



Substitute
Handbook
2025-26

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Welcome

Welcome to Washburn Tech. Each year our substitutes play an important role in our school by ensuring that the educational process continues even during the absence of the assigned instructor. In order to provide professional, quality instruction our instructor substitutes must know our processes, procedures, and the expectations we have regarding their work and interactions with students. This document serves as a guide to the substitute in establishing communication and expectation levels between the instructor, substitute, and Washburn Tech. This is not an employment agreement nor is it a guarantee that you will receive substitute assignments.

Your contact person should you have any questions or concerns is Alan Beam (alan.beam@washburn.edu or office: 785-670-3336 or cell 785-408-2441).

Substitutes are assigned to jobs through a system known as ReadySub or may be contacted directly by Alan Beam via phone or text. When instructors are unable to attend due to illness, they post their absence on ReadySub, which then alerts the pool of substitutes associated with that program through text or email. Generally, substitutes are assigned to roles outside of health and cosmetology. The first substitute to select an available assignment will secure it. When an instructor requests a substitute in advance, Mr. Beam will make an effort to rotate these opportunities via text. Please remember that in either scenario, you have the right to accept or decline the assignment.

Training

Mr. Beam will conduct a brief training session in late July for all substitutes. During that time, he will provide training on ReadySub and how to fill out your time card. In addition, he will discuss various responsibilities.

ReadySub Account

Make sure your phone number and email are correct.

- *Under Settings* locate *Notifications*. You can select either or both email and text notifications. Why is that important? When an instructor posts a job due to illness, that job goes to the whole pool of subs and the first to accept it gets the job.
- Under settings locate classification. Click on “show” positions. Then click on the three dots and select positions in the upper right-hand corner. Now you can choose the areas in which you would be willing to sub. Note: you must have a special license to sub in cosmetology and nursing.

Note the following when you accept an assignment from ReadySub.

- Name of instructors for whom you will substitute
- Location of classroom
- Lesson plans or notes left by the instructor.

Duty Day

Substitute assignments are for either a full day or a half day. School starts at 8:00 a.m., but substitutes are expected to arrive at least 15 minutes prior. School ends at 2:55 p.m., and subs are expected to stay until all students have left for the day.

Upon arriving, go to the classroom. Should you need a key, contact the Dean's office. The instructor should have provided lesson plans in ReadySub or left them on their desk. There should also be information on who to contact for assistance. If you're unable to locate lesson plans, contact the Dean's office. A half-day constitutes 7:45 to 11:15 (3 1/2 hours) or 11:30 to 3:00 (3 1/2 hours). Full-day 7:45 to 3:15 (7 1/2 hours).

Timesheets

Upon completion of your assigned day please visit My.Washburn.edu to complete your timesheet. Timesheets are submitted every two weeks. If you have questions about how to fill out timesheets, contact Mr. Beam.

Staying a Sub (Policy change in 2024)

To remain an active substitute, at least one job must be worked per semester. Exceptions can be made in extenuating circumstances by your supervisor. (This does not include specialized subs, i.e. Childcare, Cosmo, nursing, etc.)

Compensation as a Sub (Policy change in 2024)

Once 25 jobs have been worked cumulatively, the sub is eligible for a \$1 increase. Once 50 jobs have been worked cumulatively, the sub is eligible for another \$1 increase. The number of jobs worked will be reviewed each May, for an increased pay rate effective the upcoming Fall semester.

Dress Code

Washburn Tech does not have a dress code, but has several different types of working conditions. We do expect the dress to be appropriate for the program. It is also important your dress not be a hazard. For example, in the shop area, avoid loose-fitting clothes, open-toe shoes, etc.

Responsibilities of the Substitute Instructor

In the absence of the regular instructor, you will take on the role of the instructor. It is your responsibility to facilitate the learning process and ensure instructional continuity. As a substitute instructor, you are charged with the well-being of the students. You are expected to maintain good order in the classroom and create a positive learning environment.

