



South Coast Education Service District
Substitute Teacher Handbook
2021-2022



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**South Coast ESD
Substitute Teacher Handbook**

The information contained in this sub handbook is presented as a matter of information only. This document is not intended as, nor should be construed to create the terms of an express or implied contract with South Coast ESD, or as any type of promise or guarantee of specific employment or treatment. No contract of employment may be created between South Coast ESD and any substitute teacher, except as may otherwise be provided by express written agreement signed by the superintendent of South Coast ESD or a component district. The employment relationship with South Coast ESD is at will.

South Coast ESD compiles a list of qualified substitute teachers based on appropriate licensure only after all requirements set forth by ESD and the component districts are met.

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INTRODUCTION

Welcome to South Coast Education Service District. As a substitute teacher, you are employed to carry out the instructional program(s) during the temporary absence of a regular teacher. You are an important member of the teaching staff. As each child differs, so will each substituting situation. Be ready and willing to adapt yourself to various teaching assignments. Teaching is an all-encompassing task. While you are substituting for another staff member, strive to keep the learning and intellectual growth of the students expanding.

Please perform all of the regular duties of the teacher for whom you are substituting. It is expected that you will follow, as nearly as possible, lesson plans and classroom procedures prepared by the regular teacher. If for some reason complete plans have not been left for you, please see the department head, cooperating teacher, team leader, or the principal for direction. Under exceptional circumstances you may need to deviate from the plans left for you. If so, leave a complete explanation for the teacher upon his/her return to explain the circumstances.

Component districts within the South Coast ESD region:

Bandon	Myrtle Point	Powers
Central Curry	North Bend	Reedsport
Coquille	Port Orford	South Coast ESD

South Coast ESD does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation or age in its programs and activities, including employment opportunities.

SUBSTITUTE TEACHER PROCEDURES

Application

In order to be placed on the licensed sub rolls with the South Coast ESD, an individual must complete the following procedures:

- Licensed substitutes must have a valid Oregon Teacher Standards and Practices Commission (TSPC) license.
- Read the Substitute Teacher Employee Handbook.
- Complete the SCESD substitute teacher form(s) with current contact information. Notify the SCESD of any changes as they occur.
- Complete the Safe Schools online trainings annually.
- Complete fingerprinting with Office of Child Care's Central Background Registry if subbing in an EI/ECSE classroom.

Primary Employment Relationship

Each district does their own sub calling, through FRONTLINE (formerly AESOP) system, the automated calling network, and each individual district is their own employer. This means that employment verification, wage information, and accompanying paperwork is handled by each district upon completion of employment for the month.

Pay for substitutes:

A substitute teacher is one who holds an appropriate Oregon TSPC license and who, on a day-to-day basis and without contract, does the full work of a regularly assigned teacher during the regular teacher's absence from duty. Substitute teachers are not eligible for fringe benefits. According to state law, substitute teachers are exempt employees, and are not eligible for overtime and their rates are not based on an hourly rate, but rather on a full daily rate.

Substitute teachers are paid in either a full day or ½ day increments. A full day could be greater or less than 8 hours; a day that is less than a full day that spans in the middle of the day and is greater than a ½ day will be paid at the full day rate. Half day payments will be for days that can include either a morning or afternoon session and could be greater or less than 4 hours; ½ day may also span in the middle of the day but it is usually about 4 hours. If a substitute teacher is employed for less than a ½ day, he/she will be paid for a half a day. (ORS 342.610)

You, as a substitute teacher, are expected to remain on the job for the entire time assigned. The substitute cannot choose to leave when the students are released. If you have completed your assignment, please check with the office, other teachers, or the principal for additional tasks. The school is paying for your time, so they have you for the entire time assigned. If a substitute teacher shows up and they aren't needed at no mistake of their own, the school may ask you to stay and work a minimum half-day (4 hrs.) If the school is the one releasing you because they have nothing for you to do, they are responsible for paying for you at the ½ day rate.

