



## **TEACHER SUBSTITUTE**

### **2 positions for each class**

**AVAILABILITY REQUIREMENT:** Must be able to substitute regularly and reliably whether you get two weeks' notice or two hours' notice. Substitutes can arrange ahead of time with each other to cover days in advance. Returning members preferred or someone who has had experience co-oping, as well as a parent whose child is OK with having them in the classroom. This job requires someone who is enthusiastic about spending time with a large number of children, is able to talk well with young children, and is able to willingly assist the teacher.

### **A. SUBSTITUTING IN THE CLASSROOM**

1. Substitute for the Teacher as needed. Although the Substitute receives as much notice as possible, sometimes that may only be a couple of hours. It is possible that you will be needed more than once per month, particularly in the winter when illness is more prevalent.
2. Arrive 15 minutes before the start of class, to the extent possible. Assist Teacher in preparing for the class's projects. Make sure all supplies are ready to go.
3. At least two Substitutes will be needed on parent-teacher conference days. These days are noted on the calendar.
4. Interact and play with the children during free play. Move about the classroom and try and interact with all of the children, to the extent possible. Redirect children who are having conflicts with one another. Correct misbehavior as needed.
5. Ask the Teacher where your help is needed most to facilitate the children completing their projects. Assist the children as needed being mindful not to direct the children too much; we want their artwork to be 'their' work as opposed to perfect. Help clean up and put supplies away.
6. When preparing for snack, accompany the children into the bathroom and help them wait their turn in line and wash their hands.
7. During snack help the Teacher and the co-op parent see that the children are seated, napkins are opened and they are ready to be served. We ask the children not to eat until all friends are out of the bathroom, as a courtesy to those who washed their hands last; remind the children of this as needed. We also gently remind the children to use manners and say please and thank you when they are being served. We ask the children not to leave the table with food, rather to remain seated until they are finished. Please also help to remind the children to clean up after themselves, which may require accompanying them back to the table where they were sitting to help them clean up.
8. Help the children with outdoor wear. Also, help the Teacher keep some semblance of order in the hallway leading out to the playground as the last few coats are being put on. Once outside, assist the



teacher in monitoring the children's play, ensuring they are safe. Redirect any conflicts and correct any misbehavior.

9. Substitutes MAY NOT help the children with the toilet or change diapers (per state regulations). These tasks MUST be performed by the Teachers. On conference days, ask a Teacher to step out of the conference to assist any child who required help with the toilet or needs a diaper changed. [While the Teacher is attending to children at the toilet or with diaper changes, the Substitute should manage the class with activities \(read a book, do calendar exercises, explain crafts, etc.\).](#)

## B. BACK-UP SUBSTITUTES

If the official Substitutes are unavailable, the Back-Up Substitute for the affected class will be called.

At least one back-up Substitute per class will be designated at the beginning of the school year.

Back-up substitutes are parents who have volunteered, in addition to their regular position in the school, to substitute on a limited basis according to the following policy: *back-up subs will only be called in a situation where a Teacher will be out all week or when all regular Subs are not available on that day.* Board members and parents who have previously been Substitutes are preferred as Back-Up Subs.

## C. OFFICE OF CHILD CARE: LICENSING REQUIREMENTS

The following procedures/forms are required by our State licensing department for all Substitutes, including back-up Substitutes, and **must be completed prior to the start of school in September** (or as soon as possible after the start of school).

You will not be allowed to Substitute in class if you have not completed the procedures/forms below.

\*\*If you have been a Substitute for Children and Company previously and have already completed these requirements for that position, you do not have to do them again.

### 1. FINGERPRINTING/ BACKGROUND CHECK:

- See attached procedure

### 2. SUBSTITUTE FORM:

- Get substitute form from Job Coordinator
- You can also download form on website below  
OCC Form 1229 – Substitute Form  
<http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/17076/1229FDCJun08.pdf>
- Use below information on form:
  - Put your name and address at the top
  - "Relationship to provider" should be 'Parent of a child attending preschool taught by Provider'
  - For Provider info put the school's name and address



- Place appropriate check marks for questions in the table
- Sign the form
- Submit the completed Teacher Substitute Form to the President together with all other forms listed in your job description.

3. RELEASE OF INFORMATION:

- Get form from Job Coordinator
- You can also download form on website below  
OCC Form 1260 – Release of Information  
<http://www.msde.maryland.gov/NR/ronlyres/B0050A99-6B3C-4396-A996-CC9405971A42/17078/1260ALLJun08.pdf>
- Bring this form to complete and sign in front of a notary
- Submit the completed Release of Information Form to the President together with all other forms listed in your job description.

4. MEDICAL REPORT FOR CHILDCARE:

- Get form from Job Coordinator
- You can also download form on website below  
OCC Form 1260 – Release of Information  
<http://www.msde.maryland.gov/NR/ronlyres/B0050A99-6B3C-4396-A996-CC9405971A42/17070/1204ALLJun08.pdf>
- Schedule a doctor's visit or submit this form to your doctor's office to be completed if you've recently had a visit.
- Submit the completed Medical Report for Childcare Form to the President together with all other forms listed in your job description

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of **all** receipts for all disbursement made on behalf of the school.

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**Procedure to Obtain Fingerprints and Background Checks for Substitute Teachers**

**A. COMPLETE FINGERPRINT/BACKGROUND CHECK APPLICATION FORM**

1. Application forms can be downloaded from the Department of Public Safety and Correctional Services website at <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml> (Scroll down the page to find "Livescan Pre-registration Application" link)
2. Enter personal information using below guidelines:
  - a. Enter Driver's License #
  - b. Enter 2 Agency Authorization Codes:
    - i. **9400006022** (for Children & Co.)
    - ii. **1100000064** (for Office of Child Care)
  - c. For Recipient, enter the following two addresses:
 

**Attn: ~~[name of current C&Co President]~~ [Name of C&C President]**  
**Children and Company**  
**P.O. Box 1364**  
**Columbia, MD 21044**

and

**Maryland State Dept. of Education**  
**Office of Child Care - Region VI**  
**3300 N. Ridge Road Suite 190**  
**Ellicott City, MD 21043**
  - d. You do not need to fill in the space for ORI#.
  - e. Request type as "Childcare" (there's a checkbox). The form says they only mail reports for "Visa Gold Seal" or "Individual Review", but when I called, they said they mail it to the address you indicate if you include the authorization code.

Reports should be processed and mailed to recipients within 1 week from the time of application (copies of the two reports will also be sent directly to you). Fingerprint background checks must be obtained, preferably prior to the start of school, by all Substitute Teachers according to Dept of Health and Resources regulations.

**B. BRING COMPLETED APPLICATION FORM TO A CJIS-APPROVED FINGERPRINT LOCATION**

Most members prefer to go to:

FYI Fingerprints  
3696 Park Avenue  
Ellicott City, MD 21043  
(410) 418-4657  
<http://www.fyifingerprints.com>

This location will do both the fingerprinting/background check process for \$54.50 (as of 2014).



You can also check the state's website for additional locations. Some will do all components of the process, while others may take your prints but not submit them for processing (you would be responsible for that step).

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

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