



Warren Consolidated Schools

**SUBSTITUTE
TEACHER
HANDBOOK**

Revised 02-08-12



2011-2012

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WARREN CONSOLIDATED SCHOOLS

Human Resources Department

HANDBOOK FOR SUBSTITUTE TEACHERS

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MISSION STATEMENT

THE MISSION OF THE
WARREN CONSOLIDATED SCHOOL DISTRICT,
IN PARTNERSHIP
WITH FAMILIES AND COMMUNITY,
IS TO ACHIEVE A LEVEL OF EXCELLENCE
IN TEACHING AND LEARNING
WHICH ENABLES ALL STUDENTS
TO BECOME
KNOWLEDGEABLE, PRODUCTIVE,
ETHICAL AND SUCCESSFUL CITIZENS.

FORWARD

Welcome to the Warren Consolidated Schools.

We hope that your experiences as a substitute teacher will be satisfying to you and to the pupils that you teach.

This handbook has been prepared to explain the general aspects of the substitute program in the Warren Consolidated Schools. Should you need additional information, please contact a building principal or the Human Resources Department.

We, at Warren Consolidated Schools, are proud of the good job our schools are doing.

We hope that you, as a substitute teacher, will share this enthusiasm for improving our educational program.

WARREN CONSOLIDATED SCHOOLS

ELEMENTARY

Angus Elementary

3180 Hein, Sterling Hts 48310
586-825-2780

Principal, Lisa Fisk

Black Elementary

14100 Heritage, Sterling Hts 48312
586-825-2840

Principal, Mary Caruso

Cromie Elementary

29797 Gilbert, Warren 48093
586-574-3160

Principal, Ellen Kozich

Fillmore Elementary

8655 Irving, Sterling Hts 48312
586-825-2860

Principal, Heather Shubnell

Green Acres Elementary

4655 Holmes, Warren 48092
586-825-2890

Principal, Stacey Byle

Harwood Elementary

4900 Southlawn, Sterling Hts 48310
586-825-2650

Principal, Kerry Keener

Hatherly Elementary

35201 Davison, Sterling Hts 48310
586-825-2880

Principal, Joseph Konal

Holden Elementary

37565 Calka, Sterling Hts 48310
586-825-2670

Principal, Cheryl Priemer

Jefferson Elementary

37555 Carol, Sterling Hts 48310
586-825-2680

Principal, Jennifer Davis

Pearl Lean Elementary

2825 Girard, Warren 48092
586-574-3230

Principal, Mark Corless

Siersma Elementary

3100 Donna, Warren 48092
586-574-3174

Principal, Vera Ivezaj

Susick Elementary

2200 Castleton, Troy 48083
248-825-2665

Principal, Patrick Cavanaugh

Wilde Elementary

32343 Bunert, Warren 48093
586-294-8490

Principal, Matt Guinn

Wilkerson Elementary

12100 Masonic, Warren 48093
586-825-2550

Principal, Keith Karpinski

Willow Woods Elementary

11001 Daniel, Sterling Hts 48312
586-825-2850

Principal, Melissa Hardy

MIDDLE SCHOOLS

Beer Middle School

3200 Martin, Warren 48092
586-574-3175

Principal, Annette Lauria

Carleton Middle School

8900 15 Mile, Sterling Hts 48312
586-825-2590

Principal, Shaun Greene-Beebe

Carter Middle School

12000 Masonic, Warren 48093
586-825-2620

Principal, Amy Hendry

Flynn Middle School

2899 Fox Hill, Sterling Hts 48310
586-825-2900

Principal, Douglas Babcock

Grissom Middle School

35701 Ryan, Sterling Hts 48310
586-825-2560

Principal, Maryann Figurski

SENIOR HIGH SCHOOLS

Career Prep Center

12220 15 Mile Road, Sterling Hts 48312
586-825-2800

Principal, Kathleen Szuminski

Cousino High School

30333 Hoover, Warren 48093
586-574-3100

Principal, Stephen Bigelow

Sterling Heights High School
12901 15 Mile Road, Sterling Hts 48312
586-825-2700

Principal, Allison Beard

Warren Mott High School
3131 Twelve Mile, Warren 48092
586-574-3250

Principal, Bradley Martin

Butcher Community Center
(MMSTC) (Community High School)
27500 Cosgrove, Warren 48092
586-574-3200

Principal, Catherine Neuhoff

Theater Arts Center (TAPP)
Sterling Heights High School
586-825-2530 - answering machine

SUPPORT FACILITIES

Administration Building
31300 Anita
Warren 48093
586-825-2400

Educational Service Center
31950 Mound
Warren 48092
586-825-2960

RESPONSIBILITIES

1. **GENERAL RESPONSIBILITIES**

Substitute teachers in Warren Consolidated Schools are contacted for positions on the basis of qualifications, recommendations, and availability. They are expected to carry out, to the best of their ability, the responsibilities of the position in which they are teaching. **You are not permitted to use your cell phone in any way during instructional time. (making and/or receiving phone calls/texts, etc.)**

They report to and are directly responsible to the principal or other Administrator of the school to which they are assigned.