As a substitute instructor, you must adhere to the same high standards of conduct and professionalism expected of all instructors at all times. You are also expected to maintain professional confidentiality regarding any information about the school that you may acquire while substituting. Students are not to be released early from the classroom without official notification to Student Services.

The role of a substitute instructor includes maintaining classroom discipline and implementing classroom procedures as directed by the regular instructor. A substitute instructor has the same responsibilities and duties as the regular instructor and should follow any lesson plans and instructions left by the classroom instructor as closely as possible. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations. Discipline should be maintained and students are to be held accountable for their work, classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute instructor. If discipline problems arise, notify Student Services. If necessary, send student to Student Services.

Lesson Plans/Classroom information

You can expect that the classroom instructor has prepared and provided sufficient lesson plans for your assignment. Instructors will attach these lesson plans and any necessary documents to their absence request. They will also be available on ReadySub or upon your arrival at the building.

To prepare, make sure to arrive at the school early enough to get ready before classes begin. If you find that the instructions left for you are inadequate, you should immediately inform the Director for Staff Development, Substitutes and Corrections. Alan Beam.

The regular classroom instructor should provide the following for the substitute:

- Class roster
- Daily schedule
- Emergency management procedures, including fire drills and tornado drills
- Any additional responsibilities specific to the instructor (e.g., grading and distribution of papers, breaks, and special disciplinary measures)
- A contingency lesson plan (to be used if the main lesson plan cannot be followed)
- Information about the building, including student behavior and expectations, location of the lunchroom and restrooms, audio/video equipment, and other educational technology, as well as relevant guidelines

If you are substituting for an unplanned absence, the regular classroom instructor may not have had the opportunity to prepare the information listed above. If you have any questions or need additional information to effectively carry out classroom lesson plans or procedures, please contact the Director of Instruction as soon as possible.

Classroom Ethics

Students and instructors are prohibited from smoking or using inappropriate language in the classroom. Designated smoking areas are located at the edges of the campus. Substitutes may bring a book to read while supervising, but they must remain in the shop area when students are working.

Staff Development

Washburn Tech offers staff development for their instructors. Should a sub wish to attend one of these please contact the Director for Instruction. There is no pay for attending.

End of Day Report

Please report any challenges or issues to Alan Beam, Director for Professional Development, Substitutes and Corrections before leaving campus.

Emergency Contact list

Fire, Ambulance, Police	911	Use for phones on campus	City of Topeka
W-Tech Police	785-670-3319	3319	Tech Campus
WU Campus Police	785-670-1153	1153	University Campus
Student Services	785-670-2010	2010, 3343 or 3352	TBA
Deans office	785-670-3320	3320	Lana Wagnon Contact
Director for Instruction	785-408-2441 785-670-3336	3336	Alan Beam
Administrative Specialist	785-670-3330	3330	Irene Foreman

In the event of a medical emergency:

Step 1: Call 911 if needed – State your location.

Example: this location is C Building, Room C110

Step 2:

- Someone begins First Aid/ CPR or utilize AED as necessary
- Someone contacts W-Tech Police if the situation is an emergency
- Someone contacts Student Services
 - Student Services will contact high school of attendance and parent.
 - Post-Secondary students can request Student Services contact someone upon request.
 - Contact the Director for Instruction if the Student Services office is unable to be reached.
- Someone Contact the Dean's Office.

Step 3: Have someone flag down emergency personnel as they pull on to campus and direct them to the location of the emergency.

Special Note: Employees of Washburn Tech are **not** to transport an injured student from campus.

In the event of a tornado

Step 1: Make your way to the conference center basement. This is our designated location to shelter in place. Doors can be found on the north side of A Building immediately behind the power plant.

In the event of a Fire:

Step 1: Evacuate the building and make your way to rally point.

Step 2: Account for all students and instructors.

