



**CLEARTM
CREEK
AMANA**

COMMUNITY SCHOOL DISTRICT
— *BRINGING LEARNING TO LIFE* —

SUBSTITUTE INFORMATION HANDBOOK

2023 - 2024

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**Clear Creek Amana Community School District
Board of School Directors
2022-23**

President	Kara Prickett
Vice President	Joe Burns
Board Secretary	Lori Robertson
Member	Jennifer Downes
Member	Shaun Kukuzke
Member	Matt McAreavy
Member	Jennifer Mooney
Member	Eileen Schmidt

**Clear Creek Amana Community School District
Administrators
2023-24**

All can be contacted through the district business office number: 319-828-4510

Administrator Title	Administrator Name
Superintendent	Dr. Corey Seymour
Associate Superintendent	Matt Leeman
Director of Finance	Lori Robertson
Director of Student Services	Barb Hunt
Director of Curriculum	Angi Hoyer
Director of Buildings & Grounds	Maury Gallagher
Director of Nutrition	Debbie Klein
Director of Health Services	Whitney Eister
Director of IT	Joe Francis
Director of Transportation	Denny Schreckengast
Director of Human Resources	Catherine Westfall

Introduction

Welcome to the Clear Creek Amana Community School District. We hope that your experience with our District will be mutually rewarding to you and the students with whom you work.

The role of a substitute teacher is a vital, yet challenging function of our educational program here at Clear Creek Amana Community School District. We assure you that your services as a substitute are considered essential to the operation of our educational programs

This booklet has been compiled to acquaint you with information relevant to your assignment as a substitute. We value the service you provided for the school district. If we can be of any help or provide additional information, please do not hesitate to contact Human Resources at 319-828-4510 or humanresource@ccaschools.org.

General Information

Certification:

All: Substitutes must have the Iowa Child Abuse Mandatory Reporting Training and a Criminal Record Check on file with the District.

Substitute Teachers: Day-to-day substitutes may teach in any subject at any grade level for up to a maximum of **ten (10)** consecutive days, provided they are licensed to teach in Iowa. After the **10th** consecutive day in the same assignment, substitutes may only be employed in the subject and/or grade level of their license. Substitutes must maintain a valid teaching license.

- There are two types of substitute licensures, a substitute authorization limits substitutes to 10 days and a substitute license does not have a limit. These are approved by the Board of Educational Examiners and must be valid with the BOEE to substitute teach within our district.

Substitute Nurses: Substitute nurses must also maintain a valid nursing license.

Substitute Bus Drivers: Bus Drivers must have a valid Iowa license and a CDL to drive buses. They must go through a physical, drug and alcohol testing.

Salary:

Substitute Teachers: Currently, a substitute with a teacher license will receive a \$145/day rate, whether they are substituting for a teacher or an associate. For half a day, the substitute will receive a \$75/ half day rate. After **ten (10)** consecutive days in the same assignment the long-term substitute rate of pay will be \$191 a day while in that assignment (with no fringe benefits). The long-term substitute half day rate is \$96/ half day. Clear Creek Amana Community School District reserves the right to place a substitute teacher into another classroom for coverage.

Substitute Nurses: A substitute with a nurse license will receive a \$145/day rate, whether they are substituting for a nurse or a health aide. For half a day, the substitute will receive a \$75/half day rate. After **ten (10)** consecutive days in the same assignment the long-term substitute rate of pay will be \$191 a day while in that assignment (with no fringe benefits). The long-term substitute half day rate is \$96/ half day. Clear Creek Amana Community School District reserves the right to place a substitute nurse into another classroom for coverage.

Substitute Associate: Will start at \$16.05/hour for days they work.

Substitute Bus Drivers: Bus Driver Substitutes will receive \$22.85/hour for routes they work.

Substitute Cooks: Will start at \$16.05/hour for days they work.

Substitute Custodian: Will start at \$17.15/hour for days they work.

Substitute Secretary: Will start at \$18.15/hour for days they work.

Pay:

Payments will be made on the fifteenth (15th) of every month or the last business office workday prior to the 15th. Payments will be made by direct deposit to the substitute's bank account.

Hours:

Substitute Teachers: The expected workday for substitute teachers is to cover the work hours for the teacher in their assigned buildings.