Sick Time (SB 454) and Sick Leave (ORS 332.507) – See policy GCBDD/GDBDD at <http://www.scesd.k12.or.us/wp-content/uploads/2018/10/GCBDD-GDBDD.pdf>

Substitutes/Temporary: Sick time for variable hour (non-FTE) employees, such as substitutes, shall accrue paid sick time at the rate of at least one hour for every 30 hours the employee works or .033 hours per hour worked, with accrual processed at the end of each pay period. Said leave is available to use from the first day of employment of that calendar year (July 1-June 30). Up to 40 hours of accrued sick time may be carried over to the subsequent year, with a maximum accrual of no more than 80 hours and a usage limit of 40 hours per year. Unused sick time is forfeited upon inactivation status but will be reinstated if the employee returns to district employment within 180 days of inactivation status, and days previously worked will be credited toward the 60-day eligibility period for its use. Unused sick time is not transferrable to other school districts and is not reportable to PERS as long as the employee remains active in the system.

Sick time and/or leave shall be recorded in the current time and attendance system in a minimum of quarter hour increments except when a licensed substitute is required, in which case sick leave must be taken in increments of four hours. When an employee is going to be absent from work, they should follow department procedures which can include informing the department secretary and/or administrator before the start of the normal work-day, and enter a leave request in the time and attendance system.

For licensed substitutes that are Oregon PERS eligible, please check with your employing district for policies.

Pay Checks and Direct Deposit

- Substitutes work for the **SCHOOL DISTRICT** where the position has been accepted and are paid by that district.
- Pay periods vary from district to district and are usually for the previous month.
- It is up to the substitute to complete ALL payroll forms with each district payroll/business office unless otherwise directed.
- Paychecks are usually mailed to your home address unless the district offers direct deposit, in which case your check may be directly deposited to your bank account.

Notification of Scheduled Term Recess Periods

The South Coast ESD's annual calendar includes customary recess periods for employees which may vary by district. These breaks act as temporary interruptions in employment. The districts expect that you will continue to perform the same or similar services after the vacation or recess periods as you did before for the school year.

Fall Registration

In order to maintain current and accurate records, each substitute is required to re-register with South Coast ESD each year.

All annual training and paperwork must be completed and received either online or in person by the end of the **LAST WEEK OF AUGUST** of each year. We ask that if you are not returning to work or you obtain other employment that you notify the substitute coordinator as soon as possible.

Additional fingerprinting

In order to sub as a licensed teacher or Instructional Assistant for the EI/ECSE (Early Intervention/Early Childhood Special Education) program you are required to enroll in the Office of Child Care's Central Background Registry and complete an additional fingerprinting and background check through ODE/TSPC. At this time the EI/ECSE program will cover the cost of the fingerprinting.

Substitutes will need to work directly with the South Coast ESD EI/ECSE program. You will be requested to initially pay for the fingerprinting with CBR and then need to apply for reimbursement from CBR directly. You will be notified by CBR where you are in the fingerprinting process and when it is complete and you are eligible to sub in the classroom.

Fingerprinting is good for five (5) years and the EI/ECSE program will track you in their database and notify you of your upcoming renewal.

ID Badges

It is more than likely that each school will require some sort of identifying ID to be worn by their employees, including substitute teachers. Check with each district when you receive an assignment.

Licenses

It is the responsibility of licensed substitutes to maintain current, valid TSPC teaching certificates. SCESD will provide TSPC PEER forms upon request.

RESTRICTED SUBSTITUTE*:

Teachers Standards and Practices Commission (TSPC) defines the license as: "The Restricted Substitute Teaching License is issued to applicants who hold a bachelor's degree, but have not completed an educator-preparation program. Holders of this license may substitute for an unlimited number of days in a school year, **but may not substitute in any one assignment for more than 10 consecutive days**"

Restricted Substitutes are NOT eligible for full time teaching or full time substituting.

***South Coast ESD will be monitoring Restricted Substitute workload in the districts and if a Restricted Substitute has been found to be out of compliance, we may not provide future letters of support and/or immediately contact TSPC and rescind support.**

SUBSTITUTE RESPONSIBILITIES/EXPECTATIONS AND CONDUCT

Substitute's Responsibilities and Expectations:

