business only. Solicitation is prohibited.

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APPLICATION PROCEDURES

Any person who wishes to do substitute teaching should complete an online application at www.mpsomaha.org. Applicants must hold a Nebraska Teaching Certificate and complete the Gallup TeacherInsight.

CERTIFICATION REQUIREMENTS

A substitute must hold a current, valid Nebraska Teaching Certificate, which has been registered with our school district, in order to substitute. A copy of this registered Certificate must be on file in our

accomplished. This should include comments on the work, progress made by the class, and any other information of value. Assignments made for the next day should be carefully recorded, preferably on a loose sheet left in the plan book rather than on the pages of the book itself.

All bulletins, notes, mail and information addressed to the regular teacher should be placed in the teacher's planning area or mailbox so they may be seen immediately upon the teacher's return. Permanent chalkboard work should be left intact unless the teacher's absence is prolonged to the point that it is no longer useful. All temporary work should be erased. Pens, erasers, chalk, and papers should be collected and placed where they belong at the end of the day. The room should be left in order.

THE SUBSTITUTE TEACHER AND THE STUDENTS

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help insure such cooperation by planning to make the day worthwhile and productive.

A strong teacher takes time to start the day right. He/she is alert to see that the class is in order and that all materials are ready. Be aware that the confidence of the pupils may be won or lost in the first ten minutes. By using a seating chart, the substitute may soon learn the students' names. The substitute's name should be written on the board and pronounced for the students.

It is wise for the substitute to avoid talking too much and wasting time. Remain on task and focus on the objectives of the lesson at all times. Brief directions given with animation will save time and prevent disorder. No teacher should use threats to obtain the desired reaction from students. Much of the skills of a teacher lie in the ability to arouse the pupils' interest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

SUBSTITUTE TEACHERS AND THEIR PROFESSIONAL RESPONSIBILITIES

It is a mark of professional ethics for a substitute teacher to refrain from criticizing the work of the regular teacher or the work of the school. Obviously, the teacher's absence reflects an unusual condition, which cannot be judged fairly on brief acquaintance. Furthermore, school regulations usually take on new meaning as the reasons for them become clear. Knowing this, mature teachers concern themselves mainly with their own positive contribution to a situation.

SUBSTITUTE TEACHER INSERVICE, PROFESSIONAL GROWTH, AND LIBRARY

From time to time the Millard Schools will provide professional growth opportunities for substitutes on such topics as discipline, effective teaching styles and current curriculum being used in our schools. These in-service programs are provided at no cost to the substitute. Substitutes are not paid for days of in-service except in the case of long-term substitutes who work regular staff development days in place of the regular teacher. Substitute teachers are entitled access to the staff professional library, which is located at Millard South High School.

INCLEMENT WEATHER

In the event that Millard closes school due to inclement weather, substitutes are not to report to work and will not be paid. If school closes during the middle of the day, substitutes will be paid for a full day. School closing information is broadcast on local radio stations beginning at 6:00 AM.

SUBSTITUTE AND TEACHER FEEDBACK

After the completion of your assigned job you are encouraged to complete the feedback survey. You can do so by clicking on the "leave feedback" link next to the job listing in Absences Management. You will then be asked to rate your overall experience you had in the position. Questions are on a scale of 1 (lowest) to 5 (highest). You will then answer six questions. After submitting the feedback you are unable to make changes to it.

OTHER IMPORTANT INFORMATION

All MPS subs will be issued a MPS Gmail account. The district Gmail account is the main avenue of communication for all MPS employees. We ask that you check your Gmail account regularly for important information that is relevant to your work as a substitute teacher.

All subs are required to sub a minimum of 5 days a school year to stay on the sub list the following year.

Substitute teachers must notify Human Resources (402-715-8200) of name changes.