Attendance Center hours:

	Sign In	Sign Out	Wednesday Early Dismissal
Elementary Schools (AE, CCE, TE, NBE)	7:50 a.m.	3:00 p.m.	1:00 p.m.
Intermediate School (OHE)	7:55 a.m.	3:05 p.m.	1:05 p.m.
CCA Middle School	8:25 a.m.	3:35 p.m.	1:35 p.m.
CCA High School	8:20 a.m.	3:30 p.m.	1:30 p.m.

Lunch:

For a guest meal pass, give money to the building secretary that can give you an ID number to use when you go through for lunch. Long-Term Substitutes would have a PowerSchool ID number that they can charge their lunches to that account number and pay off the balance.

Check-in/Check-out:

Substitute Teachers: Once the job has been accepted in Frontline, you will not have to clock in/out. The next step will be to stop in at the school office upon your arrival at the school you are to be subbing at and check in with the building principal or secretary. They will assist you with specific instructions. Also, please stop in the school office before you depart at the end of the workday.

Substitute Associates: First, stop in at the school office upon your arrival at the school you are to be subbing at and check in with the building principal or secretary. They will assist you with specific instructions, including where the time clocks are located. Non-licensed substitute associates should have a time-keeping barcode to use to clock in and out. The time clock stations are often located in the staff break rooms.

Substitute Nurses: Once the job has been accepted in Frontline, you will not have to clock in/out. The next step will be to stop in at the school office upon your arrival at the school you are to be subbing at and check in with the building principal or secretary. They will assist you with specific instructions. Also, please stop in the school office before you depart at the end of the workday. Make sure you specify who you are substituting for.

Substitute Bus Drivers: Bus Driver Substitutes will receive a time-keeping barcode to use to clock in and out. The time clock station is right inside the main doors at the transportation building.

Dress Code:

(Board Policy 404) Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress, groom and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position. Clothing should be neat, clean and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

Dress Code Guidelines:

Modest and ensure coverage of areas between the neck and near knee.

Friday's	Inappropriate Dress for Everyone
Jeans - no holes in the jeans	Reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments
T-Shirt/Sweatshirt (CCA Apparel)	Sweatpants
	Flip Flops, Pool Shoes
	Items with holes or tears
	Hats or Hoods
	Halter tops/ Tank tops
	Sheer, excessively tight
	Work out wear (gym shorts, swishy pants, spandex, etc.)
	Gym or running shorts (unless PE)
	No graphic/athletic T-shirts

Absences:

Absence for illness or injury beyond the maximum limit of three (3) days or absence for any other reason will break the continuous employment in the same assignment and further compensation in the assignment will return to the daily rate approved for substitute.

School Closings:

In the event of a weather-related school closing or emergency closing would occur, local news stations will make the announcement by **5:30** a.m. In addition, Clear Creek Amana Community School District app will send out a notification.

Continued Substitute Employment:

If you have worked within the district in the current school year, a letter of interest for continued substitute employment for the upcoming school year will be mailed to you prior to the end of the current school year. If you did not work in the district in the current school year, your clearances become expired and you will need to re-apply to the district if you wish to substitute teach in the upcoming school year.

Changes to Personnel Information:

It is important that you notify the district of any changes in your address, telephone number, and/or direct deposit information. Any of these changes should be reported to Human Resources at the Central Office. All of these changes must be made in writing or emailed to humanresource@ccaschools.org.

Removal from the Substitute Roster:

Any substitute teacher may be removed from the list of substitute teachers by action of the Superintendent

and thus becomes ineligible for assignment as a result of unsatisfactory evaluations, misconduct charges, or when there are repeated absences or refusals to accept assignments, or for other reasons.

Call offs and Cancellations:

We ask that substitutes keep all call offs and cancellations to a very minimum. In the event that you need to call off or cancel, you should call the school you were expected at and leave a very detailed message, i.e. "This is *First Name, Last Name* on *Day*, and *Date*, I must cancel the assignment at the *specific school*." We would like all call offs by 6 a.m. or sooner, but no later than 7:10 a.m.

Daily Assignments Procedures

Once your information is entered into Frontline, you must "**call in or login**," using a touch tone phone or a computer, to register with the automated system. Please be sure to review your personal information, it is important that this information is accurate. Contact Frontline at 1-800-94AESOP or www.frontlineeducation.com.

Frontline will make calls for jobs on the following days and times:

Monday through Friday - 5:00 a.m. to 12:00 p.m.
Monday through Thursday and Sunday - 4:30 p.m. to 9 p.m.

Substitutes also have the option to call in or login outside of the calling periods to retrieve assignments not yet filled. Simply call or login using the information above to access the system.

