

SUBSTITUTE TEACHER HANDBOOK



*There is **No** substitute for a **great** substitute!*

Combs

J.O. Combs Unified School District

Learning Today. Leading Tomorrow



MISSION AND VISION

EMPOWERED LEARNERS DRIVING INNOVATION AND EXCELLENCE.

We are dedicated to developing learners who leverage the skills, knowledge, and characteristics to flourish in, and contribute to, an ever changing global community.



OUR CORE VALUES



INTEGRITY

Modeling and demonstrating trust, honesty, follow-through and commitment by staff, parents, community, and students.



INNOVATION

Changing with the evolving world to meet educational needs through shared ownership and independent thinking to solve complex problems.



LEARNING

Actively collaborating to gather information in an ever evolving environment.



RESPECTFUL

Honoring each person's individuality while celebrating and supporting the community's diversity.



NURTURING

Providing timely support that fosters growth in all.

A Community of Empowered Learners for the 21st Century

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J. O. COMBS SCHOOLS

J. O. Combs Unified School District serves students at five elementary school sites, one middle school site, and one high school site.

NOTE: Wednesdays are a regularly scheduled early release.

Combs Center for Success – Middle School/High School

301 E. Combs Rd., San Tan Valley, AZ 85140
480-987-5306 (Office) 480-987-5324 (Fax)

Office Hours: 7:30 AM – 3:30 PM

Student Hours (MS): 9:00 AM – 3:30 PM

Wed. Only: 9:00 AM – 1:45 PM

Student Hours (HS):

AM Block: 7:30 AM – 11:56 AM

PM Block: 9:30 AM – 2:00 PM

Wed. Only: AM: 7:30 AM – 11:04 AM

PM: 9:04 AM – 12:38 PM

Combs High School (Grades 9-12)

2505 E. Germann Rd., San Tan Valley, AZ 85140
480-882-3540 (Office) 480-987-0837 (Fax)

Office Hours: 6:30 AM – 3:30 PM

Student Hours: Wed. Only: 7:15 AM – 11:40 AM

Mon., Tues., Thurs., Fri. 7:15 AM – 2:15 PM

J. O. Combs Middle School (Grades 7-8)

37611 N. Pecan Creek Dr., San Tan Valley, AZ 85140
480-882-3510 (Office) 480-888-8049 (Fax)

Office Hours: 8:00 AM – 4:30 PM

Student Hours: Wed. Only: 8:55 AM – 2:00 PM

Mon., Tues., Thurs., Fri. 8:55 AM – 3:55 PM

Combs Traditional Academy

37327 N. Gantzel Rd., San Tan Valley, AZ 85140
480-997-5320 (Office) 480-987-5009 (Fax)

Office Hours: 7:30 AM – 4:00 PM

Student Hours: Wed. Only: 8:15 AM – 1:00 PM

Mon., Tues., Thurs., Fri. 8:15 AM – 3:05 PM

Ellsworth Elementary (Pre-k – 6)

38454 N. Carolina Ave., San Tan Valley, AZ 85140
480-882-3520 (Office) 480-987-8250 (Fax)

Office Hours: 7:30 AM – 4:00 PM

Student Hours: Wed. Only: 8:15 AM – 1:00 PM

Mon., Tues., Thurs., Fri. 8:15 AM – 3:05 PM

Jack. W. Harmon Elementary (Pre-k – 6)

39315 N. Cortona Dr., San Tan Valley, AZ 85140
480-882-3500 (Office) 480-888-9143 (Fax)

Office Hours: 7:30 AM – 4:00 PM

Student Hours: Wed. Only: 8:15 AM – 1:00 PM

Mon., Tues., Thurs., Fri. 8:15 AM – 3:05 PM

Ranch Elementary (Pre-k – 6)

43521 N. Kenworthy Rd., San Tan Valley, AZ 85140
480-882-3530 (Office) 480-655-6412 (Fax)

Office Hours: 7:30 AM – 4:00 PM

Student Hours: Wed. Only: 8:15 AM – 1:00 PM

Mon., Tues., Thurs., Fri. 8:15 AM – 3:05 PM

Kathryn Sue Simonton Elementary (Pre-k – 6)