IMPORTANT PERSONNEL POLICIES TO REVIEW: (Click on policy to review)

[4001 - Non-Discrimination and Harassment Policy](#)

[4001.1 - Non-Discrimination and Harassment](#)

[4001.2 - Non-Discrimination and Harassment Complaint Procedures](#)

[4001.3 - Harassment Complaint Procedure](#)

[4125 - Certificate Registration](#)

[4125.1 - Certificate Registration, Renewal, or Change of Name](#)

[4150 - Freedom of Speech](#)

[4145 - Political Activities: Public Office](#)

[4145.1 - Political Activities - Public Office](#)

[4153 – Professional Boundaries and Staff Relationships with Students](#)

[4153.1 – Professional Boundaries and Staff Relationships with Students](#)

[4155 - Code of Ethics](#)

[4155.1 - Code of Ethics \(Standards of Ethical and Professional Performance\)](#)

[4163 - Remedial Action](#)

[4172 - Use of Tobacco and E-Cigarette Type Products](#)

[4172.1 - Use of Tobacco and E-Cigarette Type Products](#)

[4173 - Drug-Free Workplace](#)

[4173.1 - Drug-Free Workplace](#)

[4173.2 - Drug-Free Workplace: Alcohol](#)

[4173.3 - Drug-Free Workplace: Drugs](#)

[4320 - Soliciting by Agents Prohibited](#)

[4205 - Substitute Teachers](#)

[4205.1 - Substitute Teachers](#)

STARTING TIMES FOR MILLARD SCHOOLS

School	Students	Teachers	Substitute Hours
SECONDARIES:			
Beadle Middle	7:45-3:00	7:15-4:15	7:15-3:15

Central Middle	7:45-3:00	7:15-4:15	7:15-3:15
Kiewit Middle	7:45-3:00	7:15-4:15	7:15-3:15
North Middle	7:45-3:00	7:15-4:15	7:15-3:15
Russell Middle	7:45-3:00	7:15-4:15	7:15-3:15
Andersen Middle	7:45-3:00	7:15-4:15	7:15-3:15
Horizon High	8:00-3:15	7:30-4:30	7:30-3:30
North High	8:00-3:15	7:30-4:30	7:30-3:30
South High	8:00-3:15	7:30-4:30	7:30-3:30
West High	8:00-3:15	7:30-4:30	7:30-3:30

Mondays – High School Students start at 8:45 a.m., teachers and substitute teachers report at 7:30 a.m.

Substitute teachers who arrive after 8:00 a.m. should park in the visitor parking and enter through the front of the building. If you receive a parking ticket, return it to the office. You do not have to pay a parking fine.

2. Report to the Administration Office secretary. You will receive a schedule and instructions as to where to meet with the department head or a representative of that department that will show you to your assigned area.
3. At the end of the school day, report to the Administration office to return all forms.
4. If any problems should occur, staff members or administrators will be accessible. Intercom telephones are available in all classrooms for this purpose.

Millard South High School

1. Substitute teachers should park in any of the lots marked with yellow painted stalls. If you receive a parking ticket, return it to the Activities Office. You do not have to pay the parking fine. You may pick up a parking permit from the Activities Office to use during the school year to avoid receiving a ticket.
2. All substitute teachers should arrive by 7:30 a.m. and report to the Activities Office. You will receive a folder with all the materials you will need for the day.
3. If any problem should occur, staff members or administrators will be available to assist you. Intercom telephones are available in all classrooms for this purpose.
4. At the conclusion of the school day, please report to the Activities Office to return your folder.

Millard West High School

1. Staff parking is on the WEST side of the building. All staff park on the West side, all students park on the East side of the building. You may park in any parking stall. Half day afternoon subs need to arrive by 11:30 a.m. and should park on the East side of the building, then enter through the main front doors. (All doors to our building, except the main east doors will be locked at 8:00 a.m. daily.) If you receive a parking ticket, return it to the office. You will not have to pay the parking fine.
2. Report to the Principal's Office secretaries by 7:30 a.m. for full day, 11:30 am for half day afternoon. You will receive a schedule and information about your sub assignment.
3. At the conclusion of the school day, please report to the secretaries in the Principal's Office and return any forms.

Important Absence Management (formerly Aesop) Information

Absence Management's Phone

Number: (800) 942-3767

Absence Management's Calling Times:

Morning Call Out: 5:15 am until 1:30 pm

Evening Call Out: 5:00 pm until 10:30 pm

Absence Reporting Deadline for employees:

No later than 30 minutes prior to the scheduled start of the job

Absence Cancellation Deadline for employees:

No later than 12 hours prior to the scheduled start of the job.

For assistance, please call:

Kayla Meskimen at 402-715-8960 or kmmeskimen@mpsomaha.org

Cindi Alberico at 402-715-8213 or cmalberico@mpsomaha.org

Between the hours of 6:30 am and 3:30 pm

District Map