2. **ARRIVAL AND DEPARTURE TIMES**

The substitute is expected to arrive 10 to 15 minutes before the student scheduled reporting time. Substitutes are sometimes called for assignments in the morning the day of the job. Only with extenuating circumstances should a substitute arrive after the scheduled reporting time. If a substitute anticipates late arrival, he/she should indicate to the AESOP Help Desk that he/she will be arriving later than scheduled. **You need to be up and to be ready so that you can be on time for any possible jobs for that day.**

The teacher's day ends at the time indicated by the school principal. Substitute teachers are expected to complete the day with regular teachers, including the grading of papers and the supervision of hall and dismissal duties.

3. **DISCIPLINE**

Substitute teachers are responsible for the management and control of students to whom they are assigned. **Corporal punishment by the teaching/substitute teaching staff is prohibited by Board of Education Policy.** The building principal or assistant principal will assist with problems when necessary. **Appropriate language and/or content should be used at all times.**

Leadership will emerge in every group situation. A substitute teacher's responsibility is to establish himself/herself as the group leader early in his/her assignment and to maintain that role throughout his/her association with that group.

4. **ETHICS**

A substitute teacher is expected to observe the ethical codes of regular teachers. The records and information to which the substitute teacher has access must be handled with utmost discretion. The discussion of student names, status, etc. outside of the educational setting is inappropriate. While differences in opinions as to methods and aims may exist and may even be healthy, gossiping from school to school, school to community, is not acceptable.

5. **FACULTY MEETINGS**

Substitute teachers can attend staff meetings if invited by administrator. Teachers substituting over a five (5) consecutive day period, for the same teacher are expected to attend all staff meetings.

6. **IN-SERVICE TRAINING PROGRAMS**

Substitute teachers' attendance at any Warren Consolidated Schools in-service training programs is welcomed and encouraged on a voluntary basis. You will be notified by e-mail with any in-service/training sessions.

7. **APPEARANCE AND GROOMING**

The assignment and continued use of substitute teachers will depend in part upon their conformance with acceptable standards of personal appearance and grooming.

8. **ACCEPTING CALLS**

It is expected that substitute teachers will accept calls for both full and half-day assignments. There is no pre-arranging of assignments for substitutes in AESOP. The actual assignment is authorized only when you receive an AESOP Confirmation number. The substitute with the Confirmation Number will receive and be paid for the placement. You may review your placement either on-line or call Aesop directly.

If you obtain a substitute position **not** assigned to you by the AESOP system, you may not receive timely compensation. If you are contacted by an employee to substitute, you **must** contact the AESOP Administrator **before** accepting the position

9. **AVAILABILITY**

You have the ability as a substitute teacher to change your availability in AESOP if you are temporarily unavailable. The Warren Consolidated Schools AESOP Administrator is to be notified at 586-698-4104, if this is to be a long term absence from subbing.

DUTIES

1. REPORTING

Upon arriving at a school building for a substitute assignment, please report to the main office. There you will be given access to:

- a. Sign in on Substitute Sign In Sheet.
- b. Keys, if necessary.
- c. Schedule of duties, i.e., classroom assignments, playground, hall, bus, lunch duty assignments.
- d. Explanation of any special activities for the day.
- e. Explanation of collection projects, if any; e.g., food, clothing, various monies, etc.
- f. Explanation of fire and tornado drill procedures.

2. MATERIALS

The following materials will be made available for you by the regular teacher:

- a. Plan Book, filled out showing the day's work to be accomplished.
- b. Seating chart.
- c. Teaching manuals and desk copies of texts.
- d. Schedules, including regular studies and special classes.
- e. Special room rules.

3. GENERAL DUTIES

- a. Check classroom attendance using PowerSchool program.
- b. Send a student to the principal's office with a list of the absent students. (If this procedure does not apply, follow the instructions of the building principal)
- c. Do not excuse a child from class or from school without authorization from the school office.
- d. Do not leave a class unsupervised at any time. If it is necessary for you to leave the class, you must arrange for staff supervision.
- e. Follow the lesson plan as outlined by the regular teacher. Deviations from the plan left by the teacher should be carefully noted.
- f. The Schedule of Duties, such as playground, hall, bus, lunch, and other supervision, which are normally performed by the regular teacher, are the duties of the substitute teacher.
- g. Control of light and ventilation is the responsibility of the teacher, not of the pupils.
- h. Student or personal accidents or injuries should be reported to the principal of the building and a report filed as necessary.
- i. Fire and tornado drills may be called during the substitute teacher's assignment period. Follow the procedures outlined by the building principal and spelled out on a sign by the classroom door.
- j. Consult the office and/or teacher's bulletin for further information, as Required.