Frontline also allows you to program the system to personalize the call out periods or times. See your instruction booklet to "Manage your Call Times".

It is especially important to make note of the "confirmation number". You have not secured the job if you do not receive this number.

We hope that you find the automated system to be a convenient way to secure substitute assignments.

Suggested Classroom Procedures

- Introduce yourself. Write your name on the whiteboard and pronounce your name for the students. Remember that you set the tone for the day. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, initiative, resilience, and resourcefulness as well as patience, honesty, enthusiasm, and acceptance, are some of the necessary requisites.
- Physical force is never to be used to discipline students.
- Profanity or derogatory comments are never to be used to motivate or to control students.
- If discipline problems arise, which you are not able to manage, an administrator should be contacted immediately for assistance. Accidents, illnesses, the administering of medications, or other emergencies should be referred to the principal or his/her designee.
- You are serving in lieu of the regular teacher and should never criticize the regular classroom teacher.
- Make every effort to continue the instructional program according to the directions left by the absent teacher.
- Discussions of controversial issues in the classroom should be on an informative, non-partisan level. Emotional criticism and/or advocating a partisan cause within the classroom are inappropriate and unscholarly. Students must have knowledge of modern problems and learn where to find facts and how to use them in reaching their own tentative conclusions.
- Hold as confidential any privileged information that you obtain concerning the school, pupils, or the staff, while in a particular building.
- Keep students under proper supervision at all times and display judgment that supports

- professional standards of conduct while showing concern for and interest in each student.
- Correct assignments students have turned in to you whenever the teacher leaves you the answer key or correct answers and requests you to do so.
- Complete a substitute teachers report, since good communication between you and the regular teacher is essential to continuity of learning for students. Include any information the regular teacher should know. Indicate any materials, activities, or any other deviations from the regular teacher's lesson plan.
- Leave the room in an orderly condition. Windows should be closed and the room locked. Return any keys you were issued to the school office and check with the principal or lead secretary as to whether your services will be required for the next day.

CCA CSD Administrators/Clerical Staff

Business Office

319-828-4510

1486 Hwy 6 NW, Oxford, IA 52322

Dr. Corey Seymour - Superintendent of Schools
 Matt Leeman - Associate Superintendent of Schools
 Lori Robertson - Board Secretary/Director of Finance
 Catherine Westfall - Director of Human Resources
 Melissa Potter - Payroll Secretary

CCA Building Specific Personnel

Amana Elementary

319-622-3255

3023 220th Trail, Amana, IA 52203

Ben Macumber - Building Principal
 Colleen Conrad - Building Secretary
 Lizzy Valentine - Building Technology Aide
 Laura Roling - Health Aide
 Gary Reihman - Lead Custodian

Clear Creek Elementary

319-828-4505

230 W Wilson St, PO Box 488, Oxford, IA 52322

Kayla Amelon - Building Principal
 Amy Butterbaugh - Building Secretary
 Jon Meyer - Building Technology Aide
 Tia Wiebold - Health Aide
 Matthew Johnson - Lead Custodian

North Bend Elementary

319-626-3950

2230 St. Andrews Dr, PO Box 350, North Liberty, IA 52317

Brenda Parker - Building Principal
 Suz Schloss - Building Secretary
 Jeremy Hinkel - Building Technology Aide
 Breanne Tanke - Nurse
 Ron Reihman - Lead Custodian

Tiffin Elementary

319-545-2081

104 N Park Rd, PO Box 620, Tiffin, IA 52340

Stacy Stull - Building Principal
 Katie Moorhead - Building Secretary
 Lizzy Valentine - Building Technology Aide

Katie Sloan- Nurse
Oliger Guerra - Lead Custodian

Oak Hill Elementary

319-545-2248

504 N Park Rd, PO Box 650, Tiffin, IA 52340

Brian Williams - Building Principal
Elise Bryant - Building Secretary
Jon Meyer - Building Technology Aide
Lisa Stevens - Health Aide
James Bertrand - Lead Custodian

CCA Middle School

319-545-4490

311 W Marengo Rd, PO Box 530, Tiffin, IA 52340

Brad Fox - Building Principal
Regan Stone - Building Associate Principal/MS Activities Director
Michelle Kimm - Building Secretary
Jeremy Hinkel - Building Technology Aide
Whitney Eister - Nurse
David Graesser - Lead Custodian

