

Welcome to the Watertown School District!

We would like to welcome you to the Watertown School District as a substitute teacher. We count on you to help students learn in the absence of the classroom teacher. We believe that it is vital for our substitutes to be prepared prior to entering the classroom. This handbook is to help with that process.

The Watertown School District is a wonderful place to work! The friendly teachers, administrators, paraprofessionals, and students help to make our District the best it can be. The District has 3800 students, and includes five elementary schools, one Intermediate School, one Middle School, one High School, and a Special Service Center. The Watertown School District also is a part of the Lake Area Multi District, a technical high school that provides additional learning opportunities for our high school students. The District also includes Lake Area Technical Institute, which is home to 1200 post secondary students studying over 24 technical programs.

Serving as a K-12 substitute is a very challenging task. We depend on you to ensure that students learn while they are in your supervision. We believe our District is one of the best in the state, and we count on you to help us achieve our mission “Enabling all students to succeed in an ever-changing world.”

If you have any questions, please give us a call at (882-6312) or the building principals listed in the handbook. We look forward to our work together.

Sincerely,

Dr. Jeff Danielsen
Superintendent

District Administrative Personnel

Watertown District Special Service Center
601 11th St NE
605-882-6399
Director - Mrs. Jennifer Heggelund
Adm. Asst. –Mrs. Julie Briggs

Mellette Elementary School
619 2nd St. NW
605-882-6385
Principal – Mr. John Decker
Adm. Asst. – Mrs. Belinda Multhaup

Jefferson Elementary School
1701 N. Maple
605-882-6390
Principal – Mrs. Laura Morrow
Adm. Asst. – Mrs. Erica Reis

Roosevelt Elementary School
412 2nd St. SE
605-882-6360
Principal – Mr. Gregg DeSpiegler
Adm. Asst. – Mrs. Jamie Schaack

Lincoln Elementary School
1100 13th St. NE
605-882-6340
Principal – Dr. Susan Patrick
Adm. Asst. – Mrs. Barbi Rudebusch

Watertown Middle School
1700 11th St NE
605-882-6370
Principal – Dr. Todd Brist
Adm. Asst. - Mrs. Nancy Keverer

McKinley Elementary School
5 12th St. SW
605-882-6350
Principal – Mrs. Shannon Knopf
Adm. Asst. – Mrs. Kim Johnson

Watertown High School
200 9th St. NE
605-882-6316
Principal – Dr. Mike Butts
Adm. Asst. – Mrs. Joan VanMeter

Watertown Intermediate School
601 11th St NE
605-882-6355
Principal - Mrs. Jennifer Bollinger
Adm. Asst. – Mrs. Joyce Paulsen

District Central Office
200 9th St NE
Main number: 605-882-6312
Superintendent: Dr. Jeff Danielsen
Asst. Superintendent: Mr. Darrell Stacey
Business Manager: Mr. Rick Hohn
Asst. Business Manager: Mrs. Heidi Clausen
Benefits Coordinator: Mrs. Misty Brenden

School Assignment Details

To Begin:

1. You are expected to arrive at the school ½ hour before the class starts. School begins at 8:30, and we expect substitutes to arrive at 8:00 to review the lesson plans prior to the day with students beginning.
2. The role of the substitute teacher is to assume the same responsibilities as the regular teacher. The classroom teacher will have lesson plans and classroom rules that the substitute teacher is to follow.
3. When you arrive at the school you are to substitute, please sign in with the Administrative Assistant in the main office of the building. Double check with the office if there is any different scheduling that you should know about (assembly, etc.).
4. Check the teacher's mailbox for any notes, lunch tickets, etc. that may be available for you.

During the Day:

5. Feel free to ask any of the nearby teachers any questions that you may have regarding your substitute assignment.
6. If you need assistance during the substitute assignment, please do not hesitate to visit with the principal. The principal will be glad to give you some assistance or advice if you need assistance.

End of the Day:

7. Complete paperwork as thoroughly as possible, including the substitute sheet. You are to stay until 4:00, so take time to write out detailed information for the returning teacher. Our teachers care about our students and want to know what happened during the day that they missed.
8. Once your day is complete, check back in the office. You may be given additional substitute days prior to leaving the building. Thank for helping us maintain a strong learning environment in the absence of the regular classroom teacher.

Attitude in the Classroom

Your attitude is truly contagious. The students respond to positive attitudes. If you approach the students cheerfully, confident, and upbeat, the students will also feel that way about the day. We expect our substitute staff to be positive with our students. We know that research says that students respond the way the teacher responds in the classroom.

1. Begin each class period enthusiastically and promptly.

- * Use a pleasant approach to establish rapport with the students.
- * Remember that a smile and a sense of humor are important.
- * Have a neat and confident appearance. You will encourage respect.
- * Laugh if you make a mistake.
- * Follow through on what you promise

2. Be patient with the students

- * Maintain objectivity
- * Understand the students' feelings
- * Remember that you were a student, too. Treat students the way that you succeeded
- * Emphasize the positive in the classroom

3. Show concern for your students

- * Praise, accept, and show the students you care for them
- * Treat each student with respect
- * Involve your students in the learning activities in the classroom
- * Treat each student as an important individual

4. Listen to others (staff and students)

- * Listen to the students and what they have to say.
- * Listen to the staff, they can be your most valuable guides.

