District Vision

*Academic Excellence in a Caring Environment*

District Mission

The mission of Sapulpa Public Schools, in partnership with the community, is to provide a premier education to ensure that every student achieves success in a global society.
General Information

Application Procedure

Prior to teaching, each substitute teacher must have a completed personnel file containing the following:

- Application
- Application for National Criminal History Record Check ($45.00 Fee)
- Employment Eligibility Verification
- Oklahoma Teacher Retirement
- 403(b)/457 Annuity Form
- W-4 Withholding Form
- Copy of Driver’s License and Social Security Card
- Direct Deposit information (voided check or document from bank) No Exceptions

Substitute Classifications and Pay

1. **A Certified Substitute Teacher** who has a current Oklahoma Teacher’s Certificate can substitute an unlimited number of days at $70.00 per day. A current copy of your Oklahoma Certificate/License must be on file with the Substitute Office before you can qualify to work more than one hundred (100) days.
2. **A Non-Certified Substitute Teacher** who does not have a current “OTC” but has a bachelor’s degree may substitute only one hundred (100) days at $70.00 per day.
3. **A Non-Certified Substitute Teacher** who does not have a current “OTC” but has a High School Diploma or a G.E.D. (Graduate Equivalency Diploma) may substitute only ninety (90) days at $60.00 per day.
4. **Paraprofessionals, Assistants and Secretaries** are paid on an hourly rate. Paraprofessional positions will be paid $7.50 per hour, secretary and assistant positions will be paid $7.25 per hour. These rates apply to all subs, certified or non-certified.
Duty Hours

<table>
<thead>
<tr>
<th>Site:</th>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>8:30 a.m. to 3:00 p.m. (Monday)</td>
<td>Only 3 class periods</td>
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<tr>
<td>918-224-6560</td>
<td>8:00 a.m. to 3:00 p.m. (Tues. – Fri)</td>
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<tr>
<td>Bartlett Academy</td>
<td>8:30 a.m. to 3:00 p.m. (Monday)</td>
<td>Only 3 class periods</td>
</tr>
<tr>
<td>918-224-7958</td>
<td>8:00 a.m. to 3:00 p.m. (Tues. – Fri)</td>
<td></td>
</tr>
<tr>
<td>Junior High</td>
<td>8:30 a.m. to 3:00 p.m. (Monday)</td>
<td>Only 3 class periods</td>
</tr>
<tr>
<td>918-227-6710</td>
<td>8:00 a.m. to 3:00 p.m. (Tues. – Fri)</td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td>8:40 a.m. to 3:10 p.m. (Monday)</td>
<td>Only 4 class periods</td>
</tr>
<tr>
<td>918-224-8441</td>
<td>8:10 a.m. to 3:10 p.m. (Tues. – Fri)</td>
<td></td>
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<tr>
<td>Elementary</td>
<td>9:30 a.m. to 4:00 p.m. (Monday)</td>
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<tr>
<td></td>
<td>9:00 a.m. to 4:00 p.m. (Tues. - Fri.)</td>
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<tr>
<td>Liberty</td>
<td>8:10 a.m. to 3:20 p.m. (Mon. – Fri.)</td>
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<tr>
<td>918-224-1492</td>
<td>Freedom-918-227-7838</td>
<td>HPE-918-227-6800</td>
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<tr>
<td></td>
<td></td>
<td>JHE-918-224-2028</td>
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</tbody>
</table>

Extra Duty

Substitutes shall fulfill all extra duties that are assigned to the regular classroom teacher. These duties may include bus duty, lunch duty, or other special duties assigned by the campus administrator. Always check with site secretary if you have questions.

Notification of Assignments

Substitute teachers are notified as early as possible regarding an assignment. Although some assignments may be made several days in advance, numerous assignments will be made on the morning of the assignment. Aesop will begin contacting substitutes at 5:45 a.m. It is all automated and will not leave a message. You can also go to the website (www.FrontlineK12.com/Aesop) and choose your assignment. After 7:30 a.m. any unfilled absence will be manually called by the secretary or substitute coordinator, if available. If you did not reject an assignment through the automated system you may be called again.

Substitutes are not required to accept each assignment for which they are called. However, it is important that the substitute be available on most occasions. Substitutes who are available regularly are most likely to receive an opportunity for an assignment. Substitutes may request to work only on specific days or at certain levels or at specific schools; however, too many limitations restrict the opportunities for assignment.

