

# Substitute Professional Development

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## NEW 2015 PROTOCOL

*Effective January 5, 2015*

If you are an approved substitute teacher – one who has had a personnel requisition submitted to Human Resources – for at least one school in the Worcester County Public School (WCPS) System, then this protocol pertains to your accessibility to WCPS professional development, as well as to your eligibility to earn Differential Daily Day (DDP).

### **BELIEF:**

Worcester County Public Schools believes that in order to grow great students who can compete globally for college and career, we must continually grow great teachers. We also understand that when a teacher cannot be in the classroom, a great substitute teacher is needed to ensure that high-quality learning continues. The school system is committed to continually growing great substitute teachers.

### **MISSION:**

Our mission is to grow great substitute teachers by providing them with professional development (PD) opportunities which are:

- Specific to the school in which the substitute serves;
- Conducted alongside teachers for whom the substitute serves, thus building a stronger relationship between teachers and substitutes;
- Selected by the substitute and, therefore, addresses the needs and interests of the substitute;
- Directed to the same grade levels in which the substitute teaches; and
- Offered throughout the entire fiscal year, not limited to two days in the school year.

### **WHAT TYPES OF PD ARE THERE?**

Worcester County Public Schools offers PD during the school year and over the summer months. Within each timeframe, there is PD that is facilitated by Coordinators of Instruction and that is School-Based.

Note: School orientations for substitutes do not “count” as PD.

The general outline of PD types looks like this (listed on page 2):

### **During the School Year (2014-2015)**

Conducted by Coordinators:

- Links provided to workshop information

School-Based PD:

- Links provided to workshop information

### **During Summer Months (2015)**

Conducted by Coordinators:

- Links provided to workshop information

School-Based PD:

- Links provided to workshop information

### **FINDING PD THAT IS ACCESSIBLE TO YOU:**

1. Visit the website at [www.worcesterk12.com](http://www.worcesterk12.com) and navigate to the “Faculty & Staff” tab, followed by clicking on “Profess. Develop.” The link is as follows:  
<http://www.worcesterk12.com/faculty-staff/professional-development-pd> .
2. Click on the appropriate link under “During School Year (2014-2015)” – such as “November 2014” – or click on the appropriate link under “During Summer Months 2015.” Here is an example of the website page and a PD catalog link:

## Professional Development (PD)

Worcester County Public Schools believes that in order to grow students who can compete globally for college and career, we must continually grow great teachers! Our school system provides ongoing, high-quality, and relevant PD to our teachers and staff. To access the offerings, please click on the month-by-month listings below.

### During School Year (2014-2015)

Conducted by Coordinators:

- [November 2014](#)  **Sample Link**

School-Based PD:

- None posted at this time

### During Summer Months (2015)

Conducted by Coordinators:

- None posted at this time

School-Based PD:

- None posted at this time

If you have any questions about the PD calendar, please contact Shirleen Church, Coordinator of Instruction for Staff Development, at 410-632-5091.

### Substitute Teacher Enrollment Form

- Enrollment Form (Not yet available)

3. In the PD catalog table for “**Conducted by Coordinators**,” you are looking for an indication that the workshop is open to substitutes. The table might look something like this:

Date:	Time:	Staff and School	# of People	Subs paid by Grant	Type of Meeting	Open to Subs?	Deadline for Sub RSVP:	Location	Coordinator
10/2	8:30 -3:30 p.m.	Two 5 <sup>th</sup> Grade Teachers from each school (SHMS, PMS) or team (at BIS) who will be canoeing with students	12	C. Bay Foundation	Kayaking and Canoeing	NO	N/A	Coastal Kayak	M. Barrett
10/6	8:30 – 3:30 p.m.	All 6-8 ELA Teachers	25		Unpacking Reading and Writing Standards	YES	9/29	New Board Room	D. Shorts

4. In the PD catalog table for “**School-Based PD**” the “style” for indicating whether a workshop is open to substitutes will vary, but it **will** be indicated. Keep this in mind: **If a school-based workshop is open to substitutes, you are only permitted to enroll in workshops at the school or schools in which you sub.** To be clear, if you substitute teach at Showell Elementary and there is a school-based workshop that interests you at Buckingham Elementary, you may not enroll. This prevents a school from having to accommodate large numbers of substitutes who do not serve their student populations.

