

NEWPORT PUBLIC SCHOOLS

A GUIDE FOR SUBSTITUTES: TEACHERS & PARA EDUCATORS



August 2018

Newport Public Schools
109 Old Fort Road
Newport, RI 02840-4232
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NEWPORT PUBLIC SCHOOLS

Colleen B. Jermain
Superintendent of Schools
109 Old Fort Road
Newport, RI 02840-4232
401-847-2100 (phone)
401-849-0170 (fax)
E-mail: colleenjermain@npsri.net

August 2018

Dear Substitutes:

Welcome to Newport Public Schools!

Substitutes play a vital role in the education of our students and are considered an essential part of the academic team. The following manual has been developed in order to provide you with the necessary information for a positive experience while substituting. It contains important information such as school locations, hours, staff lists, phone numbers, and suggestions for substitutes. Please refer to the manual as you familiarize yourself with Newport Public Schools, as well as the individual schools where you will be working. If you have questions that are not addressed in the manual, do not hesitate to contact the building principal or the Administrative main office (847-2100).

Thank you for deciding to work in Newport Public Schools. Your hard work and dedication to our students is very much appreciated. I hope you have an enjoyable and rewarding year.

Sincerely,

Colleen B. Jermain
Superintendent of Schools

NEWPORT SCHOOL COMMITTEE

- Ray Gomes
- Rebecca Bolan
- David R. Carlin III
- Sandra J. Flowers, Ph.D.
- Jo Eva Gaines
- Kathleen M. Silvia

CENTRAL ADMINISTRATION

- Colleen B. Jermain, Superintendent of Schools
- Kimberly Behan, E.D., Assistant Superintendent of Schools
- Dr. Carlos Colley, Ph.D., Director of Administrative Services
- Candace Andrade, Director of Student Services
- Erin Clark, Human Resources Director

NEWPORT PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Newport Public School System, in partnership with students, families, and the community is to provide a challenging education with appropriate supports so that all students will possess the knowledge, skills, and character essential to productive citizenship, lifelong learning, and the ability to adapt successfully in a rapidly changing world.

DAILY USE OF SUBSTITUTES—Substitute teachers and para educators are assigned by AESOP, an automated web-based program. If you need assistance with AESOP, call Human Resources at 619-5368.

LONG-TERM SUBSTITUTE TEACHERS

Long-term substitute teachers are defined as substitutes who are assigned to fill a known vacancy that is in excess of 45 school days and not assigned through the Aesop system.

Some of the basic data to be considered by the Superintendent in reference to an appointment are:

Type of Vacancy

- Grade level or type of classes to be covered
- Level of difficulty of classes
- Special programs

Candidate for position

- Previous experience or training level applicable to existing vacancy
- Written evaluations
- Interview
- Availability for vacancy
- Present vacancy
- Past record of availability for daily or long-term assignments
- Academic background
- References
- Prior experience as an appointed long-term substitute
- Recommendations from principals and/or department heads shall be given careful consideration when appointing long-term substitutes

SENIORITY

Seniority, length of service on the substitute list, is not recognized by the Newport School Committee. Long-term vacancies shall be filled by the most qualified person for the vacancy. However, every effort will be made to give different substitutes an opportunity to serve in a long-term vacancy provided the appointment serves the immediate and pervasive needs of the Newport School Department.

JOB POSTINGS

As a Newport Public Schools substitute, you have already:

- Completed an application form
- Completed a background check
- Completed a W-4 form
- Completed a I-9 form
- Provided proof of certification or official college transcript (teachers and para educators)

All vacancies within the Newport Public Schools are advertised on-line at School Spring. If interested in applying for a vacant position, please apply online at www.schoolspring.com. Applicants are not to approach members of the Newport School Committee. Individual contact between applicants and School Committee members may constitute grounds for disqualifying an application.

OPENING & DISMISSAL OF SCHOOLS

Claiborne Pell Elementary School	35 Dexter Street	8:30 a.m.-3:00 p.m.
Pell Annex @ JFK School (Middletown)	740 West Main Road	8:45 a.m.-3:15 p.m.
Thompson Middle School	55 Broadway	8:00 a.m.-2:30 p.m.
Rogers High School	15 Wickham Road	7:30 a.m.-2:00 p.m.
Newport Area Career & Technical Center	15 Wickham Road	7:30 a.m.-2:00 p.m.