5. Talk to students

- * Speak courteously
- * Face the students, not the chalkboard or whiteboard
- * Avoid using sarcasm in your speaking

*Remember the age of the student you are working with.

Classroom Routine

The following information has been established to ensure a safe, pleasant learning environment for the students and staff. Adhering to these guidelines is very important. The students are accustomed to a certain way of doing things, and the closer you can stay within the normal routine, the more likely the students will listen and learn. In the case of an unforeseen event, use common sense and good judgment until you can check with the office or other teachers to proceed.

1. Adhere to the established routine.

- * Completely follow the designated lesson plans set up by the regular classroom teacher. Accomplish the work with the student that they need.
- * If a paraprofessional or nearby teacher offers to help, they probably know the students' routine and are there to help.
- * Learn the school's procedures for students.
- * Uphold the school and District's rules and regulations
- * Take attendance.
- * Use the seating chart that is available. If there is not one available, quickly sketch one of your own.
- * If money has to be collected for any reason, deposit the money at the office as quick as possible.
- * Do not give unplanned recess, lunch detention, after-school detention, or any Activity that removes the students from their classroom routine without permission from the office or the regular classroom teacher.

2. Learn the school discipline procedures and follow it. All staff members have been trained in the Girls and Boys Town model. This workshop is offered each summer and helps teach students pro-social skills to positive behavior.

3. Students should be in class when the bell rings (or at the designated time). The regular classroom teacher has a set plan that allows students to leave the classroom. Stick to this plan unless you feel that the students will not last until break to use the bathroom, or are so sick that they need to go to the nurse.

- * Check with the office what to do with tardy students.
- * If a student has a signed pass from another teacher, please honor the pass.
- * Do not release students to leave the school building unless permission has been given at the main office.
- * Supervise students at all times – in the room, hall, or playground.

Expect the Unexpected

There are school realities that you can not plan for. There is no blanket solution for unexpected situations. Use common sense, keep the students safe, calm, and reassured. Don't hesitate to ask for assistance from nearby staff members. For more information, refer to the District's Safety Management flip book displayed in each room.

District Policies

There are a few District policies that are pertinent to our substitute teachers. If you have questions on any of the School Board Policies, please call the superintendent's office at 882-6312. All District Policies are online at www.watertown.k12.sd.us

1. Confidentiality – As a substitute, you will observe many situations and modes of operation. All records, reports and information regarding the children in your room are to be kept in the strictest confidence. If you feel the need to share information in regard to a student's well-being, talk to the principal or the school nurse.

2. Dress – The Watertown School District does not have a formal dress code for employees, but professional or business-like dress is expected. Substitutes should be well-groomed. Children react better and are more positive to individuals with proper attire. Occasionally, a Friday is an "Arrow Day". School colors with good jeans may be acceptable.

3. Emergencies – Make sure that you are prepared to handle an emergency. Safety Management flip charts are found in each room. Find these in the classroom and flip through these prior to beginning your first assignment for the year.

4. Sexual Harassment – All individuals associated with the District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is contrary to basic standards of conduct between individuals. It will constitute a violation of these policies or any employee to engage in misconduct and will result in immediate discharge as a substitute. Sexual harassment consists of one or more of the following:

- * Unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature.
- * Making threats of reprisal explicitly or implicitly, a term or condition of employment
- * Using coercive sexual behavior to control or affect the career, salary, or performance review of another employee
- * Unreasonably interfering with work performance or creating an otherwise offensive working environment.

Substitute Feedback To The Teacher

Teacher's Name _____

Substitute Name _____

1. Were there lesson plans? Yes _____ No _____

2. Did you follow the lesson plans? Yes _____ No _____
 If no, why not?

3. Student behavior:

4. List of absent students _____

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| | |

5. The work completed by the students may be found:

Optional information to the teacher

6. The thing I liked best in the classroom was:

7. My job would have been easier if:

8. Comments:

Substitute's Signature

Date

Substitute Teacher Evaluation

Name of Substitute _____ Date _____ Grade/Subject _____

School _____ Teacher _____

1. Did the substitute accomplish all the work you had planned? Yes _____ No _____

2. Did the substitute have good control of the class?

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|---------------|--------------------|--------------|-----------|
| Superior 1 | Above Average 2 | Average 3 | Weak 4 |
|---------------|--------------------|--------------|-----------|

3. Rate the overall effectiveness of the substitute:

| | | | |
|---------------|--------------------|--------------|-----------|
| Superior 1 | Above Average 2 | Average 3 | Weak 4 |
|---------------|--------------------|--------------|-----------|

4. Would you like this substitute in the future? Yes _____ No _____

5. Brief general evaluation comments:

Teacher Signature