

Handbook for Substitute Teachers



Horseheads Central School District

143 Hibbard Rd.
Horseheads, NY 14845

Human Resources:
607-739-5601 Ext. 4211

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SUBSTITUTE TEACHER HANDBOOK

INTRODUCTION

The Horseheads Central School District believes firmly in the importance of a strong substitute program to augment its regular education program.

Education is a continuous process and its needs are best served when teacher absence is minimized, but in those instances when a teacher must be absent, it is imperative that a competent substitute be available to continue the educational process with a minimum of disruption.

It is with that goal in mind that this handbook has been created and distributed. Please feel free to contact the building principal for specific details of assignments in particular buildings.

We hope you will find this handbook helpful, and we welcome your suggestions on how to make it more useful.

GST BOCES AESOP SUBSTITUTE SYSTEM

Our district utilizes the services of the GST BOCES AESOP system to record and manage absences and find substitutes. The AESOP service utilizes both the internet and the telephone and can be accessed 24 hours a day, 7 days a week.

Certified substitutes are contacted by the AESOP system before uncertified substitutes.

Upon approval of your substitute application, you will be assigned a Personal Identification Number (PIN). You should keep this number in a location where it is convenient when you receive a call. A letter then will be emailed explaining AESOP sub calling procedures.

When a position comes available that matches your qualifications, you will receive a call, at which time you will enter your PIN. You will then have the option to accept or decline the job. You can review or make changes to your profile via the web at <http://www.frontlinek12.com/aesop.com>. The website offers a tutorial to help familiarize you with the system.

You can also access job information at 1-800-942-3767. You should call in and register with AESOP as soon as possible. You will not receive any calls until you register.

ASSIGNMENTS & NOTIFICATION

At the time of application, each substitute is asked to indicate grade level and subject preferences. We will make every effort to assign each substitute to the area of his or her training, experience, and interest.

The substitute should report to the school Main Office to which he or she is assigned at the appropriate time. In the event of any possible delay, he or she should notify the building principal.

The substitute should always report to the school Main Office first, place his or her name on whatever type of sign-in sheet is used, and get any instructions connected with the day's work.

Each school will have its own substitute folders and information appropriate for that particular school.

The substitute should return to the Main Office prior to leaving a building.

SCHOOL DAY

Substitute teachers who are called to replace a regular classroom teacher are subject to all school regulations. They should be sure that they have access to the teacher's lesson plans and that they have, or know where to get, those prepared materials that will be needed for the day. They should familiarize themselves with the communications system used in that particular school.

Students respond positively to a well-organized classroom. Many discipline problems can be avoided if the substitute has reported early enough to allow time to become familiar with the day's plans.

SUBSTITUTE HOURS

Grades Pre-K - 6

**8:00 a.m. – 2:40 p.m. (or until busses have left)
with a 30-minute lunch break**

Grades 7 – 12

**7:40 a.m. – 3:05 p.m.
with a 40-minute lunch break**

SCHOOL BUILDING INFORMATION

Big Flats Elementary School

(Grades Pre K – 4)

607-739-6373

Principal: Elizabeth Scaptura

Center St. Elementary School

(Grades Pre K – 4)

607-739-5601, Ext. 2601

Principal: Patricia Sotero

Gardner Rd. Elementary School

(Grades Pre K – 4)

607- 739-6347

Principal: Patrick Patterson

Ridge Rd. Elementary School

(Grades Pre K – 4)

607- 739-6351

Principal: Anne-Marie Manikowski-Bailey

Intermediate School

(Grades 5 - 6)

607-739-6366

Principal: Michael Bostwick

Horseheads Middle School

(Grades 7 - 8)

607-739-6356

Principal: Ron Holloway

Horseheads High School

(Grades 9 – 12)