40300 N. Simonton Blvd., San Tan Valley, AZ 85140
480-987-5330 (Office) 480-987-5281 (Fax)

Office Hours: 7:30 AM – 4:00 PM

Student Hours: Wed. Only: 8:15 AM – 1:00 PM

Mon., Tues., Thurs., Fri. 8:15 AM – 3:05 PM

Kindergarten – All Sites Early Release Schedule

AM Kindergarten: 8:15 AM – 10:00 AM

PM Kindergarten: 10:45 AM – 1:00 PM

MANAGING ASSIGNMENTS

You are required to use the Absence Management (Frontline) - formerly known as AESOP, to secure jobs.

Have you accessed Frontline online to see jobs?

Frontline offers you the ability to search for assignments based on your availability. The system allows you to dictate which days you are available and any days when you are not. To help you benefit most from automated substitute placement, Frontline offers you **both phone and web services** for finding and accepting assignments.

Substitutes can call in to Frontline toll-free at **1-800-942-3767** or go online at <https://absence-help.frontlineeducation.com>. The Frontline service is available to you 24 hours a day, 7 days a week.

Absence Management - (formerly known as AESOP) instructions

J. O. Combs School District 44 has an automated service that will notify you of available assignments. The following hours are standard call times when the service may call for substitutes: 5:30 AM - 11:59 AM and 5:00 PM - 9:30 PM.

What to do when the system calls you:

1. You will be prompted to enter a PIN number. (Your PIN number will be assigned when you register with Frontline via an email invitation to your email address.) You will also be given an employee I.D. number, which you will use to clock in and out.
2. The system will provide you with the following details of the assignment:
 1. School name
 2. Date(s) of assignment
 3. Room or location where you need to report
 4. Start time
 5. Any further special instructions left by the absentee.
3. You will then be prompted to either accept or reject the assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number.

Have you set up your non-work days?

If you have days or partial days when you are **not able to substitute**; you can create "**Non-Work Days**" so Frontline will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled. If you have non-work days set up, our substitute specialist, will not call you to take a position for that day. You are encouraged to take advantage of securing jobs online. *If you report to an unconfirmed assignment, you **may not** receive pay for the day.*

IMPORTANT NOTE – Please keep the Combs District informed of your availability. If you are unavailable to substitute for 30 days for any reason; if you decline assignments for 30 days; **or** if you do not return calls or e-mails for 30 days or more, it will be considered a resignation. You will be welcome to reapply when your schedule changes. (Student Teaching within the Combs District is exempt from this 30-day clause. Please notify the Sub Office of the dates, location, and subject or grade level of your assignment.)

Should you experience difficulty using the system, please contact the Substitute Specialist office at (480) 987-5317.

Once you accept an assignment:

Substitutes cannot cancel assignments in Frontline once they have been confirmed. If you have a need to cancel an assignment, please contact the principal at the site, or the substitute specialist (480) 987-5317) as early in advance as possible.

BLACKOUT DAYS:

Per District Policy, scheduled assignments cannot be canceled during blackout periods as described below:

- Two days immediately preceding or following a holiday, vacation or breaks
- Prior to and following the first 2 weeks of school or the last 2 weeks of school. Any other District-appointed black-out days as determined.

PAYROLL

Substitute Teachers are hired as “at will” employees. Substitute teacher employment agreements can be terminated by either party, at any time, with or without cause.

Substitute teachers are paid \$140.00 per day or \$70.00 for 4 hours or less. Substitutes working more than 10 consecutive days in the same assignment will receive \$155.00 per day beginning on the 11th day.

A \$1000 stipend will be available each semester to substitutes who work at least 75% of the days in that semester.

Substitute Support Staff are hired as “at will” employees. Substitute Support Staff employment agreements can be terminated by either party, at any time, with or without cause. Substitute Support Staff are paid the standard hourly minimum wage for the State of Arizona (check with the substitute specialist to confirm the current rate – 480-987-5300, extension #5317).

