

DARKE COUNTY SCHOOLS  
SUBSTITUTE TEACHER'S HANDBOOK  
2022-2023



Ansonia, Arcanum, Franklin Monroe,  
Mississinawa Valley, Tri-Village, Bradford,  
and Anthony Wayne Preschool

Dear Substitute Teacher:

Welcome to the Darke County Schools which includes Ansonia, Arcanum Butler, Franklin Monroe, Mississinawa Valley, Tri-Village, Bradford and Anthony Wayne Preschool. We hope that your experience will be enjoyable and productive.

Your professional service as a substitute teacher is always important and many times difficult. Frequently it is impossible to give you advance notice. Your skill, patience, and ingenuity will be challenged to provide meaningful instruction. The building principal and the regular teachers will be glad to answer questions and provide other assistance that may be necessary on the days that you teach. There are some suggestions and instructions on the following pages that may help you with some of your questions. If not, please feel free to call this office and we can answer those questions that you may have.

Hope you enjoy the 2022-2023 school year. Thank you again for your time that you provide to the local school districts.

Respectfully,

*Jim Atchley*

Jim Atchley, Superintendent  
Darke County Schools

## PREFACE

The substitute teacher is really a reserve who is standing ready to go into action when needed because of the absence of the regular classroom teacher. Like any reserve or backup system, the substitute teacher's role is vital to the overall, successful function of our schools.

As a reserve you might be asked to help out in many different kinds of situations. This will require a great amount of preparation, patience, and tolerance on your part. Every effort will be made to assign you in only those areas where you are fully certified.

This handbook contains information that will help you in your role as a reserve teacher. Keep it on hand and refer to it often.

## HOW TO APPLY

Individuals must have a minimum of a Baccalaureate Degree to be eligible for a substitute teaching license.

Because the law prevents boards of education from paying substitute teachers unless they are properly qualified, it is imperative for you to register with the Darke County Educational Service Center (ESC). **Even if you have a permanent license and a regular sub, you must contact the ESC office each year to remain on the current list.**

## ABSENCE MANAGEMENT SYSTEM

Arcanum-Butler, Franklin Monroe, Bradford, and Tri-Village Schools will be using the Absence Management system. An individual will call the sub directly to assign sub jobs for Ansonia and Mississinawa Valley Schools. A substitute QuickStart guide should have been given to you when first signed up to sub.

## WHERE TO REPORT

Go immediately to the office upon your arrival at school. You can expect:

- Information on location of classroom;
- Details about the class;
- Changes in daily routine;
- Special duties or assignments;
- Where to find teacher's folder with class roster, seating chart, lesson plans, etc.;
- To sign forms for the school treasurer's pay records **(take 2 forms of I.D. each time you sub at a new district).**

## RESPONSIBILITIES OF THE SUBSTITUTE TEACHER:

To Teach:

The main responsibility of the substitute is to instruct pupils. The chief complaint of teachers about substitutes is that their instructions were not followed. The lesson

plans of the regular teacher should be followed as closely as possible. In the event that lesson plans are not available (the chief complaint of substitutes), or the assignment is made in a subject in which the substitute is not competent, the substitute should be prepared with flexible and creative plans that are adaptable to any situation. All written work assigned by the substitute should be scored but should not be given a grade nor recorded in the grade book. A brief report of what is accomplished should be left for the regular teacher either on paper or through Aesop. The duties of a teacher extend beyond the classroom. Therefore, a substitute is expected to perform other duties which have been assigned to the regular teacher, unless other arrangements have been made by the principal. Such duties might include hall duty, lunch room supervision, playground supervision, or other assignments. Clarification of the duties to be performed should be made upon your arrival at the local school building office. It should be understood that the schedules are sometimes changed and the principal is free to use the services in any manner the principal deems best for the administration of the school.

