



# **SUBSTITUTE TEACHER/AIDE HANDBOOK**

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We welcome you as a substitute teacher/aide to the Readington Township School District. The purpose of this handbook is to provide you with information that will help you to have a well-organized and successful day.

If you should have any questions, please feel free to ask our grade level staff for their assistance, as they will be more than happy to assist you. We are all appreciative of the work that you do and your commitment to the education of our children. Our goal is to work with you to ensure the continuation of programs and quality instruction for all our students.

Being a substitute teacher/aide is a challenging job and requires flexibility, patience and a good sense of humor. Please remember that a good substitute is an invaluable asset to our schools and the contribution that you make will have a significant impact on the continuation of students' learning.

We take great pride in our entire school community and value each child and staff member at Three Bridges School, Whitehouse School, Holland Brook School, and the Readington Middle School.

We hope you enjoy your substitute experience and will return again to work with us

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## Business & Financial Matters

The substitute teacher/aide workday varies at each school and with the job assignment. Please be sure to check the time noted in Aesop if you have accepted an assignment online. The times below are the regular opening and closing times for each of the 4 schools.

School	Full Day
Readington Middle School	7:25 - 2:30
Holland Brook School	7:35 - 2:35
Three Bridge School	8:25 - 3:25
Whitehouse School	8:25 - 3:25
<b>Half-Day Schedules</b>	See times in AESOP job descriptions

Substitutes are asked to **report to the school office** at the building they are working **at least 20 minutes before the school's start time**. Substitute teachers should check for notes (in the Aesop notification) regarding special duties and should have adequate time to review the teacher's plans for the day. Substitute teachers are expected to keep the room organized for the next day.

Substitute teacher pay for county/state certified and certificated teacher candidates will be at \$110.00 per day. After 50 cumulative full days worked during the school year, substitutes will receive a one-time \$100 stipend.

Substitute pay for classroom or clerical aides, regardless of certification, and with the exception of cafeteria aides who are paid on an hourly rate, will be paid \$95.00 per day.

Substitute nurses are paid \$225.00 per day.

The Readington School District uses a "Substitute pay Voucher" to document semi-monthly payment of substitute teachers/aides. Substitutes should sign their individual vouchers each day when they report for work.

Paychecks are issued twice a month. If you work between the 1st and the 15th, your paycheck will be issued on the 30th of that month. If you work between the 15th and the 30th, you will be paid on the 15th of the next month. The following deductions are made for each pay period:

- Federal Withholding Tax (according to W-4 declarations)
- NJ State Withholding Tax (according to exemption status)
- FICA
- NJ Family Leave

## Procedures For Calling Substitutes – The Frontline (Aesop) Substitute System

Substitutes who are active in our Frontline/Aesop System will be able to use a computer to view open assignments or they can call into the Aesop phone system up to 60 days in advance to check on open job assignments. The Frontline/Aesop System will also call available substitutes the night before or the morning of an absence if it remains available. Absences/vacancies are entered in the system by teachers, aides, school secretaries or the Child Study Secretaries.

Substitute's preferences or capabilities in subject areas will be entered in Aesop; however, it cannot be guaranteed that a substitute will be able to view every available position. If a substitute is certificated in a certain subject area, those "skills" will also be entered into Frontline/Aesop and the System will select those substitutes preferentially for early notification emails. If an absence/vacancy is not accepted by one of the "preferred substitutes", then it will be available for all substitutes to select.

Last-minute entries (the night before or the morning of an absence), are not viewable far in advance, and in addition to being available online, may also result in a phone call from Aesop or a personal phone call from our back-up sub caller during the same hours as Aesop would call. Please be sure to answer the call if you are ready to accept an assignment. If your answering machine is reached, Aesop will not call you back for up to an hour if the job is still available. You may, however, be called by our back-up sub caller.

To check on open assignments or to check on assignments you have accepted, a substitute can call into the Aesop phone line, enter their ID and PIN code and follow the prompts for information or to make changes.

Sometimes, lesson plans or instructions will be attached to the teacher's absence notification online. There will be a notation in the absence if this is the case. Please check for any attachments when accepting an assignment. You can print out these plans/instructions for your convenience. If no

plans/instructions are attached to the absence notification, please check with the school secretary when signing in for the day.

