



Sign & Return to:
Sandy Smith
Capital Region BOCES 900
Watervliet Shaker Road Suite 102
Albany, NY 12205

BOCES Substitute Coordination
Summer 2017 Survey

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 2017-2018 school year in all districts for which I am approved.

2. Please provide your current email:

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. Select ONE of the following HazCom & BBP options. Remember - your signature is required.

I will attend HazCom/BBP at the BOCES office. Reserve my seat for: (please circle the one session you will attend)

Tuesday, August 15, 2017.....1:00pm – 2:15pm

Thursday, August 24, 2017.....1:00pm – 2:15pm

Or

- I am not able to attend the Summer HazCom session.I will complete the online HazCom by December 31, 2017. Available online after August 1st.

Please make sure you go to Capital Region BOCES Hazcom for school district choice.

Information available at www.capitalregionboces.org/subcoordination/HazCom.cfm

Signature Required

Date

Expectations for substitute teachers, TAs and nurses working through the Capital Region BOCES Substitute Coordination Service.

Your signature on the 2017 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.
- Attend a Hazard Communication Right to Know Training by December 31, 2017, **or** complete online HazCom available at <http://www.capregboces.org/Risk/OnlineTrainings.cfm>
- 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.**

June 2017