Occasionally there are last-minute changes; therefore, if a substitute is requested and then not needed when he or she arrives at the school, the District will make every effort to reassign the substitute. If another position for that day cannot be found, the Substitute will be assigned alternate duties at that school, and be paid ½ day’s pay.

Paydays are every other Friday. All checks for substitute teachers are mailed (to the address on file) on the Thursday before each payday. Direct deposit is available for substitute employees. Please contact Payroll at 480-987-5303, ext. 1021 for any questions or pay related information.

The Time Clock is the first notification Payroll receives of the days and hours you have worked. You are required to clock in upon arrival, clock out for lunch, clock back in from lunch and then clock out for the day. Time clocks are accessible at each campus. Your employee I.D. number is the number used for time clock access.

Pay Cycle Dates are posted on the employee portal on the district website “jocombs.org”.

PROTOCOL

TO BEGIN YOUR DAY

Please be proactive in your approach for the day. Arrive early, check in with the administrative assistant to sign-in and obtain a badge and a key to the classroom. The administrative assistant will inform you of any special activities occurring that day which will affect the usual class schedule. A folder containing information regarding the method of reporting student absences and tardies, a schedule, general school procedures as well as emergency procedures, and a map of the campus will be provided. In addition, a duty schedule (if applicable) and emergency procedures will be provided for you at check in. The teacher's lesson plans may be provided at check-in or may be located on the teacher's desk when you report to the classroom. If you accept a particular assignment, and they decide to move you to another classroom upon arrival, please be flexible. This is only due to an emergency. Please note that elementary schools have extra duty jobs and High School may require you to substitute in different classrooms during prep times.

IN THE CLASSROOM

The next few sections will discuss your approach to the students and daily classroom life. Even if you are a seasoned teacher, these guidelines are very important. Students should be under your supervision at all times. A class is never left unattended. If any emergency arises which necessitates your leaving the room, step to the nearest classroom and ask for assistance from your neighboring teacher or call the front office. There are phones in each room.

YOUR ATTITUDE IS VITAL

The students will mirror your general attitude. If your approach is cheerful, upbeat and confident, the students will also feel good about the day. If you go into the classroom angry, with a negative or foreboding attitude, the students will be much more likely to misbehave. Do not take emotional baggage into the classroom. Our students deserve a teacher who is happy to be with them.

1. Begin each class enthusiastically and promptly
 - Be able to laugh at yourself and your mistakes. A good sense of humor is very important.
 - Use a pleasant but firm approach to establish rapport with the students.
 - Have a neat and confident appearance. This will encourage respect.
 - Avoid appearing disorganized.
 - Maintain a positive attitude and follow through on what you promise.
2. Be Patient
 - Remain objective.
 - Be sensitive of students' feelings. Remember how you felt when you were in school.
 - Emphasize the positive. Do not impose any punitive actions.
 - Be willing to admit your own mistakes.
 - Do not yell, speak derogatorily, use abusive language, call students names, or belittle students.
3. Show genuine concern for the students
 - Be actively involved with the students.
 - Praise, accept and show trust.
 - Treat each student as an individual; each one is special and important.
 - Treat each student with dignity and respect.
4. Do not judge, criticize, or prohibit appropriate expressions of emotion
 - Avoid being critical of students, parents, or staff members.
 - At no time are you to express anger or use profanity at students or in front of the class.
 - If you observe inappropriate student behavior, or have concerns over student behavior, seek assistance from the other school employees immediately. Do not handle on your own.
5. Listen to others – Staff and Students
 - Students – Make sure they know you truly care about their interests.
 - Staff – Can be your most valuable mentors. Allow them to guide you.

YOUR SPEECH

When speaking to students, your tone is vital. Students need to know you care about them. Look at them when you speak and wait for an answer if you ask a question. Students will respond well if you speak to them as individuals. Whether you are speaking directly to one student or teaching a lesson to the class, remember the following.

