

# 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/FRONTLINE SUBSTITUTE SYSTEM**

Our district utilizes the services of the GST BOCES AESOP/FRONTLINE system to record and manage absences and find substitutes. The AESOP/FRONTLINE 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/FRONTLINE 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.frontlineeducation.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/FRONTLINE 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.

## **SCHOOL HOURS**

**Grades Pre-K - 4**

**8:40 a.m. – 3:26 p.m.**

**Grades 5 – 6**

**7:19 a.m. – 2:05 p.m.**

**Grades 7 – 8**

**7:15 a.m. – 2:05 p.m.**

**Grades 9 – 12**

**7:35 a.m. – 2:35 p.m.**

## **SCHOOL BUILDING INFORMATION**

### **Big Flats Elementary School**

**(Grades Pre K – 4)**

**607-739-6373**

Principal: Liz Saptura

### **Gardner Rd. Elementary School**

**(Grades Pre K – 4)**

**607- 739-6347**

Principal: Patti Sotero

### **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: Kim Malone

### **Horseheads Middle School**

**(Grades 7 - 8)**

**607-739-6357**

Principal: Ron Holloway

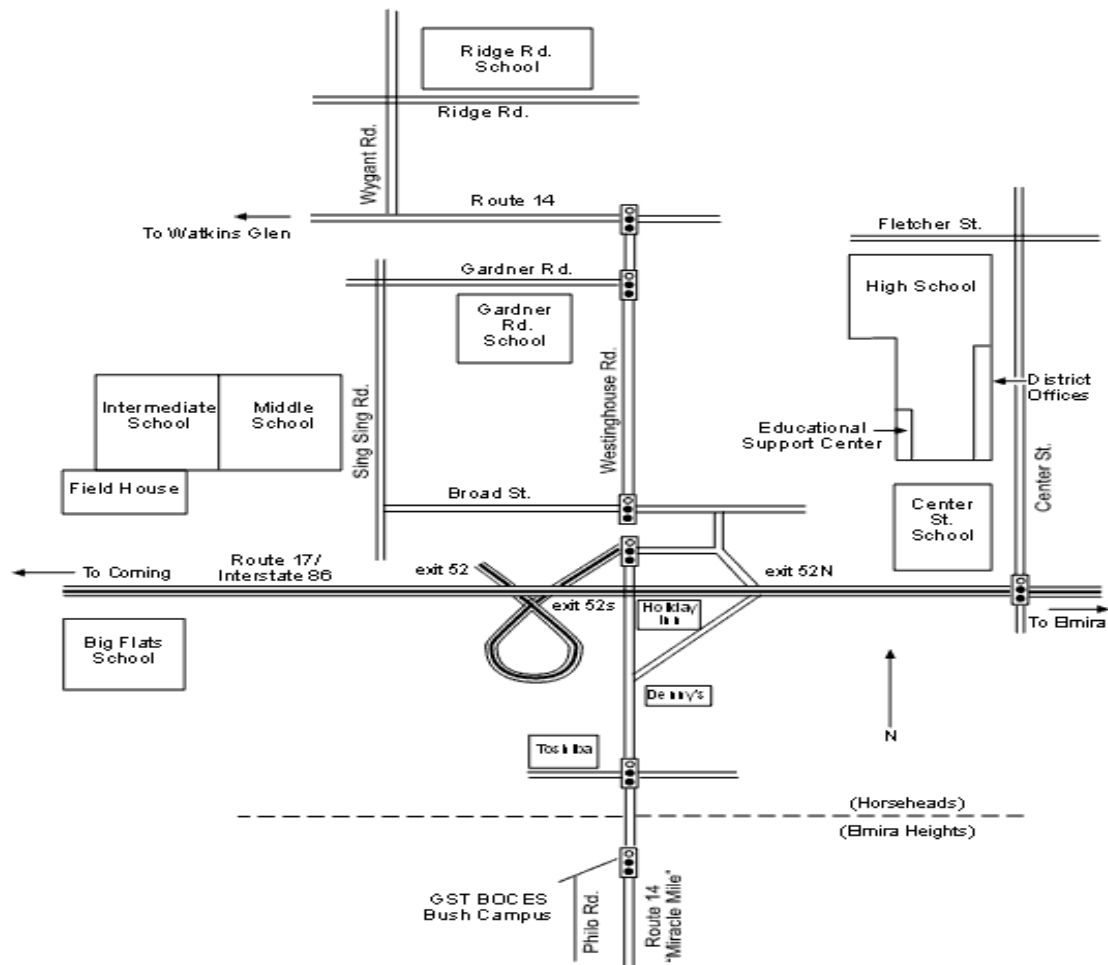
### **Horseheads High School**

**(Grades 9 – 12)**

**607-739-2500**

Principal: Kris Earl

## DISTRICT MAP



**NOTE:** The Human Resources Office is located at 143 Hibbard Road, Horseheads, NY 14845.

## **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 at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com).

## **SUBSTITUTE RATES – PER DIEM**

(Paid to the nearest ¼ Day)

<b><u>STATUS</u></b>	<b><u>RATE</u></b>
Uncertified Teacher without 4- year degree	\$120/day
Uncertified Teacher with 4- year degree	\$130/day
Certified Teacher	\$140/day
Retired Teacher from HCSD	\$160/day
Retired Teacher from another district	\$150/day
Additional pay for 20 days of per diem sub teaching	\$100
Teaching Assistants	\$16.96 hourly
Contract sub Teaching Assistants	\$16.96 hourly
Sub Teaching Assistant retired from HCSD	\$135/day



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is an equal opportunity employer.

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