- Arrive to work on time ready to perform duties as outlined.
- Report to the office upon your arrival at the building, and again prior to leaving for the day.
- Follow the lesson plans left by the teacher. If you feel unable to do this, contact the principal for direction on an acceptable alternative plan.
- Keep an accurate record of daily attendance for all assigned students. Do not use the teacher's attendance book unless you are so instructed. If you are advised to keep records in the teacher's attendance book, write in pencil – do not use ink.
- Leave a written summary of the day's activities for the teacher.
- Assume all possible duties of the absent teacher that may include:
 - Bus duty
 - Lunch period supervision
 - Hallway supervision
 - Playground supervision before and after school, at recesses and noon hour
- Remain at school until the scheduled release time for teachers, unless the office releases you earlier.
- Correct all written work, unless the regular teacher or principal has left specific instructions to the contrary. Do not assign written work and leave it to be graded by the regular teacher unless so indicated in the lesson plans. And as a general rule, any written work assigned by you that is outside the lesson plan should be corrected and left for the regular teacher to grade.
- Keep the atmosphere of the room pleasant and conducive to good work habits and maintaining discipline.
- Conduct the classes so that progress and growth of the students will be continuous.
- Perform the regular duties of the teacher in maintaining housekeeping, care of plants, animals, etc.
- Notify the principal immediately should an accident or severe problem occur.
- Attend staff meetings if substituting for more than one day, or at the principal's suggestion.
- Confer with the principal and/or regular teacher when advisable.
- Treat all staff, students, and public with courtesy.
- Limit personal calls and socializing to break times only.
- Do not use the teacher's computer without permission from the teacher or building administrator.
- Refrain from handing out any personal information to the students that doesn't pertain to the lesson plans without permission from the principal.
- Understand and comply with the mandatory reporting or child abuse requirements under Oregon Revised Statutes 419B.010-015.
- Understand and comply with Oregon Administrative Rules 584-020-000 through 584-020-0045 relating to Standards for Competent and Ethical Performance of Oregon Educators.
- Individual school discipline plan, policies and procedures must be enforced. Corporal punishment of students is strictly prohibited.
- Report all accidents.

Personal Appearance/Dress Code

- Appropriate dress is required. Casual dress is acceptable but does not include athletic shorts, sweats, or open-midriff tops. Exposing undergarments is not appropriate.
- Clothing must be neat, clean, and in good condition.
- Clothing with tobacco, alcohol, drugs or sexually connotative words and/or pictures is not allowed.
- Due to the fact that some children and teachers may be allergic to perfume or colognes, please wear it sparingly or not at all.

Confidentiality

Substitutes must respect the guidelines of confidentiality and follow policy rules regarding overt identification. Do not discuss confidential information with anyone except those who have a right to know the information. If in doubt check with your building principal or program supervisor.

Copyright

The districts recognize that the unlawful copying of copyrighted materials contribute to higher costs for materials, lessens the incentives for development of qualified educational materials, fosters an attitude of disrespect for law which is in conflict with the educational goals of the component districts, and puts all schools at risk of litigation. All copyright laws are honored. If extra copies of a document, book, video or software are needed, please speak with your immediate supervisor or building principal.

Under statutory and common law, fair use provisions allow for limited copying or distribution of copyrighted, published works without the author's or publisher's permission. Specifically, teachers are allowed to reproduce parts of works for instructional purposes. Examples of permissible reproduction include a chapter from a book (as long as attribution is made), a picture from the Internet, an exercise or exam from the Internet or book, etc. As a teacher, there are two principal factors for compliance with copyright law: always give attribution regarding the source of the material, and if you are reproducing an entire work or substantial part of an entire work, seek permission from the publisher.

Please see your immediate supervisor in a specific district if you have any questions regarding copyright obligations and compliance.

Reporting any suspected child abuse/neglect

Oregon Revised Statutes and Administrative Rules require each employee to report any suspected child abuse or neglect. Child abuse by district employees will not be tolerated. All district employees are subject to this policy and the corresponding administrative procedure. If a substitute employee is the suspected abuser, reporting requirements remain the same. Any substitute employee having reasonable cause to believe that any child with whom they come in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, is required by policy and law to make a report by phone or person to the Oregon Department of Human Services or law enforcement within the county where the person making the report is at the time of his/her contact. When making a report, we ask that you first contact the building principal or program supervisor of your current assignment, and should also immediately inform the district superintendent.

Working Alone with Students

Substitutes should avoid being alone with students in private situations. When possible, make sure there is another adult, a parent, or possibly a child who could act as a witness within the vicinity when you are working individually with a student. If there is a need to be alone for instruction, please leave doors ajar, notify someone of your schedule and follow it.