## ENROLLING IN A WORKSHOP:

1. First, verify that the PD opportunity is open to you. Remember, if the workshop is “**Conducted by Coordinators**” and the workshop indicates that it is open to substitutes, then you may enroll. If the workshop is “School-Based PD,” it is only open to substitutes when indicated **and** only open to those who **SUB AT THAT SCHOOL**, unless otherwise indicated.
2. Look at the “Deadline for Sub RSVP” date. In the PD catalog table for “**Conducted by Coordinators**,” the table might look something like this:

Date:	Time:	Staff and School	# of People	Subs paid by Grant	Type of Meeting	Open to Subs?	Deadline for Sub RSVP:	Location	Coordinator
10/2	8:30 -3:30 p.m.	Two 5 <sup>th</sup> Grade Teachers from each school (SHMS, PMS) or team (at BIS) who will be canoeing with students	12	C. Bay Foundation	Kayaking and Canoeing	NO	N/A	Coastal Kayak	M. Barrett
10/6	8:30 – 3:30 p.m.	All 6-8 ELA Teachers	25		Unpacking Reading and Writing Standards	YES	9/29	New Board Room	D. Shorts

3. In the PD catalog table for “**School-Based PD**” the “style” for indicating when enrollment forms are due back to schools will vary, but it **will** be indicated. It may also indicate to WHOM the form should be returned. Keep this in mind: **If your enrollment form is LATE (past the indicated RSVP deadline), you will not be included in the workshop and walk-ins are absolutely not permitted.**
4. Visit the website “Profess. Develop” page at <http://www.worcesterk12.com/faculty-staff/professional-development-pd> . Click on the Enrollment Form link:

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### During School Year (2014-2015)

Conducted by Coordinators:

- November 2014

School-Based PD:

- None posted at this time

### During Summer Months (2015)

Conducted by Coordinators:

- None posted at this time

School-Based PD:

- None posted at this time

If you have any questions about the PD calendar, please contact Shirleen Church, Coordinator of Instruction for Staff Development, at 410-632-5091.

### Substitute Teacher Enrollment Form

- Enrollment Form ←

5. Remember, workshop “walk-ins” are not permitted. Following the enrollment protocol is required.

- Complete all the information indicated on the enrollment form which falls above the “Workshop Attendance Verification” shown below:

**Substitute Professional Development**

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**NEW PD ENROLLMENT FORM**  
Effective January 5, 2015  
PLEASE PRINT CLEARLY

YOUR NAME:

PHONE WHERE YOU CAN BE REACHED:

EMAIL:

INDICATE TYPE OF WORKSHOP:  CONDUCTED BY COORDINATOR(S)  SCHOOL-BASED PD

DATE OF PD:

TIME OF PD [begin and end range]:  (Must be a minimum of 2 hours to count for DDP.)

TYPE OF MEETING [PD DESCRIPTION]:

LOCATION:

FACILITATOR(S) or COORDINATOR(S):

IF THE PD IS SCHOOL-BASED, ARE YOU A SUB AT THAT SCHOOL?  YES  NO (If NO, then you are not eligible.)

WHAT IS THE RSVP DEADLINE?

**DIRECTIONS:** Complete the form above and make a photocopy. Retain one copy and send the other copy to the PD Facilitator/Coordinator in order to enroll in the PD. Take your copy with you to the PD and have the PD facilitator or coordinator provide verification that you have attended. Once completed, the entire form must be submitted to Faye Dryden at the Central Office in order to receive credit toward Differential Daily Pay (DDP) – if you are eligible. (Retain a copy.)

**WORKSHOP ATTENDANCE VERIFICATION:**

As the facilitator/coordinator/instructor/administrator responsible for the PD workshop above, I hereby verify that the substitute named above has attended the entire workshop identified. I also understand that this may result in increased pay should the substitute be eligible for DDP.

\_\_\_\_\_  
(Signature) (Date)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**RETURN Verified Forms to FAYE DRYDEN @ the Central Office within 3-WEEKS of PD Workshop**

Complete the information **above** the Workshop Attendance Verification section. Make a photo copy.

