STRONGSVILLE CITY SCHOOLS

SUBSTITUTE TEACHER HANDBOOK

STRONGSVILLE CITY SCHOOLS

Mustangs

ACADEMICS ARTS ATHLETICS

Welcome to the Strongsville City Schools District !

You are a vital part of our staff. Your contribution as a substitute impacts our instructional programs, individual students, teachers and staff. You truly do make a difference !

We are confident that you will do everything possible to meet the standards outlined by the school that you are assigned. Every effort will be made to ensure that your day goes as smoothly as possible. If you ever have any questions, please check in to the school's building secretary and she will gladly assist you.

Please use this handbook as a guide to your substitute experience. This handbook reaches out to you to answer questions about what we expect as you are substituting in our district, as well as helpful information you may need. We have listed our Contact information for the staff in the Human Resources Department, as well as the Substitute program Aesop.

The content is arranged to assist you in finding answers quickly to questions that may arise. If you have further questions, you may always contact us for assistance.

Thank you for joining our team !

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CONTACT INFORMATION

STRONGSVILLE CITY SCHOOLS - Administrative Offices
HUMAN RESOURCE DEPARTMENT
18199 COOK AVENUE
STRONGSVILLE, OH 44136

Mrs. Jennifer Pelko, Assistant Superintendent
440-572-7037

<u>EMPLOYMENT QUESTIONS:</u>
Application and Hiring, Licensure,
Contract Renewal, Background
check, Change of Address,
Resignations)

Lori Greenland   440-572-7037
Lgreenland@scsmustangs.org

<u>PAYROLL QUESTIONS:</u>
(Tax forms, change of Bank Deposit,
Paycheck questions)

Ruthann Franczak   440-572-7034
Rfranczak@scsmustangs.org

Joan Kohuth   440-572-7099
Jkohuth@scsmustangs.org

AESOP SUBSTITUTE JOB SYSTEM

http://www.aesoponline.com

or access your Aesop account by calling: *1-800-942-3767 (1-800-94-AESOP)*

District Contact:

Cindy Vaccariello
Time, Attendance and Substitute Assignments

(440) 572-7039
cvaccariello@scsmustangs.org

HIGH SCHOOL
FULL DAY:
7:05 a.m.- 2:40 p.m
HALF DAY MORNING:
.   7:05 a.m. -10:53 a.m.
HALF DAY AFTERNOON:
10:53 a.m. -2:35 p.m.   Students: 7:20 a.m.- 2:25 p.m.

MIDDLE SCHOOL
FULL DAY:
7:50 a.m - 3:20 p.m.
HALF DAY MORNING:
7:50 a.m. - 11:45 a.m.
HALF DAY AFTERNOON:
11:45 a.m. - 3:20 p.m.   Students: 8:15 a.m. - 3:00 p.m.

ELEMENTARY SCHOOL
FULL DAY:
8:30 a.m. - 4:00 p.m.
HALF DAY MORNING:
8:30 a.m. - 12:15 p.m.
HALF DAY AFTERNOON:
12:15 p.m. - 4:00 p.m.   Students: 9:05 a.m. - 3:30 p.m.

STRONGSVILLE EARLY LEARNING PRESCHOOL:

FULL DAY STAFF: STUDENTS:
7:30 a.m. to 3:00 p.m.   MORNING SESSION:
                                                   8:05-10:35 A.M.
                                           AFTERNOON SESSION
                                                   11:30 - 2:00 P.M.   4

RESPONSIBILITIES

The substitute should follow the academic and behavioral expectations set forth by the Strongsville City School District and the building administration.   These expectations should be outlined by the staff member for whom you are substituting. If a situation arises in which you need assistance, don't hesitate to seek assistance from another staff member or from the building administration.

THE SUBSTITUTE IS RESPONSIBLE FOR THE FULL SCHEDULE OF THE ASSIGNMENT. In addition to the assignment, the substitute is responsible for any special duties performed by the absent employee.

