

**BOCES Substitute Coordination**

**Summer 2011 Survey**

**Sign & Return to:**

**Dee Mucci  
Capital Region BOCES  
900 Watervliet Shaker Road  
Suite 102  
Albany, NY 12205**

\_\_\_\_\_  
**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 2011-2012 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 expectations included in this mailing.

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Date

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

I will attend at the BOCES office. Reserve my seat for:

August 30            **HazCom only** 1:30pm – 2:30pm

August 31            **HazCom only** 1:30pm – 2:30pm

Or

I **am not able** to attend the Summer Substitute Teacher Workshop or the HazCom only afternoon training. I will call **464-3927** to schedule and attend HazCom by December 31, 2011.

I will complete the HazCom online course and submit the quiz for credit by December 31, 2011. Information available at <http://capitalregionboces.org/subcoordination/HazCom.cfm>

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Date

## **Expectations for substitute teachers, TA's, EA's and Nurses working through the Capital Region BOCES Substitute Coordination Service.**

**Your signature on the 2011 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 or TEACH page indicating certification issue date to sub service and to districts if this information is not included in original application.
- Complete the online HazCom course available at [www.capregboces.org/subcoordination](http://www.capregboces.org/subcoordination) **or** attend a Hazard Communication Right to Know Training by December 31, 2011.
- 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.
- Review emergency plans found in each classroom. Ask for needed clarification in main office.
- Dress appropriately as an adult role model for students.
- Expect the unexpected with flexibility. You are a district employee. Building principal has the ultimate authority in substitute placements.
- Follow the teacher's instructions or lesson plans. Leave notice of what was accomplished and concerns.
- 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.
- Notify office at end of school day: sign out, return key and/or badge, 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.**