In the event of an armed intruder:

Step 1: Contact 911 and secure all building openings

Step 2: Shelter in place until the all clear call is given

Rally Points



1 – (6) Business, Business Office, Early Childhood, Ichabod Shop, Basement Classrooms, Warehouse

2 – Student Service Office, Admissions, Dean's Office, Advantage Center, Surgical Tech, Sim Lab

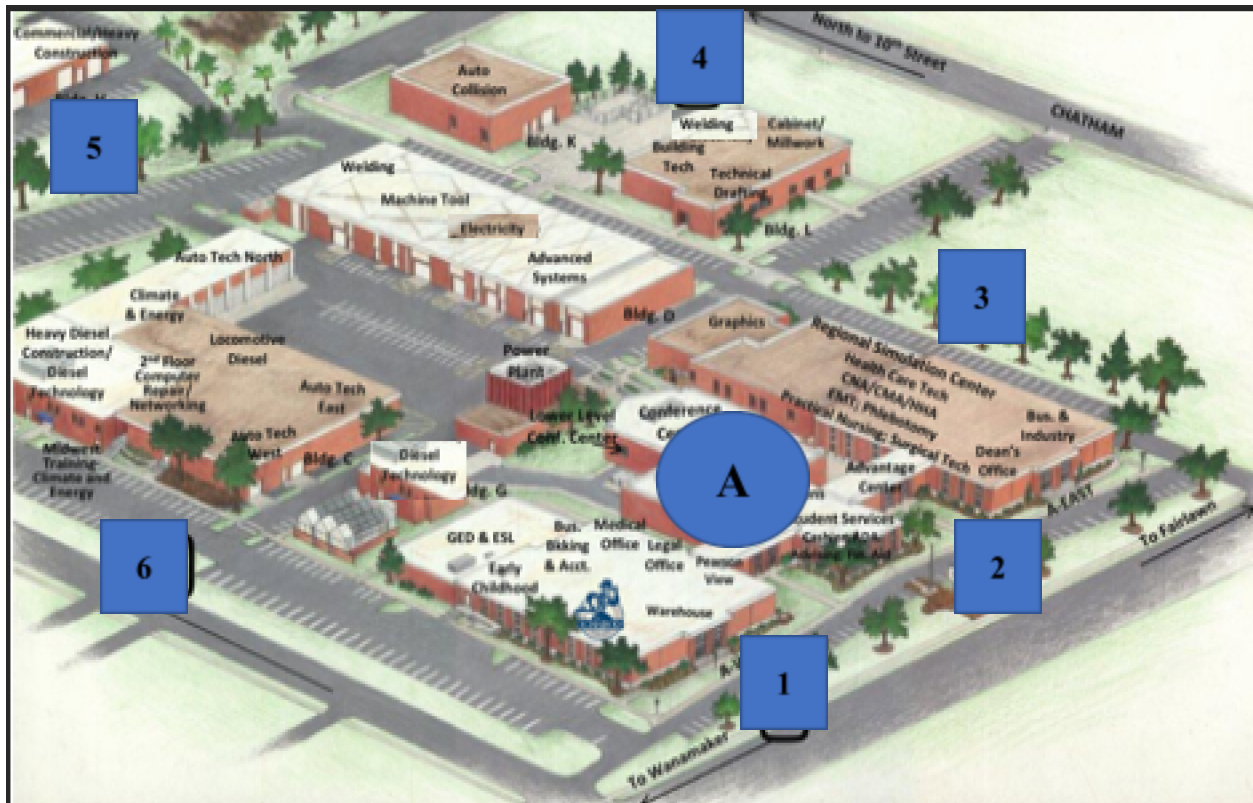
3 – LPN, CNA, EMT, Phlebotomy, Graphic Tech, IT

4 – Auto Collision, AST, Building Tech, Cabinet Mill, Technical Drafting, Machine Tool, Fast-Track Machine Tool, Welding Fabrication

5 – North Auto, Fast-Track Welding, HVAC, Heavy Construction, Loco

6 – Auto East, Auto West, Culinary, Conference Center, Basement Conference Center, GED, Heavy Diesel, HVAC, IST, G Building

Tornado Shelter Locations



Buildings D, K and L report to the basement of L building.