CONTACT PERSON FOR SUBSTITUTES

Erin Clark
8:00 a.m.-4:00 p.m.
erinclark@npsri.net
Administration Center
Human Resources
109 Old Fort Road
Newport, RI 02840
(401) 619-5368

SCHOOL PRINCIPALS, SECRETARIES & CLERKS

Claiborne Pell Elementary
842-1900

Traci Westman
Principal
Traciwestman@npsri.net

Teresa Robinson
Secretary
TeresaRobinson@npsri.net

Kathryn McKeon
Vice Principal
KathrynMcKeon@npsri.net

Catherine Jennings
Secretary
CatherineJennings@npsri.net

Karoline Cranson
Clerk
Karolinecranson@npsri.net

Thompson Middle School
847-1493

Laurie Sullivan
Principal
Lauriesullivan@npsri.net

Susan Genga
Secretary
Sgenga@npsri.net

Nicholas Vockerodt
Vice Principal
Nicholasvockerodt@npsri.net

Rogers High School
847-6235

Jared Vance
Principal
Jaredvance@npsri.net

Aida LeVasseur
Secretary
Aidalevasseur@npsri.net

Michael Monahan
Vice Principal
Michaelmonahan@npsri.net

Newport Area Career &
Technical Center
847-2100

Robert Young
NACTC/P-TECH Principal
Robertyoung@npsri.net

Mark Gaynor
NACTC/P-TECH Clerk
Markgaynor@npsri.net

PAYROLL INFORMATION

See Payroll Schedule on Page 9 for payroll dates.

Teachers: (see attached pay rates)

Para Educators:
Rate is \$11.00 hour.

SUGGESTIONS & TIPS FOR SUBSTITUTES

Substitute teachers and para educators:

- Try to visit the school before you substitute. You will be able to meet the principal, secretary, and custodian.
- On the day of substituting, report to the main office 15 minutes prior to the start of the school day to receive instructions for the day.
- Questions should be directed to the building principal or school secretary.
- Arrive early enough to become familiar with procedures, find your classroom, and locate staff bathrooms, and lunchroom (see appendix for a map of each school).
- Be clean, neat, and well groomed.
- Bring a bag lunch-you may find it easier to fit into your schedule.

Substitute teachers:

- Arrive early enough to read the teacher's lesson plans and locate any needed materials.
- Bring a list of ideas/plans to use in case the teacher fails to leave anything planned, i.e., quick assignments (10-15 minutes) or lengthy assignments (writing).
- Move around the room, but keep the entire class in view at all times.
- Involve as many students as possible.
- Keep everyone busy for the whole period.
- Rather than writing on the board, have students do it so you can keep an eye on the class.
- Keep students in the classroom. Students are allowed out only for emergencies and one student at a time.
- Give the class specific directions before doing anything.
- Fill out reports as directed by the teacher and/or principal.

Substitute Para Educators:

- Assist teachers with teaching strategies being used.
- Work with students to reinforce learning.
- Help students' master equipment or instructional materials that have been assigned by the teacher.
- Assist with supervision of students at all times.
- Perform other duties as assigned by the teacher and/or principal.

STUDENT INTERACTIONS

- Act confidently and interact with students in a positive manner.
- Use eye contact.
- Make an effort to learn students' names as soon as possible.
- Keep cool and remain confident at all times.
- Use positive motivation.
- Be polite, firm, fair, and understanding.
- Don't point at, touch, or ridicule students.
- Try not to raise your voice.
- Treat the students like you would like to be treated.
- Make requests that use the positive "I" pronoun rather than "You," i.e., "I would like everyone to listen".
- Please report anything out of the ordinary to a school administrator as soon as possible.

CONFIDENTIALITY

SUBSTITUTES ARE EXPECTED TO MAINTAIN THE SAME HIGH LEVEL OF ETHICAL BEHAVIOR AND COMPLETE CONFIDENTIALITY OF INFORMATION ABOUT STUDENTS AS IS EXPECTED OF ALL STAFF.

- Do not disclose any information about a child with whom you work. If you have questions, please see the teacher.
- Concerns or information imparted to parents is done only by the teacher.
- If a parent wishes to speak with someone about their child, refer them to the teacher.



Approved by NSC 3/15/2018

2018-2019 Calendar

September 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

March 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER (17 Days Cumulative)	
3	Labor Day - NO SCHOOL
4	Teacher Workshop Full Day - NO SCHOOL FOR STUDENTS
5	First Day of School 1-12
5-6	Kindergarten Soft Start (By Appointment)
7	First Full Day of School for Kindergarten
10-11	Rosh Hashana
12	Election Day - NO SCHOOL
19	Yom Kippur
OCTOBER (22 Days-Cumulative 39)	
4	90 min. early release for students (teacher PD)
8	Columbus Day - NO SCHOOL
NOVEMBER (18 Days-Cumulative 57)	
6	Election Day
9	First Quarter Ends (45 Days)
12	Veterans' Day (observed) - NO SCHOOL
21	Early Release Day - Thanksgiving Break
22-23	Thanksgiving Break - NO SCHOOL
DECEMBER (15 Days-Cumulative 72)	
5	RHS/Pell Parent Teacher Conferences 1-6 PM - early release day for students*
12	TMS Parent Teacher Conferences 1-6 PM - early release day for students*
24-31	Christmas Vacation - NO SCHOOL
JANUARY (21 Days-Cumulative 93)	
1	New Year's Holiday - NO SCHOOL
10	90 min. early release for students (teacher PD)
21	Martin Luther King Day - NO SCHOOL
26	Second Quarter Ends (90 Days)
FEBRUARY (18 Days-Cumulative 111)	
18	President's Day - NO SCHOOL
19	Winter Break - NO SCHOOL
MARCH (21 Days-Cumulative 132)	
6	TMS Parent Teacher Conferences 1-6 PM - early release day for students*
7	90 min. early release day for students (teacher PD)
13	RHS/Pell Parent Teacher Conferences 1-6 PM - early release day for students*
APRIL (17 Days-Cumulative 149)	
3	Third Quarter Ends (135 Days)
15-18	Spring Vacation - NO SCHOOL
19	Good Friday - NO SCHOOL
19-27	Passover
MAY (21 Days-Cumulative 170)	
3	90 min. early release day for students (teacher PD)
24	No School**
27	Memorial Day - NO SCHOOL
JUNE (10 Days-Cumulative 180)	
6	High School Graduation
7	Teacher Workshop Full Day - NO SCHOOL for Students
17	Last Day of School/100th Day
6/18-6/26	(Make-Up Days)