When you must cancel an assignment and it is in the evening or early morning, please call 1-800-942-3767 or go to the website (www.FrontlineK12.com/Aesop) as soon as possible. If it is after 7:30 a.m. the morning of your assignment you must call the substitute office (224-3400, ext. 1105) AND the Site Secretary. Not showing up for an
assignment without prior notification or frequently canceling assignments is unacceptable and will result in suspension of login rights.

**Emergency School Closing**

In the event of an emergency school closing, an announcement will be distributed to area radio, television stations, and posted on the district’s website (www.sapulpaps.org). In the event of inclement weather; substitutes should inquire for an announcement regarding school closing status. Substitutes should not report to the building on days of emergency school closing. If no announcement is issued regarding schools closing in Sapulpa, assume that school will be in session. You will NOT be contacted by AESOP or the Substitute Coordinator in the event of an emergency school closing.

**Method of Payment**

Substitutes will be paid on the fifth (5th) day of the month. If the fifth (5th) is on a holiday or weekend, payday will be on the workday preceding the holiday or weekend. Substitutes will not be paid for holidays, emergency school closings or other days when students are not in attendance. Substitutes are not eligible for school paid benefits. Please keep close track of your time as we have moved to time clocks and are no longer doing time sheets. Rachel Burrow, Payroll Specialist, will answer all questions on this new adventure.

Rachel Burrow contact information: email: rburrow@sapulpaps.org

phone: 918-224-3400, ext 1124

**Substitute Teacher Responsibilities**

The substitute teacher will report to the main office upon arriving at school to receive his/her assignment. After receiving the assignment, the substitute teacher should report to the assigned classroom. The following items should be observed as preparation before the day begins:
Become familiar with the procedure for checking class roll, lunch schedule, and rules for emergency fire and disaster drills.

Review lesson plans prepared by the regular teacher and locate materials for carrying out the assignment. Follow the lesson plans and the instructions as closely as possible.

As a means of creating the appropriate classroom climate, introduce yourself to each new group of students with whom you have contact throughout the day.

Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers. Your attitude and professionalism will have a great deal to do with your acceptance by the faculty, students and your ability to continue serving as a substitute.

At the end of the day, leave the room neat and orderly. Return all keys to the campus office and check to determine the need for further service.

Substitutes are responsible for the pupils, equipment, and materials assigned to their care.

Do not use the classroom teacher’s computer or plug a personal laptop into the workstation modem. Please do not use your cell phone or the class phone for personal calls during class.

Review the campus student handbook to become familiar with policies and regulations of the school.

Hold in confidence any information obtained regarding students, teachers, grades, etc. No information should be shared with anyone other than authorized school personnel.

Never leave the classroom unattended.

Never administer corporal punishment to any child. (Never physically handle a student. If the situation reaches to this level of intensity, call for the assistance of a campus administrator.)

When individual pupils cause behavior problems which are disruptive to the learning environment, refer those students to the campus administrator with a discipline slip or note explaining the circumstances.

Firm, fair treatment of all students, combined with explicit explanations and direction, will prevent many disciplinary problems.
Leave the regular teacher a brief summary of the day’s activities. The brief summary may explain student attendance, behavior and/or any other information that may be helpful to the teacher.

**Helpful Hints for Success**

- Arrive early to the school, introduce yourself and sign in for the employee you will be replacing for your assignment.
- Neighboring teachers are willing to help, don’t be afraid to ask.
- Talk and act professional; this commands respect from the students. Establish a good “first impression”. Immediately establish your behavior expectations.
- Write your name on the board and greet students as they arrive.
- Listen to announcements and have students pay attention.
- Check the class rolls (seating charts) carefully and as quickly as possible.
- Do not permit student to leave the classroom indiscriminately during the class period. Students who must leave the classroom should receive a written pass to the specific area, time and date.
- Never leave your classroom unsupervised; send a student to the office or the classroom next door if you need assistance.
- Use positive rather than negative requests and suggestions.
- Exhibit a positive, enthusiastic attitude toward the assignment.
- Be respectful of your students…they need patience, consistency, good judgment and a sense of humor!
- Dress professionally, including modesty and cleanliness.
- Leave the room clean and in order.

Thank you for choosing to substitute teach for Sapulpa Public Schools, we appreciate ALL THAT YOU DO!!!!!