When your job assignment requires being alone with a student, bring any sensitive student/family concerns immediately and only to the building principal or program supervisor.

Substitute Reports

The substitute should leave a brief synopsis or assessment of the day for the teacher, describing what was accomplished and documenting problems that may have occurred.

SAFETY ISSUES

Employee Health and Safety

Safety is everyone's responsibility. As a substitute employee, you have the responsibility to assist in providing a safe environment for students and employees.

Think safety, work safely and follow these guidelines:

- Be familiar with and abide by common safety practices and rules.
- Be familiar with SCESD and other Coos/Curry/Western Douglas county safety policies.
- Learn and use methods that reduce hazards related to your job.
- Report defective/unsafe equipment to your building principal or program manager.
- Do not use defective/unsafe equipment.
- Use all required safeguards and safety equipment provided for you.
- Make suggestions, which will provide safer work conditions to your building principal or program manager.
- Report all accidents immediately. Seek first aid or medical assistance without delay.
- Know where emergency equipment is located and how to use it.
- Know all procedures and duties designed to reduce damage or injury in the case of fire.
- Understand Safety Data Sheets (SDS).

Smoke-free Environment

All offices, classrooms, and other physical facilities, grounds and property owned, leased or occupied by Oregon school districts are to be smoke-free environments. The use of smoking and/or chewing tobacco by Board members, staff members, students or guests is prohibited in any school facility.

Accident/Incident Reporting

All injuries (Staff, Students, Visitors)

All accidents that occur while you are employed as a substitute must be immediately reported to the building secretary and/or principal and an Incident Reporting form must be filled out for the school in which the accident occurred.

Universal Infection Precautions

Body Fluids: All body fluids, including blood, wound drainage, urine, vomit, stool, tears, saliva, semen, vaginal secretions, mucus, respiratory secretions, nasal discharge and sputum, without distinction between individuals with a known disease and those without symptoms or diagnosis should be assumed to be infectious for human immunodeficiency virus (HIV), hepatitis virus (HBV), TB, and other blood-borne pathogens.

Hand Washing: The single most effective procedure to prevent the spread of communicable diseases.

Gloves: Wear gloves whenever you will be in contact with body fluids, mucus membranes, or non-intact skin. Gloves should be worn if you have an open sore or cut on your hands. Always wash your hands before and after putting on gloves, and avoid touching your eyes or mouth. Gloves are provided at the schools you work in. Please follow any other procedures as required by the school you are assigned to.

Hazardous Materials

In addition to infectious agents, there are other types of hazards a substitute may encounter every day. Chemical agents may cause physical reactions, burns, irritation to the skin or mucus membranes or be poisonous. Physical agents such as noise, heat, welding arcs or microwaves may cause injury. Please check with your immediate supervisor regarding safety procedures if you are required to deal with such chemical or physical agents in your role as a substitute teacher.

School/Program Closure or Weather Delays and Work Days

Information regarding delayed start of school or school closure is given to all area broadcast media and/or on most district websites. Should your assigned school be on a delay, go in as instructed via the web or media posting (i.e. your assignment is for 8:00-4:00, but it's been posted with a 2-hour delay so your new report time should be 10:00 am, and so on.) If no delay or closure is announced for your assigned school, report to work within safe arrival. If you are not able to travel to work, please notify your school immediately.

Security

The best security practice in all cases is to be aware of your environment and the people around you. Report any suspicious behavior of strangers to the building principal or program manager.

Weapons

School employees, including substitute employees and volunteers, are not allowed to possess or have in their possession a dangerous weapon or firearm on district property or at school sponsored events. Such weapons are not permitted even if the individual has a concealed weapons permit.

PROBLEMS AND COMPLAINTS

General Problems and Questions

All substitute employees are subject to SCESD or school district policies and procedures. Whenever a problem arises or you are in doubt regarding a particular policy or issue, talk with your immediate supervisor or building principal.

Substitutes should be aware that the following criteria are considered and put in place with the best interest of the students served in our school districts.

