Estherville Lincoln Central
Community School District

Substitute Teacher Guide

Revised May 2026

Estherville Lincoln Central Community School District does not discriminate based on race, color, creed, national origin, religion, sex, gender identity, age, disability, marital status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, military affiliation, political party preference, socioeconomic status, or familial status. Inquiries or grievances may be directed to Mr. Andrew Armstead, Superintendent, 1814 7th Avenue, Estherville, Iowa 51334

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THE DISTRICT

Website: www.estherville.k12.ia.us

District Office
1814 7th Avenue South
Estherville, IA 51334
Phone: (712) 362-2692
Fax: (712) 362-2410

Elementary School

Demoney Elementary
109 S 17th Street
Estherville, Iowa 51334
Phone: (712) 362-2181
Fax: (712) 362-7842

Secondary Schools

Middle School
1430 1st Ave South
Estherville, Iowa 51334
Phone: (712)-362-2335
Fax: (712)-362-7822

High School
1520 Central Avenue
Estherville, Iowa 51334
Phone: (712)-362-2659
Fax: (712)-362-2406

A complete list of District schools, offices, and staff, along with contact information, is available on the website.

THE BOARD OF EDUCATION

The Board of Education is composed of five elected officials who serve as the governing body for the District. They establish the broad operating policies under which the District functions, drawing on the counsel and advice of the District's Superintendent of Schools.

Administration of the District's operations is delegated by the Board of Education to the Superintendent of Schools. The Superintendent is assisted in this task by a staff of District educational, business and financial administrators, managers, supervisors, professionals, and others in a variety of areas.

The Board of Education meets the second (2nd) Wednesday of most months of the year. A listing of meetings, agendas, and minutes can be found at the website:

http://www.estherville.k12.ia.us/en/school_Board/

Mission and Belief Statements

VISION:

All students are engaged in learning today...for life tomorrow.

MISSION:

The mission of Estherville Lincoln Central Community School District is to ensure that all students maximize their learning potential in becoming confident, independent, productive citizens with good character.

WE BELIEVE:

- All students deserve teachers and staff who thrive on student success.
- Each student will have fair and equitable opportunities for quality instruction and academic success.
- All students learn when their individual needs are met through personalized school experiences.
- Highly skilled and committed personnel are our greatest asset.
- Quality education is a partnership of students, staff, family, and community engagement.
- Dedication to acknowledging, affirming, and including diversity enriches the educational experiences for all.
- District resources, programs and staff are flexible, adaptable, and provide choice to meet the changing needs of all students.
- A well-educated community is the foundation of our democracy.

WELCOME!

We welcome you as an employee of the Estherville Lincoln Central School District. As reflected in our mission statement, we take our commitment to serving the future of our society - our students - very seriously. The work you perform as an employee is ultimately for the purpose of serving the students of the ELC District. You have a valuable role in making the District an effective and efficient organization that educates and serves our students. We wish you every success and happiness in your position with the Estherville Lincoln Central Community School District.

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About This Handbook

This handbook is designed to support you by providing an overview of key employment policies, procedures, and benefits for certified staff.

It is intended to:

- Clarify expectations
- Outline available benefits
- Explain evaluation and professional growth processes
- Provide guidance on employment procedures

Important Note:

This handbook is a general guide and does not create a contract of employment. If any provision in this handbook conflicts with:

- Board-adopted policy
- The Master Contract
- A collective bargaining agreement
- State or federal law

Those governing documents will control. Employment decisions, including renewal or termination, are governed by applicable contracts, Board policy, and state law.

Substitute Teacher Purpose

Substitute teachers play an essential role in ensuring continuity of learning when a classroom teacher is absent. The District values substitutes as important members of our team and is committed to providing the support and clarity needed for a successful day.

General Expectations

As a substitute teacher, you are expected to:

- Be reliable and punctual. Arrive on time and complete all assigned duties. If an emergency arises, notify the building principal as soon as possible.
- Check in and out daily through the main office.
- Follow the teacher's plans and classroom routines as closely as possible.
- Create a positive learning environment that is appropriate for students' age and needs.
- Supervise students at all times and ensure their safety.
- Carry out assigned duties, including supervision (lunch, recess, etc.) as directed.

- Communicate clearly. Ask questions if directions are unclear and report concerns to the office promptly.
- Maintain professionalism. Be respectful, cooperative, and courteous with students, staff, and families.
- Protect confidentiality. Do not share student or staff information outside of appropriate school channels.
- Model appropriate behavior and dress. Maintain a clean, neat, and professional appearance.