All other buildings should report to the basement conference room in building A.

Substitute Teacher Information

Hello and Welcome!

I have left lesson plans for you and all the information you should need today here on my desk or in ReadySub. If you have any questions or run into any problems



please contact _____ in Room _____. I'm sure he/she will be able to help you out.

Important Times in our Day		
Event	Time	Notes
<i>School Begins</i>	<i>8:00 a.m.</i>	
<i>Morning Break</i>		
<i>AM class is dismissed</i>	<i>11:10 a.m.</i>	
<i>Lunch</i>	<i>11:10 to 11:45 a.m.</i>	
<i>Afternoon Classes Begins</i>	<i>11:45 a.m.</i>	
<i>Afternoon Break</i>		
<i>Afternoon Class is dismissed</i>	<i>2:55 p.m.</i>	

Fire, Ambulance, Police	911	Classroom Phone	City of Topeka
W-Tech Police	785-670-3319	3319	Tech Campus
WU Campus Police	785-670-1153		University Campus
Student Services	785-670-2010	2010, 3343 or 3352	Main Office Number
Dean's office	785-670-3320	3320	Lana Wagnon Contact
Director for Instruction	785-408-2441 785-670-3336	3336	Alan Beam
Administrative Specialist	785-670-3330	3330	Irene Foreman

Find enclosed my class roster

Our Everyday Class Routines

(And other ways they just may try to fool you on!)

Routines/Procedures/Policies	
Method of Attendance	
Restroom	

Cell Phone Policy	
Shop/Lab	
Computer/iPad use	
General Classroom	
Before leaving	
Notes:	

EMERGENCY PROCEDURES

Fire (Drill) Instructions:

Tornado (Drill) Instructions:

Lockdown:

Injury: (Contact Student Services 3343)

Student Issues (What to do if you have an issue with a student) .

- Contact Student Services 3343

WASHBURN TECH UNIVERSITY

ACADEMIC CALENDAR 2025-2026

FALL SEMESTER 2025

August 1-8	Professional development & training
August 13	Classes Begin - New Students
August 18	Classes Begin - All Students
August 29	Payment deadline, last day to set up payment plan
September 1	Holiday, no classes - college closed
September 19	No classes, instructor work day
October 10	Mid-semester
October 13	Fall Break, no classes, students or instructors
October 14	Fall Break, no classes/students; instructor work day
November 7	No classes, instructor work day
November 26	No classes, students or instructors
November 27-28	Holiday, no classes - college closed
December 10	Last day of Fall Semester classes
December 11	Commencement, no classes, instructor work day
December 12	No classes, instructor work day
December 15	No classes, instructor work day
December 16-23	No classes, students or instructors
December 24-31	Winter holiday break - college closed

SPRING SEMESTER 2026

January 1	Holiday, no classes - college closed
January 2	Building open - no instructors/students
January 5-9	Professional development & training
January 14	Classes Begin - New Students
January 19	Holiday, no classes - college closed
January 20	Classes Begin - All Students
January 30	Payment deadline, last day to set up payment plan
February 13	No classes, instructor work day
March 13	Mid-semester
March 16-20	Spring break - no classes, building open
April 17	No classes, instructor work day
May 13	Last day of Spring Semester classes
May 14	Commencement, no classes, instructor work day
May 15	No classes, instructor work day
May 18	No classes, instructor work day
May 25	Holiday, no classes - college closed

SUMMER SEMESTER 2026

May 25	Holiday, no classes - college closed
May 29	Payment deadline, last day to set up payment plan
June 1	First day of Summer Semester classes
June 19	Holiday, no classes - college closed
July 3	Holiday observed, no classes - college closed
July 31	Last day of Summer Semester classes

August 2025

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

February 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

October 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2025

M	T	W	T	F
				7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			