#### To Maintain Classroom Control:

The substitute teacher is expected to maintain control of the classroom at all times. Once the students have arrived, you need to establish rapport quickly. Write your name on the board and inform the class of your desire to work with them during the absence of the regular teacher. Seek the regular routine. Get started and use the students' names from the beginning. If a disciplinary situation should occur, the substitute should seek the assistance of the principal before the situation gets out of hand. Don't threaten to call the principal into the class, but do make it a point of information. Ask the principal about the rules when the class seems to be uncooperative. No substitute is ever required to tolerate any act of gross misconduct, including flagrant discourtesy, abusive language, or deliberate insubordination. **SUBSTITUTES ARE NOT TO ADMINISTER CORPORAL PUNISHMENT.**

#### To Practice Professional Behavior:

The substitute is on the same professional level as a regular teacher and is expected to observe the same ethical codes. The comparison of schools, teachers, and students must be avoided. Confidential records of the students are to be held in the strictest confidence. If the substitute does not approve of condition in a given school, it is appropriate to inform the principal. Disagreements over educational matters may lead to change for the better, but the disagreements belong in the professional.

#### To Grow Professionally:

Some of the most effective teachers in the county have been substitutes for a time in their careers. Any substitute desiring a full-time position should let the building principal know. Applications for employment in the Darke County Schools are available in the office of the local superintendent and in the office of the Darke County Office of Education. There will also be opportunities to grow by attending

staff meetings and inservice workshops sponsored by the county schools.  
Continued study is encouraged.

### RESPONSIBILITIES OF THE PRINCIPAL

The principal is responsible to see that the substitute teacher:

1. Knows what time to arrive;
2. Is given assistance by the regular teachers;
3. Knows the schedule for the day;
4. Knows all non-classroom duties (i.e., halls, lunchroom, etc.);
5. Knows the location of the room, faculty lounge, and lunchroom;
6. Knows the proper procedure for attendance, money, and supervision duty;
7. Knows the location of lesson plans, class rosters, seating charts, and audio visual equipment;
8. Assumes all responsibilities of the regular teacher;
9. Is treated with all due respect;
10. Is treated with consideration by all staff members

### RESPONSIBILITIES OF THE TEACHER

The regular teacher is responsible to see that the substitute teacher:

1. Has a class time schedule of activities planned for the teacher;
2. Has usable seating charts;
3. Has daily lesson plans with specific directions;
4. Knows the location of the following: seating charts, hall passes, attendance books, etc.

### PAYROLL, DEDUCTIONS AND INSURANCE

Employment and status of substitute teachers will be determined by the local board of education regulations and in compliance with Section 3319.10 of the Revised Code of the State of Ohio. The rate of pay and time of payment varies with each local district and can be determined by contacting the local superintendent or building principal. The rate of pay will be changed to that of a regular teacher no later than 60 days of uninterrupted service at the same position. Proper credit will be given to training and experience, when being placed on the regular salary schedule. A proper amount will be withheld for federal and state income taxes and the Ohio Teacher's Retirement System (STRS) from your earned pay. All substitutes (including retired teachers) must contribute to the STRS. As a public employee, you are covered by Workmen's Compensation for any injury sustained in your substitute work or while on school premises. Injuries must be reported at once to the office of the superintendent. Failure to report an injury promptly may mean a loss to you of medical benefits. Substitute teachers in the Darke County Schools shall not be eligible for unemployment compensation during the summer months, as it is the intent of the Darke County School System to rehire all eligible substitutes for the ensuing year.

### HELPFUL HINTS

1. **Make every effort to be on time.** A late start or inadequate preparation can cause an unsuccessful experience.
2. Dress appropriate and be well groomed.