IMPORTANT AESOP INFORMATION

General Information for Substitutes

AESOP is a web-based system, however, using the telephone is still a **limited** option

www.aesoponline.com

there is a link in the Employee Section of the WCS web page
toll free telephone number – 1-800-942-3767

Log In and Personal Identification Numbers (PIN)

Log In – your 10-digit phone number

PIN – can call or e-mail Aesop Help Desk or use link on website

Instructions

There are many training materials/videos available on the Aesop website

Set Up Your Preferred School List

1. Go into AESOP and click on Preferred Schools listing (along left side)
2. Choose: Show me jobs at schools listed below
3. click on names of schools you would like add to your list
4. click on Apply Changes

Preferred Substitute Lists

Let district employees and buildings know that you are interested in being on their Preferred Substitute lists – this will allow you to see jobs further in advance

Job Visibility

1. 120 days before – job is visible to Employee Preferred Substitute List only
2. 15 days before – job is visible to Building Preferred Substitute List also
3. 3 days before – job is now visible to entire sub pool
4. 2 days before – system will now start calling out to the WCS sub pool

How to Cancel Jobs

Substitutes do not have the ability to cancel jobs in AESOP – contact:

Colleen Vollmer 5:30 a.m. – 2:00 p.m.
586-698-4104

cvollmer@wcskids.net

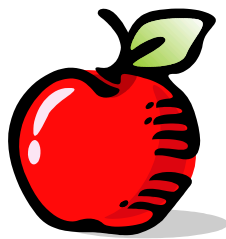
Linda Loewen 2:00 p.m. – 4:00 p.m.
586-698-4103

loewen@wcskids.net

**If you have an Aesop emergency after 4:00 p.m.,
please leave a voice mail or e-mail with Colleen Vollmer**

MISCELLANEOUS INFORMATION

1	AESOP calls out in a random order – not every sub has the same profile, so not all subs will be called for each job.
2	You do have the ability to job shop by phone or on-line on AESOP – you do not have to wait for the system to contact you. PHONE OPTIONS ARE LIMITED.
3	All PLC Monday (Professional Learning Communities) subs work a regular scheduled teacher work day. Follow times listed in Aesop and disregard any teacher notes to come in later. If times listed in Aesop are not followed, you will be docked.
4	As a courtesy, please do not cancel any assignment the same day as the job, unless there is an emergency. This could make it difficult to fill the position.
5	Substitute teachers do not receive prep time – they are required to cover another class during that time if needed.
6	Please make sure that your e-mail address is listed on your AESOP page to ensure delivery of updates and notifications. (under “View Personal Information”)
7	Know your Novell Log In information, as it is required to take classroom attendance on PowerSchool.
8	Buildings do have the option of switching substitute coverage in the classrooms at any time.
9	Using the internet is a more efficient way to accept jobs on AESOP. Teachers have the ability to attach lesson plans and leave any necessary notes for substitute teachers. Maps to individual buildings are available online also. PHONE OPTIONS ARE LIMITED.
10	All long term positions are determined by the building administrator.
11	All long term substitutes need to contact the AESOP Help Desk directly if time off is necessary.
12	If you are a student teacher, you can only sub for your cooperating teacher. If you receive calls from AESOP for other jobs, contact the AESOP Help Desk.
13	As a courtesy, if you accept a long term assignment in another district or have another reason you that are unable to sub for an extended period of time for WCS, please advise the AESOP Help Desk at that time. If you do not notify us, it will be interpreted that your intention is to not work for WCS and you will be removed from our substitute list at the end of the school year.
14	Each individual substitute file is reviewed at the end of each school year to determine who will be sent a renewal. This is based on start date, job performance, cancellations and activity during the school year.
15	If removed from the substitute list for inactivity, you will be removed from the system for one school year (ex. If removed in June 2010, can't reapply until 2011-2012 school year) – it will be your responsibility to notify TSS at that time - if removed from our list twice, you will not be allowed to return as a substitute for Warren Consolidated Schools.
16	Buildings/teachers can exclude substitutes from their building/classroom.
17	The first two exclusions requests received from the buildings will result in the substitute being removed from the substitute list for those buildings only.
18	Three negative exclusion requests will lead to immediate removal from the district substitute list.
19	Any one negative exclusion could lead to immediate dismissal.



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