The following may result in exclusion from the Substitute list. The list includes but is not limited to:

- Poor teaching and/or classroom behavior management skills
- Commenting about a student or staff member in an inappropriate manner
- Touching a student or staff member in an inappropriate manner
- Leaving the assigned work area in which you are responsible
- Bringing gifts such as food, toys or other items to students without permission
- Leaving the building during work hours without explicit permission from the building principal
- Answering cell phones during assigned work time when not prearranged. Phones should be turned off or on vibrate while on duty
- Using computers during work time for any purpose other than the job you are assigned

District Administrators reserve the right to:

- Exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings
- Substitutes who are excluded from two buildings in one district may be excluded from the entire district
- Depending on the nature of the exclusion, a substitute may be excluded from an entire district immediately
- Substitutes who are excluded from two districts with the SCESD region may be excluded from the Substitute list altogether.

Official Staff Complaints

Building principals, program supervisors, Human Resources and the district superintendent have responsibility for investigations concerning staff and parent complaints regarding substitute teachers. Please be familiar with district policy depending on your assignment.

Sexual Harassment

Sexual harassment of any substitute employee by students and other staff is prohibited and shall not be tolerated. Any sexual harassment of students or other staff by a substitute employee is prohibited and shall not be tolerated.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The person's submission to the conduct or communication is made a term or condition of employment;
2. The person's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and/or assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with the person's ability to perform the job or meet performance expectations;

4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or school environment;
5. The conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

Sexual harassment as set forth above may include, but is not limited to, the following.

1. Verbal or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's evaluations, assignments, etc.

Anti-Harassment

Harassment by substitute employees is strictly prohibited and shall not be tolerated in the districts. Policy and operating procedures within the school districts detail their response to complaints of harassment. If substitute employees feel that they are being harassed, or if they are aware of harassment of any other employee, they should report the circumstance to the school principal or program manager. An act of prohibited harassment shall subject an employee to discipline, up to and including dismissal.

Drug-Free Workplace

SCESD and their component school districts within Region 7 are drug-free work places. The districts have a strong commitment to their employees to provide a safe and healthy environment. Substitute teachers engaged in work within Region 7 of Coos, Curry and Western Douglas counties shall not unlawfully manufacture, distribute, dispense, possess, or use any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate marijuana, or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act on school premises or as part of any of their professional activities, or in the work place. Any substitute who violates this policy is subject to discipline up to and including immediate discharge. Violation of this policy shall be considered grounds for termination. Compliance with all sections of this policy is mandatory.

As a condition of employment, an employee shall abide by terms of the district drug-free workplace policies and shall notify the employer of any criminal drug convictions for violations occurring in the workplace no later than five days after such conviction.

The SCESD and its component school districts shall notify the federal granting agency and the Oregon TSPC within 10 days after receiving notice of an investigation concerning an employee's alleged criminal drug violation or an employee's conviction of any criminal drug statute violation occurring in the workplace.

The SCESD and its component school districts shall make a good faith effort to maintain a drug-free workplace through implementation of this policy.

Ethics

It is the responsibility of substitute teachers and all other substitute personnel to abide by the Oregon Standards of Competent and Ethical Performance.

Responsibilities of TSPC in maintaining standards:

In 1973, the Teacher Standards and Practices Commission became an autonomous body. It was created amid demands across the nation that educators police their own ranks. As a result, one of the statutory responsibilities of TSPC is to maintain professional Standards of Competent and Ethical Performance of Oregon Educators. These standards can be found in Oregon Administrative Rules, Chapter 584, Div. 020 (and also elsewhere on the SCESD website, Substitute section). Approximately 140 discipline cases are considered by the Commission each year.

What is a Competent and Ethical Educator?

The competent educator demonstrates:

- Knowledge and use of curriculum and instruction to meet the needs of all students;
- Ability to provide a climate for students that is conducive to learning and respects the rights of all persons without discrimination;
- An understanding of students and ability to establish and maintain good rapport and assist the growth of students;
- Ability to work effectively with students, staff, parents and community.

The ethical educator demonstrates:

- A willingness to accept the requirements of membership in the education profession;
- A willingness to consider the needs of the students, the district and profession.

What is the Responsibility of the Superintendent?

The SCESD and component school district superintendents must report to TSPC within 30 days when, after appropriate investigation, the superintendent reasonably believes that an educator has violated standards by committing acts of gross neglect of duty or gross unfitness.

What is Gross Neglect of Duty?

Gross neglect of duty is any serious and material inattention to or breach of professional responsibilities. Conduct constituting gross neglect of duty usually includes conduct occurring on school premises and during school hours.

