

BOCES Substitute Coordination
Summer 2009 Survey
Must be returned to be eligible to work 2009-2010
Fax # 464-3930

_____ **print name**

1. Check the one that applies:

_____ **Remove** my name from all substitute lists.

_____ I wish to **remain** on the sub list for the 2009-2010 school year in all districts for which I am approved.

2. Please provide your current email address: _____

Complete items 3, 4 and 5 if you wish to remain an active substitute

3. **Availability:**

_____ I am available every day of the week.

_____ I am available only for the time periods noted below:

Before Noon _____Monday _____Tuesday _____Wednesday _____Thursday _____Friday

After Noon _____Monday _____Tuesday _____Wednesday _____Thursday _____Friday

If you know that you are unable to work the entire school year, please indicate the dates you **will not be** available to substitute in our districts

4. **Expectations:**

My signature indicates that I have read, understand and will comply with the attached expectations.

Signature Required

Date

5. Check only **ONE** of the following options. Remember - your signature is required.

I will attend HazCom at the BOCES office.

Capital Region BOCES

Suite 102, 900 Watervliet Shaker Road, Albany NY

Reserve my seat for:

August 14th **HazCom only 1:30pm – 2:30pm** August 31st **HazCom only 1:30pm – 2:30pm**

or

I **am not able** to attend the HazCom only afternoon training.

I will call **464-3927** to schedule and attend HazCom by December 31, 2009.

I will email mstengle@gw.neric.org to request the online HazCom course by **October 31, 2009**. And

I will complete the course and submit the quiz for credit by December 31, 2009.

Signature Required

Date

August 2009

Expectations for substitute teachers working through the Capital Region BOCES Substitute Coordination Service.

Your signature on the 2009 Summer Survey indicates that you have read and understand these expectations.

- Update all application information as changes occur (name, address, phone, etc.)
- Send copy of certification to sub service and to districts if this information is not included in original application.
- Complete the online HazCom Blackboard course or attend a HazCom Right to Know Training by December 31, 2009.
- Honor your job acceptances and report for work on the designated day. Last minute cancellations leave classes without teachers. Notify the Help Desk if you will be late.
- Dress appropriately as an adult role model for students.
- Expect the unexpected with flexibility. The school may change your assignment.
- Follow the teacher's instructions or lesson plans.
- Treat all students and adults respectfully.
- Remain in the building until the specified time or notify a secretary or administrator if you must leave the building.
- Do **not** use your cell phone or read the newspaper in the classroom.
- Do **not** text during the school day.
- Do **not** use school computers for personal use.
- Maintain a safe environment by using good classroom management techniques. Remain calm, avoid escalating conflicts, and refrain from physical contact. Learn school procedures for when you need help.
- Food allergies are on the rise - assume the **no food policy** in each classroom.
- Keep personal issues and beliefs to yourself. The students are not your friends, behave as the adult in charge,
- Be physically able to navigate school corridors between the end of one class and the start of another. Arrive on time for the next class.
- At end of school day: sign out, return key, and leave report for absent teacher.

When the service receives "Do Not Use (DNU)" reports from building administrators pertaining to your job performance, the service will send you a notification of removal from the school/district substitute list. Three DNU's will automatically remove your name from the Capital Region BOCES Substitute Registry list.

If at any time during the approval process or work as a substitute you are arrested or convicted of a crime, you must notify this substitute registry within 5 days of the incident date. **Failure to report an incident in writing will automatically remove a substitute's name from the registry.**