Daily Responsibilities

- Teach the provided lesson plans.
- Take accurate attendance.
- Maintain classroom management and consistent expectations.
- Leave notes for the regular teacher summarizing the day.
- Report any concerns (discipline, safety, health, or unusual incidents) to the office.

Long-Term Substitute Expectation

During a long-term assignment, the substitute teacher works under the direction of the building principal or their designee. All questions, concerns, instructional guidance, and decision-making support should be directed to building administration.

The teacher of record who is on leave is not responsible for providing ongoing direction, planning support, or communication during their leave period.

Any communication with a teacher on leave should be limited and only occur if initiated and approved by building administration.

Work Hours & Attendance

Substitutes work the same hours as regular teachers and should arrive early enough to review plans and prepare for the day.

Building Hours:

- All building hours are 7:45a - 3:30p

If called last-minute, report as soon as possible.

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Compensation Overview

- **Short-term (under 15 days):** $150/day, $75/half day
- **Retired ELC teachers:** $200/day, $100/half day
- **Long-term (15+ consecutive days):** $200/day (after day 15; must hold valid Iowa teaching license)
- **Payday:** 20th of each month (or last working day before if it falls on a weekend/holiday)

Check-In Procedures

- Sign in and out at the main office each day.
- Submit timesheets monthly for payment.
- Office staff will help you get started and answer questions.

Professional Conduct

Substitutes are expected to:

- Act as positive role models at all times.
- Maintain a calm, respectful, and professional demeanor.
- Avoid negative comments about students, staff, or the school.
- Follow Board policies and the Iowa Code of Ethics.

Confidentiality

All student and staff information is confidential. Discuss concerns only with appropriate school personnel (typically the building principal).

Student Safety & Reporting

- Always prioritize student safety and supervision.
- Report injuries, safety concerns, or unusual incidents immediately to the building principle.
- **Mandatory Reporting:** If you suspect child abuse or neglect, you must report it directly to DHS (1-800-362-2178) and inform the principal. This is a legal responsibility.
- Failure to report a suspected child abuse is a violation punishable by law and by Distrcit disciplinary action up to and including termination of any and all current and future substituting opportunities.

- A substitute teacher who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Classroom Management

- Follow school and classroom rules.
- Use clear, respectful directions.
- Stay calm and consistent.
- Seek administrative support when needed—this is expected and supported.

Substitutes are expected to teach, not simply supervise.

Communication

- Use the District website as a resource: www.estherville.k12.ia.us
- Maintain open communication with office staff and administration throughout the day.

Technology Use

- District technology is for school-related use only.
- Follow the District's Acceptable Use Policy.
- Protect student information at all times.

Employment Status

Substitute teaching is a day-to-day, temporary position. There is no guarantee of hours or continued assignments. Hours, wages, and any other conditions of employment are established by the Board of Education. If a substitute wishing to no longer be on the substitute calling list, notification to the Central Office should be made

Dress & Appearance

Maintain a professional, neat, and appropriate appearance. Specific dress expectations (e.g., jeans days) will be communicated by the building.

Safety & Workplace Expectations

- Follow all emergency procedures and participate in drills.

- Wear your ID badge at all times.
- Report hazards, injuries, or suspicious activity immediately.
- The District is a **tobacco-free environment**.

Additional Expectations

Substitutes should:

- Keep classrooms clean and organized.
- Reinforce positive student behavior.
- Be flexible and responsive to school needs.
- Leave clear notes for the returning teacher.

Final Notes

This handbook provides general guidance and expectations. District policies and procedures take precedence when applicable and may be updated at any time.

If you have questions, please contact your building principal or the Central Office.

Thank You

Thank you for supporting our students and staff. Your work makes a meaningful difference each day.

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Substitute Teacher Handbook Acknowledgment Form

Substitute teachers must sign and return this form to the Central Office prior to accepting substitute assignments. This form will be kept on file as confirmation of acknowledgment.

By signing below, I acknowledge the following:

- I have received a copy of the Estherville Lincoln Central (ELC) Substitute Teacher Handbook and understand that I am responsible for the information it contains, including required training.
- I understand that the handbook outlines important expectations related to my role. I agree to follow all District policies, procedures, and guidelines referenced in the handbook. If I have questions, I will seek clarification from the building administration or the Central Office.
- I understand that substitute teaching with ELC is a temporary, day-to-day assignment. It does not constitute ongoing or guaranteed employment. Hours, wages, and working conditions are established by the Board of Education, and no representative of the District may alter these terms.
- I understand that the handbook may be updated at any time to reflect changes in laws, regulations, or District policies.

Substitute Teacher Name (Printed): _____

Signature: _____

Date: _____

***Please return this form to the Estherville Lincoln Central Central Office.**