1. Make eye contact
 - You will be more likely to establish and keep a student's attention.
2. Use a direct and cheerful tone when you speak
 - Show students you are happy to be with them for the day. Your voice should be:
 - Cheerful and clear
 - Specific and firm
 - Audible and intelligible
 - Enthusiastic and animated
 -
3. Do not try to talk over the din of voices
 - If you shout, the students will shout over your voice. If you speak in a clear indoor tone, the students will strain to listen, especially if you are cheerful. They think you have something interesting to tell them.
 - Speak courteously.
 - *Face the students* – do not speak to the chalkboard.
 - Your voice should not sound monotone, shrill, high pitch, mumbling or overbearing.
 - Never use a sarcastic or ridiculing tone. Never belittle students.
 - Do not make meaningless threats which you will never be able to follow through with.
4. Remember the age you are dealing with
 - Don't talk down to older students or use expressions and words too difficult for the younger ones to understand.

HELPFUL STUDENTS

Students love to 'help out' and some of them may be very helpful. Like everyone, the students in your class need to feel valuable. Any time you can give a student a task; you could be saving yourself time and helping the student feel important. If you give a student a task, make sure it is age appropriate.

1. Ways for the students to be of assistance
 - Help tell you the names of students in the class.
 - Create a seating chart, if none is available.
 - Clarify plans left by regular teacher. Inform where the class left off on a lesson.
 - Leaders for group discussions.
2. How to identify students to use
 - The regular teacher may leave a note and include information on helpful students.
 - Check with an Instructional Assistant or ParaPro.
 - Check with buddy teacher, the teacher next door, department head, etc.

CLASSROOM ROUTINE

The following directives have been established to ensure a safe, pleasant learning environment for the students and staff. Adhering to these guidelines is very important. The students are accustomed to a certain way of doing things, and the closer you can stay within the normal routine, the more likely they will be to listen and learn. Of course there may be an exception or an emergency. In the case of something unforeseen, use common sense and good judgment until you can check with the office or other teachers to see how to proceed.

1. Adhere to the established routine. Do not make changes.
 - Follow the designated lesson plan set up by the regular classroom teacher. The teacher is depending on you for this. *Do not let the day be wasted.*
 - If an aide or nearby teacher offers assistance, take advantage of the offer. He or she will know these students better than you do.
 - Learn the school's policies for students and employees and follow them.
 - Uphold the policies, procedures, and regulations for both the District and the campus.
 - Take attendance. Always account for every student. Immediately report any missing students.
 - Use a seating chart. If none is available, quickly sketch one of your own.
 - Do not give an unplanned recess, lunch detention, after-school detention or any other activity which removes the students from their classroom routine without permission from the office or the regular classroom teacher.
 - Do not eat in front of the class.
 - If you have a condition which requires you to eat periodically or if you must eat before a planned prep period or lunch break, make arrangements through the office *before* the day begins.

2. Learn the school's discipline policy and follow. Do not divert. Check with the office regarding referral forms and procedures. If you are unsure, ask for assistance from the Principal, Assistant Principal, Dean, Department Head or other school employee immediately.
 - **Never** administer corporal punishment.
 - **Never** touch a student in any way while managing a disciplinary situation.
 - If you should need help in handling a discipline problem, consult with the Principal, Assistant Principal, Dean, Department Head or other school employee immediately.
 - *Never* administer mass punishment. For example, do not deny the entire class recess because of the behavior of a few students.
 - Carry out individual student discipline privately whenever possible.
 - Students should be in the class, ready to begin when the bell rings. The regular classroom teacher usually has a set plan of when to allow students to enter and leave the classroom. Remain with this plan unless you feel that the student will not last until break to use the bathroom, or is so ill he or she needs to go to the nurse.
 - Each school will have its own policy regarding tardiness. Check with the office.
 - Generally, students may not leave the classroom once class begins.
 - If a student has a signed, dated pass from another teacher, honor the pass.
 - **Do not** release a student without permission from the Principal's Office.
 - **IMPORTANT NOTE** – **Never** release a student to an individual who comes directly to the classroom. If someone arrives at your door and asks for a student, always send the individual to the office. The office will check ID and then contact your room.
 - **Never** leave any students unattended. Supervise students at all times – in the room, hall or playground, and those not going to recess.

