
Substitute Teacher Guide

Summary: Guidelines around substitute teachers at Concordia.

Updated: 8/2019

Applies to: Community

Created: Fall 2012

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A substitute teacher is one who is willing to teach on a short-term basis with short notice. Substitute teachers are expected to carry out the responsibilities of the regular classroom teacher, including leading instruction and maintaining classroom routines and procedures. The school principal and assistant principal will interview, train (as needed), or provide necessary resources to prepare the substitute teachers for their service.

Substitute teachers are required to check in with division offices when they arrive for sub duty and check out with division offices after they finish. The substitute should arrive, if at all possible, by 7:30 a.m. in order to read through the materials available from the teacher, ask questions as needed of partner teachers, team leaders, or office/administrative staff.

Substitute teachers are to avoid calling parents or sharing student information with parents. Instead, he or she is to contact the teacher for whom he or she is the substitute, the team leader, or an administrator to share information that needs to be communicated to the parent. This is to ensure confidentiality and the potential need for ongoing communication about a particular topic.

APPLICATION PROCESS

Application is made by contacting sub@concordiashanghai.org. The following will be required:

- Substitute Application
 - Demographic data
 - Education/Volunteer experience
 - Desired/Areas of Comfort
 - References
 - Legal History
 - Code of Conduct
 - Signed Affirmation
- CV/Resume, Passport and Visa copy, Degrees copies & Teaching license (if available) copy
- Criminal Background Check
- On-line Sexual Abuse Awareness Training

Compensation for a substitute teacher falls within three (3) categories: (Full day equals 5 classes)

SUB CATEGORY

Day Sub – A substitute who is called for short-term service

20-Day Sub – A Teacher Day Sub who has substituted more than 20 days during a new school year. This rate is calculated on an academic year and starts over with each new school year.

Replacement Sub – In this role the person is replacing the teacher with the expectation that they are completing all the responsibilities of a regular teacher, to include but not limited to—lesson planning, class preparation, assessment, and attending meetings.

- Replacement subs must be approved through the HR Department and the substitute should meet with the HR Director prior to beginning work.
- When a sub fills a specific assignment for more than 10 days, the first 10 days are paid at the regular substitute rate, after which compensation is paid as a replacement substitute based upon degree and years of teacher experience (following school practice).
- When a replacement sub completes the assignment, they return to the status that they had prior to the assignment.
- If the substitute begins the assignment at the beginning of the school year, the 10 days at regular pay are waived.

SUB RATE

Sub Category	Subject	Mandarin	Other teachers	TA	Nurse
	Rate				
Day Sub	Non-Certified	450	810	450	100 per hour
	Certified	500	900		
20 Day Sub	Non-Certified	600	1080	500	
	Certified	667	1200		
Replacement Sub		Based on scale starting on the 11th day	Based on scale starting on the 11th day	765 per day starting on the 11th day	

Note:

1. Numbers are NET in RMB per day.
2. Certified means you hold an education degree and/or valid teaching license.

SALARY COLLECTION

Payment, based upon time sheets submitted to the division office and entered into ASPEN (the Concordia Student Information System), will be made to a local account via bank transfer on the 15th or 30th of each month.

ID CARDS

Concordia’s security policy requires that a person present a valid ID card to enter, remain on and leave campus. Signing in is required between 8:15 AM and 3PM on school days.

- Concordia ID cards can be scanned at the entrance in lieu of signing in and out. Cards are available for the following subs. Check at the division office for details.
 - Subs who are not parents or relatives and who have subbed for more than 20 days
 - Subs who hold work permit and working visa from Concordia

TRANSPORTATION

Concordia does not offer bus service to substitutes.

LUNCH COUPON

Concordia provides free lunch to Day Subs and 20-Day Subs who work a whole day (not available to Replacement Substitutes). Please see division offices for coupon pickup. The lunch coupon is for the value of a set lunch. Substitutes may opt to order food from a local restaurant or bring a lunch from home. The last two are at the substitute teacher's expense.

NAME BADGE

Division offices provide name badges for sub teachers. You can pick it up when you check in and return it when you check out. A valid Name Badge or Concordia ID Card must be displayed on one's person at all times while on campus between the hours of 8:15 AM and 3 PM.

TECH: LAPTOPS

For subs that need a loaner laptop, please talk to your Division Office. An online request will be made to the Tech Dept. and the Division Secretaries provide you directions regarding your laptop pick-up.

- Day and 20-Day Subs must return the loaner laptop at the end of each day unless specifically authorized by a principal to keep the laptop longer.
- Replacement Subs may check out a loaner laptop for the duration of their assignment and only need to check it back in at the end of the assignment.

If a sub teacher has a laptop checked out past the stated end of their checkout period, the Finance Office will hold your salary.

EMAIL ACCOUNTS

The following subs may have a school email account and access to Aspen. This account and access will be terminated once the sub duty is complete.

- Replacement Subs
- Subs who hold work permit and working visa from Concordia

FULL TIME EMPLOYMENT

Openings are posted under www.concordiashanghai.org . If you are interested, please submit an online application form together with your resume and a cover letter to recruitment@concordiashanghai.org