



## Substitute Teaching at CSN

### Overview

The Community School of Naples maintains a comprehensive list of substitute teachers. This list is compiled and provided by the Human Resources Department with input from the various divisions and individual teachers. Only registered substitute teachers are allowed to provide direct, prolonged, and unsupervised instruction to students, and are required to complete all pre-employment paperwork and fingerprinting, prior to employment with CSN.

The Community School of Naples is an independent, college-preparatory day school that has built a reputation as a premier academic institution, and offers substitute teachers the opportunity to interact with highly motivated students in an academic environment free from many of the distractions found in other educational settings. We are fortunate that our students are both assiduous and are supported at home and in the classroom. As such, it is typical for students to be working several grade levels beyond their public school counterparts. Because of this laudable phenomenon, interested substitutes should be confident and capable of teaching beyond their selected grade level.

Substitute teachers must have more than an interest in a particular subject(s), and be able to demonstrate subject matter expertise arising from college or university coursework, professional certifications, licensure, experience, or a combination of unique factors. Important qualifications include: a college degree, classroom experience, professional experience within a field, and basic knowledge of pedagogical principles and educational tenants.

### Applying

Because of the limited need for substitute teachers, and a desire to maintain a selective list of qualified substitutes, we are only accepting applications to substitute in specific subjects and grade levels. All applications must be submitted online at <https://communityschoolnaples.tedk12.com/hire/index.aspx> and will be approved by the appropriate division head. If selected, substitute teachers must complete the same fingerprinting, background check, and HR onboarding as all CSN employees.

### Compensation and Benefits

The Community School of Naples has three basic classifications for substitute teachers that include; Regular, Long Term and Permanent. All subs are paid hourly to comply with ACA reporting requirements, and the hourly rate is based on classification, courses taught, and degree/qualifications.

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Therefore all subs are required to submit weekly timesheets every Friday, which are approved by the division head and submitted to payroll. Late submission of timesheets may result in delays in payment.

Because substitute teachers are considered “casual” or “seasonal” employees, they are not eligible for benefits, however all employees are invited to participate in CSN’s 403(b) retirement plan.

## Frequently Asked Questions

**Q. Does CSN provide training for new substitute teachers?**

A. Unlike the public schools, CSN does not provide substitute teachers with training. Casual training will come from division heads, peers and academic deans. Further assistance is available from administrative and classroom assistants.

**Q. How are substitute teachers treated for payroll purposes?**

A. All substitute teachers are classified as “Employees” (as opposed to “Independent Contractors”) and are accordingly covered under CSN’s Workers’ Compensation policy, and will have taxes withheld from their paychecks. Substitute teachers may elect direct deposit, and are paid concurrently with all other employees on the 15th and the last day of the month.

**Q. How are substitute teachers contacted for an assignment?**

A. Usually teachers are responsible for contacting substitutes, but when an emergency illness or injury prevents this, either the divisional administrative assistant, department head, or division head **will call on the teacher’s behalf. While planned absences afford several days or weeks notice, most substitutes will receive a phone call the night before or morning of the absence.**

**Q. What if I am unable/unwilling to substitute when I am called and offered an assignment?**

A. We understand that substitutes will often have limited availability or conflicting schedules. We offer all substitute teachers the opportunity to specify when they are available and any restrictions they may have. If you are contacted and asked to substitute at a time that you are normally available and are not able to meet the request, you may decline without any adverse consequences. However, the substitutes that are typically most often contacted are those that have flexible schedules, offer last minute availability, and have proven to be reliable

**Q. Besides reliability, what other qualities do teachers look for when selecting a substitute?**



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A. First and foremost is someone who has a specific interest in teaching their subject. All too frequently, substitutes want to be listed as generalists, which they believe will appeal to a wider group of teachers. Contrary to this, teachers want someone who understands, enjoys, and can instruct within their specialty. Additionally, grade-specific substitutes are preferred over individuals that state they can (or are willing to) teach across the entire school.

**Q. How often should I expect to be offered assignments?**

A. CSN employs approximately 100 faculty members across three divisions. This is a fraction of the thousands of teachers that are employed by Collier County Public Schools. As a result, the opportunity to substitute is relatively small compared to the public schools. Depending on subject(s) and grade range(s), new substitutes can expect a few calls each semester. After a substitute becomes better known among a group of teachers or a division, they typically can expect a few calls per month.

**Q. How are substitutes assessed? How do I become better known amongst your faculty?**

A. Substitutes are informally assessed each and every time they substitute. Upon their return, the faculty member receives feedback from the students, fellow faculty members and, occasionally, the parents. CSN is fortunate that the students, parents and faculty all share high expectations of the academic rigor associated with attending CSN, and the best substitutes are those that approximate the quality of instruction provided by the faculty they are replacing.

**Q. What happens if I receive a negative review?**

A. A single negative review may affect how often you are called by that teacher or their department, but a solitary negative review will not, necessarily, forfeit the opportunity to substitute teach at CSN. However, if a substitute teacher is disrespectful towards the students, faculty, or parents, engages in unsanctioned activities, or demonstrates a teaching philosophy that is contrary or divergent from the school's, a substitute teacher may be removed from the list without notice or recourse.

**Q. If I am a former faculty member, friend of a faculty member or CSN family, a current parent, or have a special relationship with the school, do I have to follow the outlined process?**

A. Yes. We appreciate your contributions to CSN and value your expertise, but we have a minimum standard to ensure our students continue to receive a superlative education—even when faculty members are absent. We also must complete the fingerprinting/background check and HR onboarding prior to working on campus. Please allow 5 to 10 business days for this. All applicants must demonstrate proficiency within their designated subject area(s) and grade level(s). Beyond



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subject matter and age-appropriate expertise, we must have an opening on the All-School Substitute List to accommodate any applications.

**Q. I have a question, comment or concern related to substitute teaching at CSN; who can I contact?**

A. Either Ms. Dale Painter (ext. 411), Employment Manager or Mr. Stephen Csotty (ext. 436), Human Resources Generalist are available to answer or address any questions or comments.

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