

## IV. PROCEDURES FOR GUEST TEACHERS

### **REPORTING FOR DUTY**

The guest teacher is to wear their identification badge when entering any school building.

The guest teacher is to report to the school office immediately upon arrival at the school building, check in, and indicate for whom he/she is substituting.

**Guest teachers are required to adhere to the same arrival/departure times at the scheduled assignment as those required of teachers (see Appendix-Schedule B). Early arrival helps not only you, the guest teacher, but it relieves the concern of the school secretary and principal. Guest teachers are to stay until the teacher's regular quitting time, regardless of the teacher's scheduled prep period.**

The principal, or his/her designee, will show the guest teacher the location of the room, fire exits, etc, and will enable the guest teacher to find the cafeteria, restrooms, other rooms and teachers in the building.

Also, the principal or his/her designee will assist the guest teacher by locating lesson plans, class lists, seating charts, building procedures, schedules, and any other information needed and requested.

It is important that the guest teacher follow the lesson plan carefully in order that their work fits into the total educational plan for the students. Occasionally, in an emergency, a lesson plan may not be available. The guest teacher should be prepared in such cases to go ahead on their own. Guest teachers should be prepared for such emergencies by preplanning activities, which might fit in at various levels.

The principal has the option of reassigning the guest teacher if a more pressing need arises in the building. When reassigning, the principal will use the same standards as used with any contracted teacher at that instructional level.

The principal will make every effort to visit the guest teacher in the classroom.

**If you report to your assigned building and find you are not needed, you MUST contact the Human Resource Services Department immediately.**



### **SUGGESTED ATTIRE**

Dress professionally and comfortably for the classroom/school setting you are in.



### **SUBSTITUTE REPORT FORMS**

Each guest teacher will turn in a completed "Guest Teacher Report Form" to the principal's office prior to leaving at the end of the day. (See Schedule G for a example) The purpose of this form is to inform the classroom teacher of the day's events and the progress in the classroom.

### **LEAVING THE ASSIGNMENT**

Before leaving the building, the guest teacher is **required to check with the principal's office** to determine if he/she will be needed for the next day. In an effort to give the students consistency, a guest teacher is expected to accept the retained assignment even if they have been scheduled for a different assignment for the Davenport Community Schools. [Note: The guest teacher will need to cancel the conflicting assignment so that the building secretary can make the appropriate AESOP entry.]



### **CONFIDENTIALITY**

Guest teachers are expected to hold in confidence any information about pupils and parents, which might be gained while substituting.



### **GUEST TEACHER EVALUATION: \*\*OPTIONAL ONLY FOR NEW GUEST TEACHERS\*\***

- New Guest teachers have the option to be evaluated during the first ten (10) substitute teaching assignments. An evaluation form will be given at the time of processing for use during the first ten (10) assignments.
- Guest teachers can be evaluated informally by the principals.
- Guest teachers may request an evaluation at any time.
- The principal will make every attempt to meet with the guest teacher and present evaluation. If this is not possible, the report will be mailed to the guest teacher. Guest teachers are advised to arrange a meeting with the principal if there are further questions regarding the evaluation.

### **LONG-TERM ASSIGNMENTS**

A long-term guest teacher assignment occurs when the guest teacher has subbed twenty (20) consecutive days in the same teaching assignment without a break in service. At the discretion of the district, one of the following will occur:

- A long-term assignment due to teacher's illness with an undetermined length of absence shall have the same guest teacher remain unless the teacher goes on extended leave of absence without pay or on long-term disability.
- Long term leave replacement—teachers on leave for less than one semester will have the same guest teacher unless the District chooses to hire a teacher for the position.
- In the event of a termination of employment of a teacher (death, resignation, retirement, etc.) a guest teacher will only be retained long enough to enable the District to hire a replacement or finish a school year.

In certain circumstances, on-the-site training is available for long-term guest teachers. The building principal must make a recommendation to this effect to the Human Resources Department.

Prior approval must be obtained from the Human Resources Department if a long-term guest teacher is requested to attend in-service activities.

## COMPUTER/ INTERNET USAGE

- All users of District communications systems are responsible for using communications systems and resources in a professional, ethical, and lawful manner in accordance with Board Policy 103.01 (<http://www.davenportschools.org/schoolboard/bpolicy/103.asp#103.1>) and the Internet Use Agreement. The Internet Use Agreement (see schedule L in this handbook) should be reviewed and followed at all times.
- Any misuse of district computers and/or email may result in removal from the guest teacher list.

## NOTES: