

BOCES Substitute Coordination

Summer 2010 Survey

Sign and Return to:

**Dee Mucci
Capital Region BOCES
900 Watervliet Shaker Rd
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 2010-2011 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 online document.

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 this summer for:

August 23 **HazCom** 1:30pm – 2:30pm August 24 **HazCom** 1:30pm – 2:30pm

August 25 **HazCom** 1:30pm – 2:30pm

Or

I **am not able** to attend the training. I will call **464-3927** to schedule and attend HazCom by December 31, 2010.

I will complete the HazCom online course and submit the quiz for credit by December 31, 2010.
Information available at www.capitalregionboces.org/subcoordination/HazCom.cfm

Signature Required

Date

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

Your signature on the 2010 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 or attend a Hazard Communication Right to Know Training by December 31, 2010.
- 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.**