## School Districts Phone Numbers & Addresses

### **Darke County Educational Service Center**

5279 Education Drive, Greenville OH 45331

Jim Atchley, County Superintendent

Kelly Fourman, Sub Coordinator

[kelly.fourman@darkeesc.org](mailto:kelly.fourman@darkeesc.org)

(937) 548-4915

### **Ansonia Local**

600 E. Canal Street, Box 279, Ansonia OH 45303

PJ Burgett, Superintendent

(937) 337-4000

Jim Robson, MS/HS Principal (7-12)

(937) 337-5591

Ashlee Fourman, Elementary Principal (K-6)

(937) 337-5141

### **Anthony Wayne Preschool**

4932 Children's Home Bradford Road, Greenville OH 45331

Jodi Rinehart, Director

(937) 548-8323

### **Arcanum Butler Local**

2011 Trojan Avenue, Arcanum OH 45304

John Stephens, Superintendent

(937) 692-5175

Jason Stephan, HS Principal (7-12)

(937) 692-5175

Jason Vince, MS Principal (5-8)

(937) 692-5175

Joni Pechie, Elem Principal (K-4)

(937) 692-5175

### **Franklin Monroe Local**

8591 Oakes Rd, Arcanum OH 45304

Jeremy Pequignot, Superintendent

(937) 947-1329

Lisa Wendel, JH/HS Principal (7-12)

(937) 947-1328

Megan Linder, Elem Principal (K-6)

(937) 947-1327

### **Mississinawa Valley Local**

10480 Staudt Road, Union City OH 45390

Jeffrey Winchester, Superintendent

(937) 968-5656

Jeff Winchester, MS/HS Principal (7-12)

(937) 968-4464

Stephanie Kemp, Elem Principal (PK-6)

(937) 968-4111

### **Tri-Village Local**

315 South Main Street, New Madison OH 45346

Josh Sagester, Superintendent

(937) 996-6261

Lee Morris, HS Principal (7-12)

(937) 996-1511

Shane Mead, Elem Principal (K-6)

(937) 996-1511

### **Bradford Exempted Village**

760 Railroad Avenue, Bradford OH 45308

Joseph Hurst, Superintendent

(937) 448-2770

Chris Barr, MS/HS Principal (7-12)

(937) 448-2719

Michelle Lavey, Elem Principal (K-6)

(937) 448-2811

DARKE COUNTY LOCAL SCHOOLS  
Start and Dismissal Times  
Pay Rate Per Day

**Subs should arrive at least 30 minutes before start time**

District & Building	Start	Dismiss
<p style="text-align: center;"><b>Ansonia</b> \$90 per day</p> <p>Elementary Middle/High School</p>	<p style="text-align: center;">9:00 a.m. 7:55 a.m.</p>	<p style="text-align: center;">3:25 p.m. 2:26 p.m.</p>
<p style="text-align: center;"><b>Arcanum Butler</b> \$95 per day</p> <p>Elementary Middle School High School</p>	<p style="text-align: center;">8:55 a.m. 7:35 a.m. 7:35 a.m.</p>	<p style="text-align: center;">3:30 p.m. 2:30 p.m. 2:30 p.m.</p>
<p style="text-align: center;"><b>Bradford</b> \$96 per day</p> <p>Elementary MS/High School</p>	<p style="text-align: center;">8:00 a.m. 8:00 a.m.</p>	<p style="text-align: center;">3:00 p.m. 3:00 p.m.</p>
<p style="text-align: center;"><b>Franklin Monroe</b> \$90 per day</p> <p>Elementary JH/High School</p>	<p style="text-align: center;">9:00 a.m. 7:45 a.m.</p>	<p style="text-align: center;">3:30 p.m. 2:30 p.m.</p>
<p style="text-align: center;"><b>Mississinawa Valley</b> \$90 per day</p> <p>K-12</p>	<p style="text-align: center;">8:00 a.m.</p>	<p style="text-align: center;">2:30 Town Students 2:53 Country Students</p>
<p style="text-align: center;"><b>Tri-Village</b> \$90 per day</p> <p>Elementary MS/High School</p>	<p style="text-align: center;">8:00 a.m. 8:00 a.m.</p>	<p style="text-align: center;">2:45 p.m. 2:45 p.m.</p>
<p style="text-align: center;"><b>Anthony Wayne Preschool</b> \$90 per day</p>	<p style="text-align: center;">8:00 a.m.</p>	<p style="text-align: center;">3:30 p.m.</p>