607-739-5601, Ext. 1620

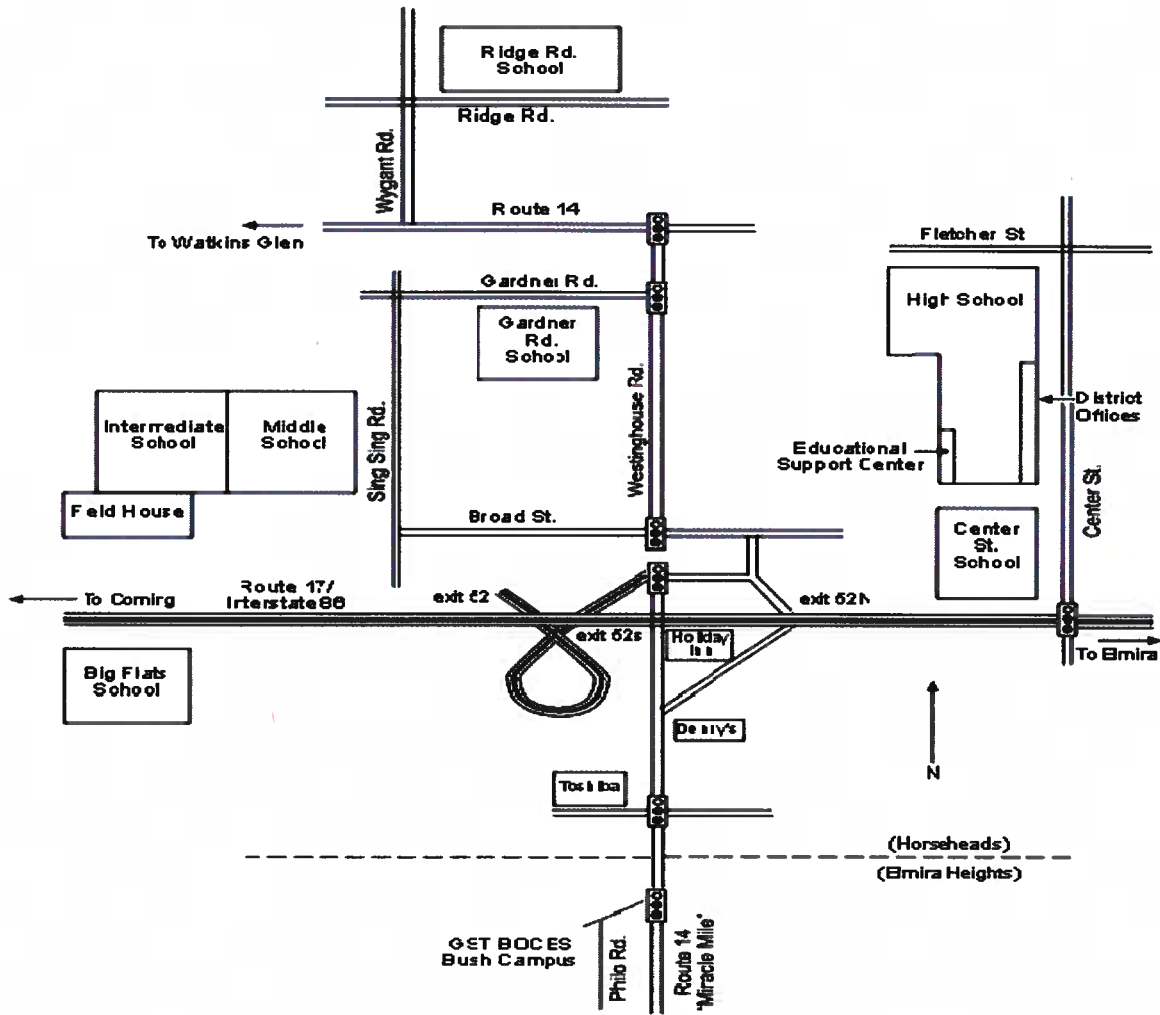
Start time: 7:50 AM

Principal: Kris Earl

BUILDING LOCATIONS

Our district contains four Elementary (K-4) Schools, one Intermediate School (5-6), one Middle School (7-8), and one High School (9-12).