Whenever a last-minute absence is entered in Aesop by a staff member, either the night before or the morning of the absence, substitutes will be contacted by Aesop or our Back-up Sub Caller from 5:30 to 10:00 PM the night before the absence or from 5:30 to 8:00 AM on the morning of the absence, in order to fill the open assignment. These open assignments will also be viewable on the web page for all qualified substitutes, so it is advisable to check late at night or early in the morning to view any unfilled assignments.

IN ACCORDANCE WITH THE DISTRICT POLICY, NO SUBSTITUTE SHOULD ACCEPT AN ASSIGNMENT AS A TEACHER/AIDE IN A CLASSROOM WHERE THEIR CHILD IS A STUDENT. SUCH AN ASSIGNMENT WILL ONLY BE PERMITTED WHEN NO OTHER SUITABLE ARRANGEMENT CAN BE MADE.

## Inability To Report For An Assignment

If an assignment is accepted, and you unable to report and must cancel at the very last minute, you may not be able to do this on your computer or through the Aesop phone system. There are cut-off times for changes/cancellations, usually 1.5 hours before the start time of each school. In that case, you are required to call the school secretary immediately so alternate coverage can be arranged. If the school secretary is unavailable and a message must be left, be sure to include your name, the specific assignment you are unable to make, and a brief explanation of the problem.

The school office phone numbers are:

<b>Readington Middle School</b>	<b>908-534-2113</b>	<b>Andrea Hruska ext. 3804</b>
<b>Three Bridges School</b>	<b>908-782-2141</b>	<b>Debbie Sevell ext. 5715</b>
<b>Whitehouse School</b>	<b>908-534-4411</b>	<b>Christine Hometchko ext. 4716</b>
<b>Holland Brook School</b>	<b>908-823-0454</b>	<b>Maria Post ext. 2718</b>

Substitutes must arrive 20 minutes before the specified time of the assignment. If a substitute finds they cannot arrive at the required time, please call the school secretary so they can arrange for interim coverage. Continual late arrivals will result in the substitute's removal from our system.

# Inclement Weather & Cancellations

It is sometimes necessary to delay the opening of the schools by 90 minutes or to cancel classes for the entire day. Substitutes should check the district website for a posting. is not good. In the case of a 90-minute delayed opening, please check back to see if it has been changed to a closed day before heading out to your assignment.

## Getting Started

Substitute Teachers/Aides should report directly to the main office at the start of the day. Pay vouchers must be signed. The substitute teacher needs to take the attendance card and lunch card from the teacher's mailbox for use during morning exercises.

If it is your first day subbing at a school, please let the school secretary know and they will be able to assist you with the morning routine.

The faculty room has a refrigerator and microwave if you bring your lunch. If you wish to purchase lunch instead, an order may be placed in the kitchen before 10:00 am.

Upon arrival in the teacher's classroom or at the teacher's workstation, all materials needed for the day should be there. In addition to maintaining up-to-date plan books, teachers are expected to provide the following:

The teacher's daily schedule, including times of any specials (Art, PE, etc.)

- Rosters and seating charts (when appropriate)
- Location of all books, manuals, supplies, etc.
- Fire drill exit route
- List of students with special medical needs, including descriptions of any emergency procedures to be followed by the classroom teacher
- Identification of a teacher who is most readily available to help with questions or difficulties
- Identification of special needs students who may require special attention
- Identification of particularly dependable students who may be able to help with questions about the routine
- Specific rules of conduct for his/her classroom
- Alternate plans and extra work or activities to be used in place of or in addition to the plans in the plan book for any given day
- Substitute Daily Reports
- Medical referral forms (Health Referral to Nurse/Office)

# Morning Exercises

At the beginning of the day, substitutes must conduct the morning exercises in a manner consistent with the usual routine in the school. The significance of an organized opening to the day is important in maintaining an atmosphere conducive to learning. Therefore, the procedure and tasks currently include:

- Announcements from the office
- The Pledge of Allegiance
- Completion of the attendance form (RMS call the main office at ext. 3826 to report absences)
- Completion of the lunch form (Elementary Only)

The attendance, lunch, and dismissal forms should be sent to the office immediately after morning exercises. At Three Bridges and Whitehouse Schools students in the 1st, 2nd and 3rd grade may walk alone to the main office. However, Kindergartners must go to the office with a buddy.