What is Gross Unfitness?

Gross unfitness is any conduct which renders an educator unqualified to perform his or her professional responsibilities. Conduct constituting gross unfitness may include conduct occurring outside of school hours and off school premises when such conduct bears a demonstrable relationship to the educator's ability to fulfill professional responsibilities effectively.

What happens when TSPC receives a complaint?

Upon receipt of a complaint against an educator, an investigation is made to determine if the charges are legitimate.

The Commission considers the investigation report and decides if there is sufficient cause to charge the educator with violation of TSPC Standards. The Commission may dismiss the complaint for lack of sufficient evidence; or TSPC may inform the educator of charges and of an opportunity for hearing.

What happens if the educator requests a hearing?

The Commission is represented by counsel from the Attorney General's office. The educator may be represented by an attorney. Hearings are conducted by a Hearings Officer. Based on evidence presented at the hearing, the Hearings Officer decides whether the educator has engaged in unprofessional conduct. The Hearings Officer submits a recommended Order to the full commission, which is voted on in public session.

What Sanctions May the Commission impose?

By law, the Commission must revoke or deny a license to educators who are convicted of certain serious felonies listed in ORS 342.143. In other cases, the Commission may revoke, suspend, place on probation or issue a public reprimand, depending on all of the facts and circumstances.

What are the factors the Commission may consider for imposing sanctions?

- If the misconduct or violation is an isolated occurrence, part of a continuing pattern, or one of a series of incidents.
- The likelihood of a recurrence of the misconduct or violation.
- The educator's past performance.
- The extent, severity, and imminence of any danger to students, other educators or the public.
- If the misconduct had negative effects on the public image of the school.
- The educator's state of mind at the time of the action under question and afterwards.
- The danger that students will imitate the educator's behavior or use it as a model.
- The age and level of maturity of the students.
- Any extenuating circumstances or other factors bearing on the appropriate nature of a disciplinary sanction.

What happens once the Order is adopted by TSPC?

Notification is sent to the educator, the educator's school district in which the misconduct occurred, and the complainant. The Commission maintains records of all educators who have been disciplined. Annually, all Oregon school districts are notified of sanctioned educators and the names are reported to a national clearing house on disciplined educators.

What can educators do to avoid complaints being filed with TSPC?

Think about your interaction with students.

- Do you maintain professional boundaries?
- Do you flirt with students?
- Do you discuss your personal life with your students?
- Do you telephone students or write notes of a personal nature?
- Do you keep your classroom door open if you are talking to a student alone?
- Do you inform your supervisor and refer to a counselor any student who may have a "crush" or emotional attachment to you?

Think about your knowledge of school policies and procedures.

- Do you know the laws, policies, school rules and your rights?
- Do you know about child abuse reporting laws and policies?
- Do you know the policies in your school about money and finances?
- Do you have clear behavioral management rules?
- Do you know about corporal punishment laws and policies?
- Do you know about confidentiality requirements?

Think about your reputation in the community.

- Do you maintain a professional reputation in the community and school district?
- Do you communicate with parents and document that communication?
- Do you engage in behavior in the community that students may use as a positive model?

QUESTIONS AND ANSWERS

Q: If I go to the school(s) within the districts I want to sub in, will I be guaranteed to work if a permanent position becomes available?

A: No. The individual districts decide when and for what positions they are hiring based on the needs of the schools. Being employed by a component district does not necessarily give a teacher substitute any advantage.

Q: Once I have applied to be on the countywide sub list, will I be guaranteed to be called for work?

A: Unfortunately there are many subs on the countywide list. With continued staff reductions in the schools and an increase in the number of interested candidates on the sub list, there can be no guarantee of employment.

Q: I just want to sub in a few schools. Why do I need to go through all the paperwork and training each year?

A: Due to evolving laws and regulations regarding employment in public schools most of the component districts in Region 7 have turned to SCESD to provide the background preparation of available and credentialed substitutes. Prior to working in a school there are a number of things that need to happen to meet these requirements. Forms such as I9s, W4s, Direct Deposit (when available), background checks, compliance training in areas such as Child Abuse Prevention, Sexual Conduct and Confidentiality needs to be provided. Since many things may change in a sub's life during a year's time, all of these things happen annually.