DISTRICT MAP



Directions from:

NORTH: Proceed south on Route 13 from Ithaca until it joins with I86 (Route 17). Take I86 West towards Horseheads. At the third light turn right on Center Street. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

SOUTH: Follow signs for Route 14 North through Elmira and Elmira Heights. At the junction with I86 head East. At the first light turn left on Center Street. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

EAST: From I86 make a right hand turn on Center Street at the third light. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

WEST: From I86 make a left hand turn on Center Street at the first light. Take the first left turn at the sign indicating "District Administration" and turn right into the parking lot.

NOTE: After you have parked, enter the building at the entrance marked "District Administration". Turn left and the Human Resources Office is the last office at the end of the hall on the left.

SAFETY

Substitutes must follow all building safety protocols and procedures, and per diem substitutes are required to review a PowerPoint presentation on safety on an annual basis. The presentation can be viewed either in Human Resources or at the individual school buildings.

ATTENDANCE

District-wide, attendance is taken electronically. It is the substitute's responsibility to ensure attendance is taken accurately and in a timely manner.

LUNCH COUNT

Procedures for ordering school lunches in elementary schools are done electronically.

INSTRUCTION

Learning is an individual process. On a daily basis, a student's set of concepts and skills is refined and expanded by the classroom teacher. The substitute teacher's primary duty is to provide continuity by:

- Following, as closely as possible, the plans as prepared by the classroom teacher
- Delivering instruction that is clear and focused
- Having high expectations for student learning
- Monitoring students' learning progress and re-teach what students don't understand
- Establishing an effective classroom management system. It is imperative that a substitute teacher assert his/her leadership in order to achieve such a management system. Leadership implies discipline, fairly administered.

The school administrators are willing to help substitutes and provide any available materials or general information.

During the school day, the substitute assumes responsibility for the entire duty schedule of the classroom teacher. These duties may include such areas as lunchroom, playground, bus supervision, etc.

Frequently sending children to the office for minor problems tends to lessen the effectiveness of the teacher and jeopardizes teacher control. A child should never be sent out of the building without approval from the building principal.

The absence of the regular teacher can be upsetting to children. A substitute should not take children's reactions as a personal affront.

The substitute should correct assignments he or she has made. If such papers are not corrected and then accumulate, they simply add to the burden of the regular teacher when he or she returns.

HOUSEKEEPING

A substitute is a welcome guest in the classroom. He or she does assume certain responsibilities, not only in the area of instruction, but also in regard to the physical aspects of the classroom. The substitute should leave the classroom in as organized a way as when he or she entered. Special care should be taken with respect to books and equipment. The physical arrangement of the room should be left as orderly as possible. A record of accomplishment should be left for the returning teacher.

ETHICS

Substitute teachers are classified as professional employees. While performing their duties, they are accorded the same rights and privileges as the regular teacher. Conversely, they are expected to act professionally not only in the classroom, but also at day's end, when they venture into the community. The substitute teacher is recognized as an important member of the teaching profession and should act accordingly.

Horseheads teachers, through their professional associations, strive for high ethical standards for all members of the teaching profession. Our teachers and administrators are aware that ethical behavior is an important aspect toward the accomplishment and fulfillment of our district goals.

Substitutes should keep in mind that all comments and reactions belong in the confines of a professional organization. If a substitute has praises, comments, or concerns, he or she should make them known to the building principal.

Careless evaluations, indiscreet remarks, petty gossip and unproved generalizations made to people in our community impede the progress of education, destroy the morale of staff members, and hinder the education of our children.

LONG-TERM SUBSTITUTES

A long-term substitute is one who has been hired in the same position for more than 25 consecutive days.

A long-term substitute who works in the same position for more than 25 consecutive days will be paid an amount commensurate with public education experience and educational level, as determined by the District.

