



Expectations of Certified Substitutes

The following are additional guidelines for Mapleton Public Schools Substitutes.

When Accepting a Job

- Be sure to write down the job number. You will be referencing this number to check on job cancellations, confirm job assignments and may need it for payroll purposes.
- **Do not accept a job without a job number.** Accepting a job without a number does not guarantee you have the job nor does it ensure payment for the job. Check the job number to make sure you have been assigned the job.

Be Prepared

- **Check the job the morning you are to report and confirm the job has not been canceled.**
- Make sure you know the address (location) and phone number of the school the day before you are scheduled to teach.
 - You have been provided with a list of school addresses and phone numbers
 - School addresses and phone numbers are available on our website at www.mapleton.us.
- Leave early enough to arrive at school at least 20 minutes prior to the beginning of the school day.

Arriving at the Job

- You must report and check in with the office and prepare to show picture identification upon your arrival at the school.
- Teachers will have lesson plans available. It is mandatory you follow the lesson plans teachers have made available. If special duties (i.e., lunch, recess and bus duties) are part of the lesson plans, it is mandatory you perform these duties.
- If the teacher you are covering for has a planning period, you may be asked by an administrator or designee to perform other duties during this time. As a day-to-day substitute you are not entitled to a planning period, however, you are entitled to a lunch break.
- An evaluation form on your job performance is made available to teachers and they may evaluate you. Negative evaluations may result in disciplinary action including separation of employment as a substitute teacher in Mapleton Public Schools.

Job Cancellations

- You should not cancel a job the night before unless it is an absolute emergency. Canceling a job because you prefer one school to another is not acceptable. This also holds true if you have accepted a half-day job and a full-day job becomes available. Canceling a job the night before places an undue hardship on the school. It is extremely difficult to secure a substitute on the day of a job and if a substitute is secured, it is difficult for the substitute to report to the school on time.
- The nature of substitute teaching is that there will be times when a teacher cancels a job the night before or the morning of a job. Teachers make every effort not to cancel a job and when it does happen, it is often out of their control. If your assignment is cancelled, you can call the substitute calling system to see if other jobs are available. The SmartFind Substitute Calling System will attempt to contact you when a job is cancelled, but if you don't answer the notification call you will not know the job has been cancelled. Please review your assignments to make sure that a job has not been cancelled. If no attempt was made to notify you of a cancellation and you show up for the assignment, the Substitute Office will make every attempt to find you another assignment, if there's no other jobs available you will be paid 2 hour show up pay for your time.
- Frequent cancellations may result in disciplinary action including separation of employment as a substitute teacher for Mapleton Public Schools.

Profile and Availability

- Please make every effort to keep your SmartFind Substitute Calling System profile up to date. If you have another commitment and know you will be unavailable on a certain day you must update your profile to make yourself unavailable for that day or time. This is not the same as your normal weekly schedule; please consult the reference guides provided or on our website for instructions on this function of your profile. If availability is up to date for substitutes, this will ensure the system does not continuously call substitutes that are not available and frees the system up to call those who are. If you have any questions, please contact the Substitute Office at (303) 853-1000.
- An extended period of unavailability or inactivity exceeding six (6) months may result in separation of employment as a substitute teacher for Mapleton Public Schools.