CCA High School

319-545-2361

551 W Marengo Rd, PO Box 199, Tiffin, IA 52340

Mark Moody - Building Principal
Mike Potter - Building Associate Principal
Corie Williams - Building Secretary
Kurt Ronnefeldt - Activities Director
Robby Davis - Building Technology Aide
Jessica Kelso - Health Aide/Nurse
Brad Kruse - Lead Custodian

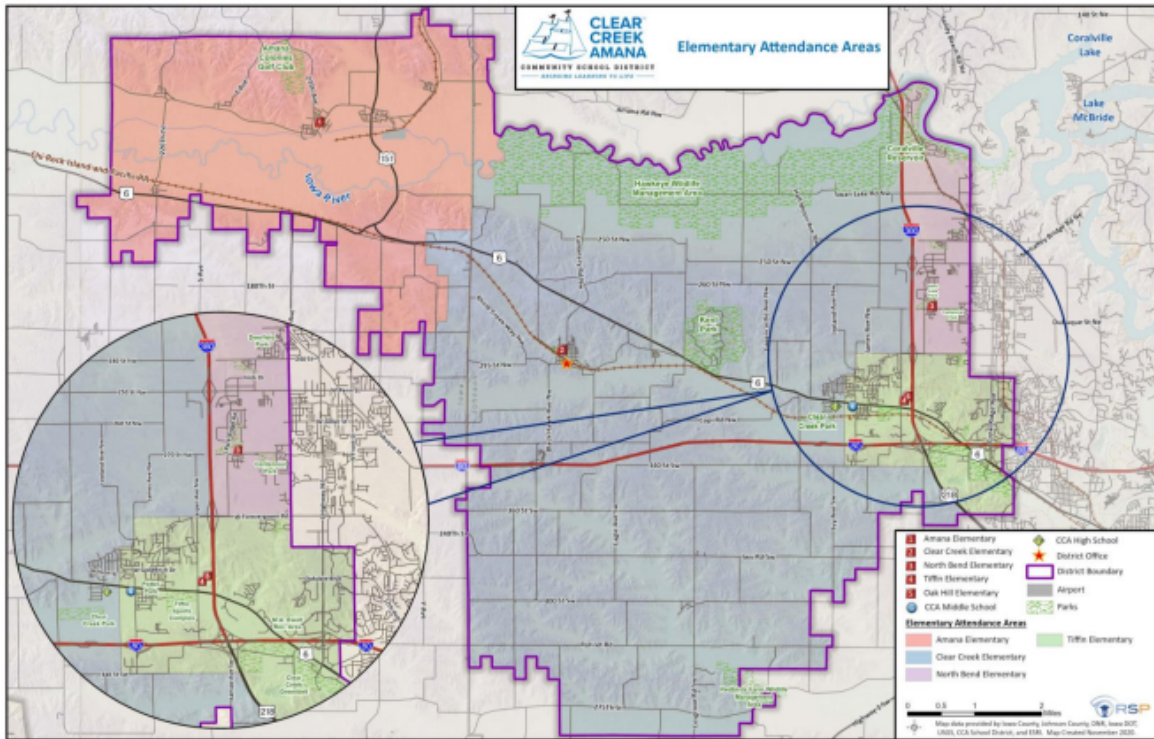
Transportation Building

319-545-2285

640 N Park Rd, PO Box 469, Tiffin, IA 52340

Denny Schreckengast - Transportation Director
Carrie Hanson - Transportation Secretary

Elementary Attendance Areas



- District Boundary (Purple Line)
- Major Streets
- Major water features & cultural features
- Attendance Areas
 1. Amana (Coral)
 2. Clear Creek (Blue)
 3. North Bend (Purple)
 4. Tiffin (Green)
 5. Oak Hill

Pay Dates for 2023-24

Pay Period	Paycheck Date	Other Notes
June 1 - 30, 2023	July 14, 2023	(For year-round substitutes only - i.e. Custodians)
July 1 - 31, 2023	August 15, 2023	
August 1 - 31, 2023	September 15, 2023	
September 1 - 30, 2023	October 13, 2023	
October 1 - 31, 2023	November 15, 2023	
November 1 - 30, 2023	December 15, 2023	
December 1 - 31, 2023	January 15, 2024	
January 1 - 31, 2024	February 15, 2024	
February 1 - 29, 2024	March 15, 2024	
March 1 - 31, 2024	April 15, 2024	
April 1 - 30, 2024	May 15, 2024	
May 1 - 31, 2024	June 14, 2024	