A long-term substitute will receive one (1) sick day for every month worked.

EMERGENCY SCHOOL CLOSINGS

Substitute teachers should be alert to the possibility of school closings.

If the weather is threatening, the substitute should listen to local radio stations for announcements concerning possible closings or delays.

SCHOOL DISTRICT CALENDAR

Our school district calendar contains a great deal of information about the district. School calendars are available in any school office or the district office.

SUBSTITUTE RATES – PER DIEM

(Paid to the nearest ¼ Day)

Uncertified Teacher without Four-Year Degree	\$90/day
Uncertified Teacher with Four-Year Degree	\$95/day
Certified Teacher	\$105/day
Retired Teacher from HCSD	\$135/day
Retired Teacher from Another District	\$115/day
Additional Pay for 20 Days' of Per Diem Sub Teaching within a school year	\$100
Teaching Assistants	\$12.50/hr.
Contract Substitute Teaching Assistant	\$12.50/hr.

When you call Aesop

To Review or Change your Personal Information, Press ④

- To review or change your name recording, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③

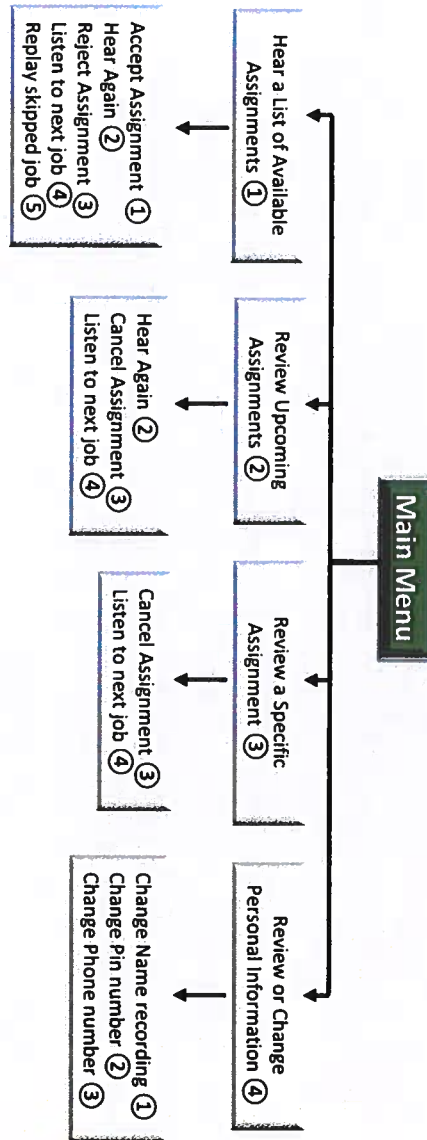
Special Things to Note

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press ② - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

Aesop Phone Menu at a Glance



Phone System Instructions for Substitutes

1.800.942.3767

Learn how to:

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

FRONTLINE™
• TECHNOLOGIES •

www.aesopeducation.com

When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:


If you are interested in a job, Press ①

Aesop will play you the School District Name and the School Name.

Enter your Pin number followed by the pound key ('#')

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④

 When you have successfully accepted an assignment Aesop will play back the confirmation number.

To prevent further calls today, Press ②

If you are unavailable, Press ③


To prevent Aesop from ever calling, Press ⑨

- If you select this option then Aesop will never call you again.

www.aesopeducation.com

When you call Aesop


1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')

 Pressing the star key ('*') will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press ①

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

 When you have successfully accepted an assignment Aesop will play back the confirmation number.

1.800.942.3767

When you call Aesop

To Review or Cancel your Upcoming Assignments, Press ②

- To review your assignments for the next 7 days, Press ③
- To return to the previous menu, Press *

Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ③

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

 Please note that some options may not be available to you.

Available 24/7



Horseheads Central School District
is an equal opportunity employer.

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Human Resource Office
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Horseheads, NY 14845
607-739-5601 Ext. 4211