- Complete the form and make a photocopy. Retain one copy and send the other copy to the PD Facilitator/Coordinator in order to enroll in the PD.
- The PD Facilitator/Coordinator will call or email you (using the contact information furnished on the enrollment form) to confirm your workshop attendance or to notify you that your attendance cannot be accommodated (if the workshop is full, for example).
- Take your enrollment-form copy with you to the PD and have the PD facilitator or coordinator provide verification that you have attended.** Notes: If you forget your form or if you forget to get your attendance verified, then your attendance will not “count” toward earning or maintaining Differential Daily Pay (DDP), if you are eligible. There will be no exceptions. Also, if you are confirmed to attend a workshop and do not attend, you may be excluded from workshop attendance in the future. Food and materials of instruction may be prepared for attendees, so it is very important that confirmations result in attendance, barring a personal emergency. Emergencies should be communicated with the facilitator prior to the onset of the PD workshop.

10. At the end of the PD, have the facilitator of the workshop or an administrator verify your attendance by completing the Workshop Attendance Verification section.

**WORKSHOP ATTENDANCE VERIFICATION:**

As the facilitator/coordinator/instructor/administrator responsible for the PD workshop above, I hereby verify that the substitute named above has attended the entire workshop identified above and I understand that this may result in increased pay should the substitute be eligible for DDP.

\_\_\_\_\_  
(Signature) (Date)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

RETURN Verified Forms to FAYE DRYDEN @ The Central Office within TWO WEEKS of PD Workshop



Note: If you are not eligible for DDP (if for example, you have a current or expired teaching certificate or are a retired teacher), then you do not need to complete steps #10 and #11.

11. Once the form is completed and your attendance is verified, **the entire form** must be submitted to Faye Dryden at the Central Office in order to receive credit toward Differential Daily Pay (DDP) – if you are eligible. You must submit your form to Faye Dryden within 3-weeks after the workshop has taken place. (Retain a copy of the form submitted to Ms. Dryden.) NOTE: Please keep in mind that if the top of the form has not been completed or is separated from the Workshop Attendance Verification section, it will not be “counted” toward DDP, if you are eligible. In addition, if you do not retain a copy of the entire form and it becomes “lost in the mail,” it also will not “count” toward DDP if you are eligible.
12. As long as PD is “open” to you and you follow the protocol explained herein, you will be able to attend as many workshops as there is space! (Remember: School orientations for substitutes do not “count” as PD.)

## WHAT IS DIFFERENTIAL DAILY PAY AND AM I ELIGIBLE?

Differential Daily Pay is an added pay-benefit (\$5 more a day) to those eligible who attend the required professional development within a given fiscal year (July 1 of a given year through June 30 of the next year).

### Eligibility:

Substitute teachers who are on an approved list for at least one school in the Worcester County Public School System and have one of the following credentials as their highest education completion are eligible for DDP:

- A Bachelors, Masters, or Doctorate degree (WITHOUT a teaching certificate) in any area;
- An Associate Degree (2 year degree); or
- A High School Diploma.

The following substitutes are NOT ELIGIBLE for DDP:

- If they have an expired teaching certificate (from any state in the U.S.);
- If they have a current teaching certificate (from any state in the U.S.); or
- If they are a retired teacher (from any state in the U.S.).

Note: Substitutes who are not eligible for DDP because they are a current or former teacher will immediately start at a higher daily rate. Although their participation in professional development is highly *encouraged*, it is not associated with earning a higher daily rate.

## **HOW DOES AN ELIGIBLE SUBSTITUTE QUALIFY FOR DDP?**

If a substitute is eligible, the substitute must:

1. Attend two workshops (a MINIMUM of 2-hours long for each) within a fiscal year and submit verified forms to Faye Dryden no later than 3-weeks past the PD workshops attended. (See notes)

NOTES:

- Substitutes are not paid to attend professional development – ever. It is done on a volunteer basis.
- Even though attendance is voluntary, in order to qualify for DDP, the substitute must attend the entire workshop, have an enrollment form verified for attendance, and submit the completed form to Faye Dryden no later than 3-weeks past the PD workshop.

## **HOW DOES A SUBSTITUTE MAINTAIN DDP?**

If a substitute is receiving DDP, the substitute must do the following to maintain it:

1. Each subsequent fiscal year following DDP qualification, the substitute must attend at least one PD workshop (a MINIMUM of 2-hours long for each) within a fiscal year and submit a verified form to Faye Dryden no later than 3-weeks past the PD workshop attended.

## **HOW DOES STARTING THIS PROTOCOL MID-YEAR AFFECT ME?**

The FIRST year to *earn* OR *maintain* DDP will be as follows:

- January 5, 2015 through June 30, 2016 (It equates to 18 months, instead of 12.)