CLASSROOM MANAGEMENT

In order for you to be effective, students need to be under control. When you first enter the classroom, let them know that you expect their best and that you will be there for them. Establish who is in charge in a respectful and polite manner. Following are suggestions to help you gain and keep control of the class.

1. Keep the students settled, contained and interested. If they know they are to stay seated, they will be less likely to look for excuses to move around. If they start getting up for pencils, tissues, etc. the class can get out of hand quickly. Make sure you are interested in what you are saying; they will respond accordingly.
 - Keep students away from your desk and in their seats.
 - Do not allow students to wander about.
 - Keep students engaged. Students who are given meaningless activities or nothing to do will fill their own time with talking or inappropriate behavior.
 - Alternate active and quiet activities.
 - Move around. Do not teach from the desk. Walk about the classroom.
 - Give attention to well behaved students. “Catch” students doing the right thing.
 - Expect the best from all students. They will strive to do what is expected of them.
 - Walk lines at steady pace. Place yourself so you can see the entire line. Learn the names of the students in the beginning and end of the line.
 - **BE PATIENT!**
2. Be friendly, fair and firm. Rooms have rules and consequences posted. Follow procedures.
 - **Treat each student as an important individual.**
 - Keep your voice kind and level.
 - Yelling and sarcasm are unacceptable and ineffective.
 - Set behavioral limits and let the students know what those limits are. Be consistent and assertive.
 - Individual behavior problems should be handled in a dignified and firm manner.
 - When discussing discipline, try to be as impersonal as possible. Do not single out one or two students as examples of inappropriate behavior.
 - Try to handle your own situations, but do not allow a problem to get out of hand. Call for assistance if needed.
 - Do not punish an entire class because of the actions of a few. This is not an effective form of discipline.
 - Try to learn the names of the students. If there is a group of students and you want their attention, use the one or two names you’ve learned. Something like, “Johnny, why don’t you and your friends come over here for a minute?” The students often think you already know them all.
 - Stop little things in a positive manner. Avoid “Don’ts.” Say “Johnny, thank you for getting your book out so quickly” or for the little ones, “I like the way you are sitting so quietly.”
 - Make sure each student is responsible for his or her own actions.

AS YOUR DAY ENDS

Some schools have assigned duty schedules to assist with dismissal. Please ensure you are at the correct location and fulfill the duty if you are assigned one. You are requested to leave the classroom in an orderly condition, straightening the teacher's desk, leaving collected work organized and graded (if applicable) and the room locked. Room keys and badge are to be returned to the Administrative Assistant with any report to the regular teacher regarding lesson plans or student problems.

PROFESSIONAL CONDUCT

- You are a role model for students. Your dress and behavior should reflect an appropriate professional image.
- Smoking is prohibited. All buildings, grounds and vehicles are non-smoking.
- Cell phones are not to be used during instructional time.
- Complaints, suggestions or concerns should be discussed with the Principal, Substitute Specialist and or the Human Resources Department.
- Keep the district informed of any changes in address, phone number or email.
- Maintain current certification and IVP fingerprint clearance card.

PROFESSIONAL GROWTH

Attend District Professional Development workshops. Subscribe to current education journals, online publications or magazines. This will help you stay current with what is happening in the education profession.

DRESS FOR SUCCESS

Keep a comfortable, yet professional, substitute teaching outfit ready to go in your closet. Think “business casual”. As a general rule, jeans, shorts, tank tops and other casual clothing are not considered professional or appropriate for the classroom setting. You should always dress at least as professional as your permanent teacher counterpart. Elementary Schools have spirit day on Fridays and jeans may be worn on Spirit Days.

- Women: Avoid uncomfortable shoes and clothing. Select outfits in which you can bend down, stoop over, and write on the whiteboards with ease.
- Men: Consider wearing a shirt and tie. You can always remove the tie, undo the neck button, and roll up your sleeves if you find yourself “overdressed” for the assignment.

BULLYING INFORMATION

From Governing Board Policy JICK – Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength,
- may constitute a violation of law.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication on school computers, networks, forums, or mailing lists. A school employee who becomes aware of or suspects a student is being bullied, shall immediately notify the school administrator and make a report in writing.