# Tardy Procedure

Any student reporting to the classroom after the morning exercises is officially classified as tardy and a late slip should accompany that student. If a child arrives without a slip, the office must be notified immediately. Notification may be made using the phone system.

## Getting Through the Day (Specific to RMS)

- Begin the class immediately. It is important to follow the "substitute" plans left for you by the regular teacher. If specific plans for the day are not available, locate the more general "emergency" plans in the Substitute Folder.
- At the beginning of each class please take attendance and note any absentees on the class list. If a student's name does not appear on the day's absentee report, notify the office immediately that he/she is missing from your room.
- Please dismiss students according to the schedule provided by the teacher. Students have 2 minutes to pass to their next class, where they will be expected to arrive on time, so please do not keep students beyond the class time.
- At each changing of classes, please make every effort to supervise the students leaving and entering your classroom as well as those moving through the corridor.
- There may be graded papers to be returned to students. These will be clearly marked for your convenience. If such is the case, distribute them in a way that does not call attention to any child's grade.
- Except in the case of long-term teaching assignments, substitutes are not expected to design tests but may be expected to administer tests. Please be certain to follow the teacher's instructions for administering a test and to closely monitor students in any testing situation. If the teacher intends for you to collect papers, clear instructions will be left to that effect. Be aware that during one teacher's planning time another teacher may use the classroom.
- Remember to check for any extra-duty assignments. In addition to teaching classes, the substitute will be called upon to fulfill all duties of the regular teacher, such as tutorial, activity, or lunch supervision. These duties are noted on the teacher's schedule and in the Substitute Folder.

## Unassigned Time During The Day

At the start of unassigned time, please check to see if the teacher has left anything for you to do (i.e. make copies) or go to the front office staff so you can be of assistance in any way.

## Student Conduct

Polite, cooperative behavior is expected from every student. The students need to be attentive and show respect for both the teacher and their classmates. Specific procedures or standards of conduct for an individual classroom may be found in the substitute folder and/or posted in the classroom.

# Classroom Management

This is one of the most important aspects of being a teacher or an aide because if a class cannot be managed it cannot be taught. The substitute teacher is the adult leader to the students and the aide is his/her right-hand person and they must achieve classroom management and order as soon as they enter the room. However, having different teachers come into the classroom alters the routine and this can make children difficult to manage.

Substitutes should always be firm, yet kind to the students. Administer discipline in a positive and diplomatic manner. Do not use sarcasm or threats with students. Corporal punishment or physical handling of a student is never permissible. If possible, handle students' problems in the classroom, but if a situation persists or seems to be getting out of control, consult another teacher or contact the main office immediately.

Any discipline problems should be included in the report to the teacher. The teacher will take the appropriate actions based on classroom rules.

Check the lesson plans carefully and make the school day as normal as possible for the students. By keeping the students busy, they will remain in good order and problems will be less likely to occur.

## **NEVER do the following:**

- Grab a child out of anger
- Take a child's Specials period away (e.g., Physical Education, Art, etc.)
- Place a child in a hallway alone
- Speak to a child in a disrespectful manner
- Leave the class unattended

## **INSTEAD, try this:**

- Maintain a sense of humor and an objective approach.
- Use praise whenever it is deserved – for effort and a cooperative spirit as much as for the correct answer.
- Provide positive comments to students.
- Speak to the class on its level of understanding. It is better to realistically challenge the students than to talk down to them.
- Respect the individual differences of the children. Students who are experiencing difficulty learning need understanding and encouragement, not public correction.
- Maintain the group arrangement or seating plan, and make every effort to address the students by name.

- Discipline, don't threaten. Threatening is a negative approach and lends itself to the untenable position of not being able to follow through with a threatened action. This destroys credibility with the class.
- The entire class should not be reprimanded for the conduct or poor work of one or two students.
- Maintain established routines as much as possible. If for some reason the routine changes, be pleasant but firm. Don't attempt to gain popularity by permitting children more freedom than they can handle.
- If a student is completely unmanageable, ask for help. Avoid threatening or demeaning the student. Do not send him/her out into the hall alone, as this is probably the student who most needs to be supervised. Use the intercom to contact the office and an adult will come and escort the child from the room.