After the first year, school years will be defined as fiscal years, such as:

- July 1, 2016 through June 30, 2017
- July 1, 2017 through June 30, 2018

## **UNDERSTANDING THE FIRST YEAR:**

As a substitute, one of the scenarios will describe you:

- **I'm not interested in DDP**, nor do I plan on attending any workshops from January 5, 2015 through June 30, 2016. (Nothing changes!)
- **I'm not eligible for DDP** because I have a current or expired teaching certificate or I am a retired teacher. However, I understand that I may attend workshops that address the needs of the schools where I sub or which will strengthen my skills as a substitute – if they are open to substitutes. (You'll have more PD opportunities to strengthen your teaching craft!)
- **I'm currently on DDP**, which means I will need to have my attendance verified for ONE WORKSHOP between January 5, 2015 and June 30, 2016 to maintain DDP. If I do not, then I will drop back to normal pay beginning July 1, 2016 through June 30, 2017. To qualify for DDP again, I will need to have my attendance verified for TWO WORKSHOPS sometime between July 1, 2016 and June 30, 2017. Note: I will return to DDP the first time I sub after having two workshops verified; DDP starts immediately after qualifying! (Use a calendar to mark your workshops and to identify the timetable for maintaining DDP.)
- **I'm eligible for DDP and would like to earn it** sometime between January 5, 2015 and June 30, 2016. To qualify, I will need to have my attendance verified for TWO WORKSHOPS sometime between January 5, 2015 and June 30, 2016. Note: I will earn DDP the first time I sub after having two workshops verified; DDP starts immediately after qualifying! To maintain DDP from July 1, 2016 through June 30, 2017, I will need to have my attendance verified for ONE WORKSHOP during this time period, and every fiscal year thereafter.

## **WHAT ARE THE CURRENT SUBSTITUTE DAILY RATES OF PAY?**

The Daily Rates of Pay are as follows:

* <u>Non-Degree</u> (defined as having a high school diploma or an Associate Degree)	<b>\$81/Day</b>
* <u>Degree</u> (defined as having a Bachelors, Masters or Doctorate <u>WITHOUT</u> a teaching certificate)	<b>\$86/Day</b>
* <u>Non-Degree + 2 Workshops</u> (with protocol properly followed)	<b>\$86/Day</b>
* <u>Degree + 2 Workshops</u> (with protocol properly followed)	<b>\$91/Day</b>

- \* Expired Maryland Educator Certificate (not eligible for DDP) \$91/Day
- \* Current Maryland Educator Certificate (not eligible for DDP) \$97/Day
- \* Retired Teacher (not eligible for DDP) \$97/Day

## WHAT ELSE IMPACTS MY PAY?

1. In order to be paid at the Degree level, documentation regarding your degree must be submitted to Human Resources. Pay associated with the degree will begin once verification is provided to Human Resources and it is not retroactive prior to the documentation being processed.
2. Increased pay (due to your degree or due to DDP) will take about two to three pay periods to be realized in your check. Your first paycheck at the increased rate will reflect those days worked after the pay increase was earned!

## AM I ELIGIBLE TO BE A LONG-TERM SUBSTITUTE?

Please refer to your substitute packet for information on long-term substitute pay and qualifications.

## WHO DO I CONTACT IF I HAVE A QUESTION?

Substitute Question:	Contact:	Contact Information:
Who should I call if I am not sure about my current pay status or if I need to update my contact information?	<b>Faye Dryden</b>  Ms. Dryden maintains the approved substitute listing which includes a substitute's current pay status. Ms. Dryden also handles any changes in your contact information.	410-632-5076 fmdryden@mail.worcester.k12.md.us
Who do I contact if I want to substitute at other schools?	The school's <b>Principal</b>  Contact the principal (or designee) at each school in which you would like to substitute. If they are interested in adding you as an approved substitute, they will submit a personnel requisition to Human Resources.	Visit our website at <a href="http://www.worcesterk12.com">www.worcesterk12.com</a> for a directory of school principals.
If I have a question about when and where my paycheck will arrive, who should I call?	<b>David Kuhn</b> in Payroll	410-632-5066 dfkuhn@mail.worcester.k12.md.us
If I am confused about something in this protocol, who should I call?	<b>Shirleen Church</b>  Ms. Church will refer to this document when answering your question, so please have it available before contacting her.	410-632-5091 smchurch@mail.worcester.k12.md.us