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

April 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

*Pending negotiation - early release day for students

** May 24 may be used to make up snow day(s) OR to move the last school day back to June 14

Payroll Dates 2018-2019

September 7*, 21 (*first payroll for teachers [TAN] & 10-month support staff – 22 pay periods)

October 5, 19

November 2, 16, 30

December 14, 28

January 11, 25

February 8, 22

March 8, 22

April 5, 19

May 3, 17, 31

June 14, 28** (**last payroll for all 10 month employees)

HUMAN RESOURCES
109 Old Fort Road
Newport, Rhode Island 02840-1739
Phone: (401) 847-2100
Fax: (401) 849-0170

Per Diem Rates for Substitute Teacher and Substitute Para educator employees

+++++

Substitute Para educators

Effective January 1, 2018, the hourly rate for substitute Para educator employees is \$11.00 an hour.

Substitute Teachers

Effective January 1, 2018, the substitute teacher pay rates will be in accordance with the following guidelines:

1. The daily rate for any substitute teacher who works less than thirty (30) consecutive "work days"* will remain \$100.

2. Bonus payment or daily rate advancement after working thirty (30) consecutive work days:

A. Bonus payment for substitute teachers working in different assignments for more than thirty (30) consecutive days:

After a substitute teacher has completed thirty (30) consecutive work days for the Newport School District, in any assignment that is not considered a long-term substitute teacher assignment, he/she will be entitled to receive a lump sum "loyalty bonus" of \$750. In order for the substitute teacher to receive this bonus payment, the substitute teacher must complete the designated form in which he/she identifies the thirty (30) consecutive work days completed and submit it to HR for confirmation. The form will be sent to payroll for processing of the bonus payment after HR has confirmed that the substitute teacher has met the consecutive work day requirements. (Form attached)

B. Advance daily rate for substitute teachers working in the same assignment for more than thirty (30) consecutive work days:

After a substitute teacher has completed thirty (30) consecutive work days in the same assignment, his/her daily rate will increase from \$100 to \$150 and the substitute teacher will receive a lump sum payment in the amount of \$1500.

After a substitute teacher has completed sixty (60) consecutive work days in the same assignment, his/her daily rate will increase from \$150 to \$200 and the substitute teacher will receive a lump sum payment in the amount of \$1500.

After the substitute teacher has completed 134 days in the same assignment, his/her daily rate will increase to a rate equal to Step 1 (BA) of the TAN contract in effect for teachers (currently \$248).

If a substitute teacher has attained a higher daily rate in accordance with 2.B above and is subsequently assigned to another long-term substitute teacher assignment (more than 30 days) he/she shall be entitled to retain the higher rate while working in the new assignment-- provided there is no break in service between the two assignments.

If there is a break in service between substitute teacher assignments, the substitute teacher will be paid the rate set forth in accordance with 1.

* “work day” is any day in which school is in session and there is an opportunity for a substitute teacher to be employed.



One Newport

HUMAN RESOURCES
109 Old Fort Road
Newport, Rhode Island 02840-1739
Phone: (401) 619-5368
Fax: (401) 849-0170
E-mail: erinclark@npsri.net

TO: HUMAN RESOURCES
RE: REQUEST FOR STIPEND FOR WORKING 30 CONSECUTIVE DAYS AS A NEWPORT PUBLIC SCHOOL
SUBSTITUTE TEACHER

To be completed by Substitute

Name: _____

Employee #: _____

During the following period, I worked 30 consecutive days as a substitute teacher and am requesting payment of the loyalty bonus.*

From: _____
(Date)

To: _____
(Date)

Signature: _____

Date: _____

For Business Office use only:

_____ Approved (Stipend)

_____ Denied

Reasons: _____

Days Verified by: _____ Date: _____

Human Resources Approval: _____ Date: _____

*If there were any days in which you were available to work but there were no substitute vacancies, please print and attach a screen shot of that day. This day will not count against you for determining if you worked 30 consecutives; however, it will not count as a WORK day.