## Cafeteria Procedure

Teachers are responsible for taking students to and from the cafeteria. Please be on time and never leave students unattended. If arriving for the first lunch period, please wait for the staff on duty if they have not yet arrived.

## Student Health Care

The following items should be handled exactly as stated:

- Any accident involving a student should be reported to the nurse immediately.
- The substitute teacher and the nurse must complete an accident form
- Any student appearing ill should be sent to the nurse's office immediately.
- All medications, prescription and non-prescription, are to be stored in the nurse's office and are only to be taken under the direct supervision of the school nurse.
- Each teacher should have a pair of rubber gloves available in his/her desk. For safety reasons, they must be used if a child has a bloody nose or exhibits other body fluids.
- If a child should lose a tooth, please send him/her to the nurse with the tooth.

# Visitors

Students who are being picked up by a parent will meet his/her parent at the main office area (vestibule). All early dismissals are handled through the main office. Students will be released from school only by an administrator or a school secretary and only after a parent or guardian has signed the student out. In addition, visitors to the building should be wearing a red visitor lanyard.

# Dismissal Procedure

- Check with office to see if there are any changes with student dismissal
- Give adequate time for students to pack up
- Listen for end of day announcements - Students should be quiet and listening
- Monitor dismissal from the doorway or escort class to busses

# End of Day

Please be sure to leave the classroom in order. Erase the chalkboard, organize the teacher's desk, and straighten student desks and chairs. The students' work should be sorted and clearly labeled, and left on the teacher's desk. **In addition, please leave a brief narrative informing the teacher about the completion of lesson plans, student behavior, and the general events of the day.**

**Please return your I.D. badge and lanyard to the front office before leaving.**

# Professional Ethics

A friendly, cheerful, and cooperative attitude toward both the building personnel and the students will start the day right and keep it running smoothly. The substitute's attitude has a great impact on the faculty and students' acceptance of that person.

Substitutes are expected to observe the same ethical codes as regular staff and should maintain a professional attitude at all times. They are expected to carry out the program as outlined by the regular teacher/aide and should plan to spend the entire time working with and for the students. If it is necessary to leave the classroom for any reason, the office should be notified and coverage arranged so the classroom will not be left unsupervised.

Substitute teachers are to be dressed in a neat and socially acceptable manner that is consistent with community and professional standards.

Substitutes should not engage in personal work, crafts, reading, or any other activity not directly related to the teaching process while students are present in the classroom.

Teachers/aides are legally responsible for students, equipment, and materials assigned to their care. Substitute teachers/aides are equally responsible.

Many classes are designated as "inclusion" classes. All of these classes are taught by both a regular education and a special education teacher. When a substitute teacher is taking the place of the regular education teacher in these situations, it is expected that the "inclusion" teacher will conduct the class and the substitute will assist as necessary and appropriate with both the regular and the special education students.

Do not have any visitors to the classroom during the school day. Do not leave the classroom for personal telephone calls while on duty as a substitute teacher/aide unless it is an absolute emergency. Messages will be taken by the office personnel and delivered at the appropriate time. Notify family and friends to call only in an emergency situation and to remain on the telephone line to bypass the Voice-mail system and speak directly to a secretary.

**Cell phones should be turned off and be kept out-of-sight while in the classroom.** A staff member may make a personal call during their duty-free lunch or break periods outside the presence of pupils in an area inside the school building designated by the Building Principal or in the faculty lounge.

## Confidentiality

Do not make negative remarks about students to other students or staff members. If there is a problem with a particular student, consult an administrator.

Refrain from commenting to students or other staff members about the schedule or the lesson plans of the regular teacher/aide.

Finally, the confidentiality of student records must be respected. This includes grades, medical problems, and any other details which may be a part of a classroom teacher's records. Please maintain this right to privacy and do not disclose any student information.

It is of utmost importance to maintain confidentiality regarding all student's academic, emotional, and social issues. Maintaining that confidentiality extends outside of the school. It is imperative not to share any personal information with anyone.

## In Summary

This booklet has been put together as a resource for you, the substitute teacher or aide. We wish to do all that we can to support you as a substitute teacher or aide and to encourage you to ask questions if you need help. Being a substitute teacher or aide can be challenging, but it is a critical job to maintain the instructional integrity of the classroom. We appreciate your efforts and welcome you to the Readington Township School District family.