Substitute Professional Development

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](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:

![Sample Link](image)
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:

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

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:

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<td>D. Shorts</td>
</tr>
</tbody>
</table>
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:

![Professional Development (PD)](image)

5. Remember, workshop “walk-ins” are not permitted. Following the enrollment protocol is required.
6. Complete all the information indicated on the enrollment form which falls above the “Workshop Attendance Verification” shown below:

Substitute Professional Development

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

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

7. 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.

8. 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).

9. 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.

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:

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

<table>
<thead>
<tr>
<th>Substitute Question:</th>
<th>Contact:</th>
<th>Contact Information:</th>
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<tbody>
<tr>
<td>Who should I call if I am not sure about my current pay status or if I need to</td>
<td>Faye Dryden</td>
<td>410-632-5076</td>
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<td>update my contact information?</td>
<td></td>
<td><a href="mailto:fmdryden@mail.worcester.k12.md.us">fmdryden@mail.worcester.k12.md.us</a></td>
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<td>Ms. Dryden maintains</td>
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<td>Dryden also handles</td>
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<td>any changes in your</td>
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<td>contact information.</td>
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<td>Who do I contact if I want to substitute at other schools?</td>
<td>The school’s Principal</td>
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<tr>
<td></td>
<td>Contact the principal</td>
<td>Visit our website at <a href="http://www.worcesterk12.com">www.worcesterk12.com</a> for a directory of school principals.</td>
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<td>to Human Resources.</td>
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<tr>
<td>If I have a question about when and where my paycheck will arrive, who should I</td>
<td>David Kuhn in Payroll</td>
<td>410-632-5066</td>
</tr>
<tr>
<td>call?</td>
<td></td>
<td><a href="mailto:dfkuhn@mail.worcester.k12.md.us">dfkuhn@mail.worcester.k12.md.us</a></td>
</tr>
<tr>
<td>If I am confused about something in this protocol, who should I call?</td>
<td>Shirleena Church</td>
<td>410-632-5091</td>
</tr>
<tr>
<td></td>
<td>Ms. Church will refer</td>
<td><a href="mailto:shchurch@mail.worcester.k12.md.us">shchurch@mail.worcester.k12.md.us</a></td>
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