PROFANE LANGUAGE

Profane language is never tolerated in the J.O. Combs Unified School District. This includes addressing the students as being idiots, morons, stupid, or telling them to shut up.

ACCIDENT INCIDENT REPORTS

An employee, substitute or student who is injured during their work/school day is required to report the accident to the building principal adequately and promptly. Reports will be filed promptly on accidents that take place on school property or that involve school vehicles, students or staff members on school sponsored trips, including staff members on authorized school business trips. These reports are required regardless of whether there are any immediately evident injuries or damage to property. When a substitute or staff member is injured at work, it is critical that the school nurse is called in order to document the injury and get additional direction regarding health care. Without this call, workplace injury claims may not be processed. The current Workers' Compensation Procedures are available from the Payroll Department and are posted on each campus.

POLICY AND PROCEDURES MANUAL

J.O .Combs Policy and Procedures Manual can be accessed:

<http://policy.azsba.org/asba/Z2Browser2.html?showset=jocombs>

This is located on the JO Combs District web page. Click on the Parent Resource link under Quick Links. You'll see District Policy Manual.

WEBSITE

For other information regarding the District and our school sites, please visit:

www.jocombs.org

FREQUENTLY ASKED QUESTIONS

Can I request the Absence Management system call me in the evenings or mornings only?

Yes. You may use the “Call Times” option for AM and/or PM. This is found under the “Preferences” option on your Absence Management homepage. You may choose your call time preferences for each day of the week.

What if there are days I am not available?

Absence Management allows you to set your available for each day of the week. This can be done under the “Non Work Days” tab on your homepage. For example, if you will be unavailable every Monday, go to the “Add Non-Work Day” tab to adjust your calendar. If it is for individual days, you would follow the same procedure.

What do I do if Absence Management calls me in the morning and does not allow me time to be 30 minutes early?

When you receive a call in the morning with an assignment for that day, we ask that you arrive at the school no later than one hour from the time of the call. Please call the Substitute Specialist at 480-987-5317 to report that you have accepted the job. The Substitute Specialist will notify the school that you have accepted the job and communicate your anticipated time of arrival.

If the system offers me an assignment that is for more than one day and I can only accept a portion of the assignment, what do I do?

Please call the substitute Specialist at 480-987-5317. We may be able to work with you on dates and times.

How do I cancel a job once I have accepted it?

If you have a need to cancel an assignment, please do so as soon as possible by signing into your Absence Management homepage or by calling Frontline. If you need to cancel an assignment the morning of the assignment, it is mandatory that you call the Substitute Specialist at 480-987-5317 ASAP. If a pattern of accepting and canceling assignments is noticed, it is grounds for deactivation from the substitute list.

What if the employee or the school cancels the job? How will I know?

When an employee or site cancels a job for which you are scheduled, Absence Management will make several attempts to notify you of the cancellation. To clear the cancellation notice, you must listen to the entire recorded message and then follow the prompts to acknowledge the cancellation. We strongly encourage you to regularly check the assignments you have scheduled to watch for cancellations or time changes.

When I go online to review available jobs, will I be given a list of jobs from which to choose?

Yes. When you sign on to your homepage, you will have the option to view available jobs, scheduled jobs and past jobs. You also will have the option to accept or reject a job.

Can the District decide to limit or change my job preferences?

Yes. At the District's sole discretion, we may determine that your skills or experience are not a match with a certain area or grade level. We will notify you if and when that determination is made

What happens if my certification or other required license expires?

It is the substitute teacher's responsibility to have a current certificate and fingerprint clearance card in order to qualify for the position. Upon renewal, you must furnish a copy to Educational Services, Inc., and to the Substitute Specialist so we can update our records. Failure to keep certifications current will result in removal from the substitute list. Substitute health assistants are required to have current CPR and First Aid in order to qualify for the position. If CPR and First Aid certifications expire, they will not be able to substitute in health offices. They may remain on the substitute list to work in positions that do not require CPR and First Aid certification.

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