GUIDELINES:
1. Report and sign in at the Main Office upon arrival.
2. Maintain normal routines and follow the plans that were provided by the staff member.
3. Perform the tasks needed to accomplish your substitute assignment.
4. Refrain from using items in the classroom or area that were not designated for use in the provided plans.
5. If using technology be sure to keep a close eye on students and follow directions provided by teacher or staff member.
6. If working with students, it is essential to account for every student on your roster when in your care. Please follow attendance guidelines of the building as well as the guidelines for allowing students to leave the classroom.
7. Students and adults should be treated with mutual respect. At no time should anyone raise their voice or place their hands on another individual unless there is a threat of eminent danger.
8. Keep in mind the age/maturity level of students when speaking with them about content or casual conversation.
9. Leave the area(s) as neat as possible at the end of the day with things placed back where they were found.
10. Check out at the end of the day/shift with the main office secretary and return all items.

Dress for Success

We ask that you dress professionally/business casual appropriate to the position you are filling. For example, if you are covering in a science classroom, you should be dressed professionally or if you are going to be working to cover a PE teacher, you will need non-slip shoes, like tennis shoes, and very comfortable clothing. Also, depending on weather in the fall and winter months, you will want to be prepared for outside duties if requested.

FOR HIGH SCHOOL AND MIDDLE SCHOOL SUBSTITUTES:

There is no additional compensation for teaching more than five core classes. As a substitute teacher at the secondary level, you are required to follow the teaching and duty schedule for your assigned teacher. In addition, administration reserves the right to utilize your services (if needed) to provide additional period coverage in lieu of your assigned duty period and/or team time without any additional compensation. You will be afforded a planning period and lunch as a part of your substitute teaching assignment and compensated for your services per the substitute salary schedule.

NEW SUBSTITUTE RATE EFFECTIVE AUGUST 1, 2018:

As of August 1, 2018, Strongsville City Schools has implemented an accumulative substitute pay scale. Your daily rate will increase according to the chart listed below. Please follow the rate chart below:

POSITION	TOTAL DAYS	DAILY RATE
DAILY RATE:	DAYS 1-10	$90.00 per day
ASSIGNMENTS OVER 10 DAYS:	DAYS 11-60:	$110.00 per day
ASSIGNMENTS OVER 60 DAYS:	BEGIN ON DAY 61	$219.10 (BA/0 W/BENEFITS) SHORT CONTRACT*
CONSECUTIVE ASSIGNMENTS OVER 90 DAYS:		$219.10 BA/0 FROM DAY 1 FULL CONTRACT**

*Long Term Substitute (Short Contract) - This substitute would change from daily substitute to long term sub by contract on the 61st day of a consecutive assignment for the same teacher. The substitute on day 61 will be entitled to all the benefits of Article 2 of the negotiated agreement, which includes: all insurances, sick leave, personal days, 6 hours PD. Personal Leave days will be prorated to 'match' the amount of time that substitute will be in the assignment. For example: Three (3) personal leave days are granted for the full contract year. If the substitute will only be in the assignment for half the school year, the Personal Leave days granted will be 1.5 days.

Long Term Substitute (Full Contract) - This substitute would be replacing a teacher who is gone for the entire school year **or for an assignment that is known initially (at the start) to be over 90 days. The substitute will receive the traditional long term substitute contract. The substitute will be entitled to all the benefits of Article 2 of the negotiated agreement, which includes: all insurances, sick leave, personal days, 6 hours PD, on day 1 of the assignment.

***STRONGSVILLE CITY SCHOOL PAY DATES:

EVERY 10TH AND 25TH OF THE MONTH. IF EITHER OF THESE DATES FALLS ON A SATURDAY OR SUNDAY, THE PAY DATE WILL BE ON FRIDAY

ONCE YOU HAVE RECEIVED YOUR LOGIN INFORMATION, YOU MAY LOG IN BY USING http://www.aesoponline.com

Below you will see a snapshot of what your home page will look like:
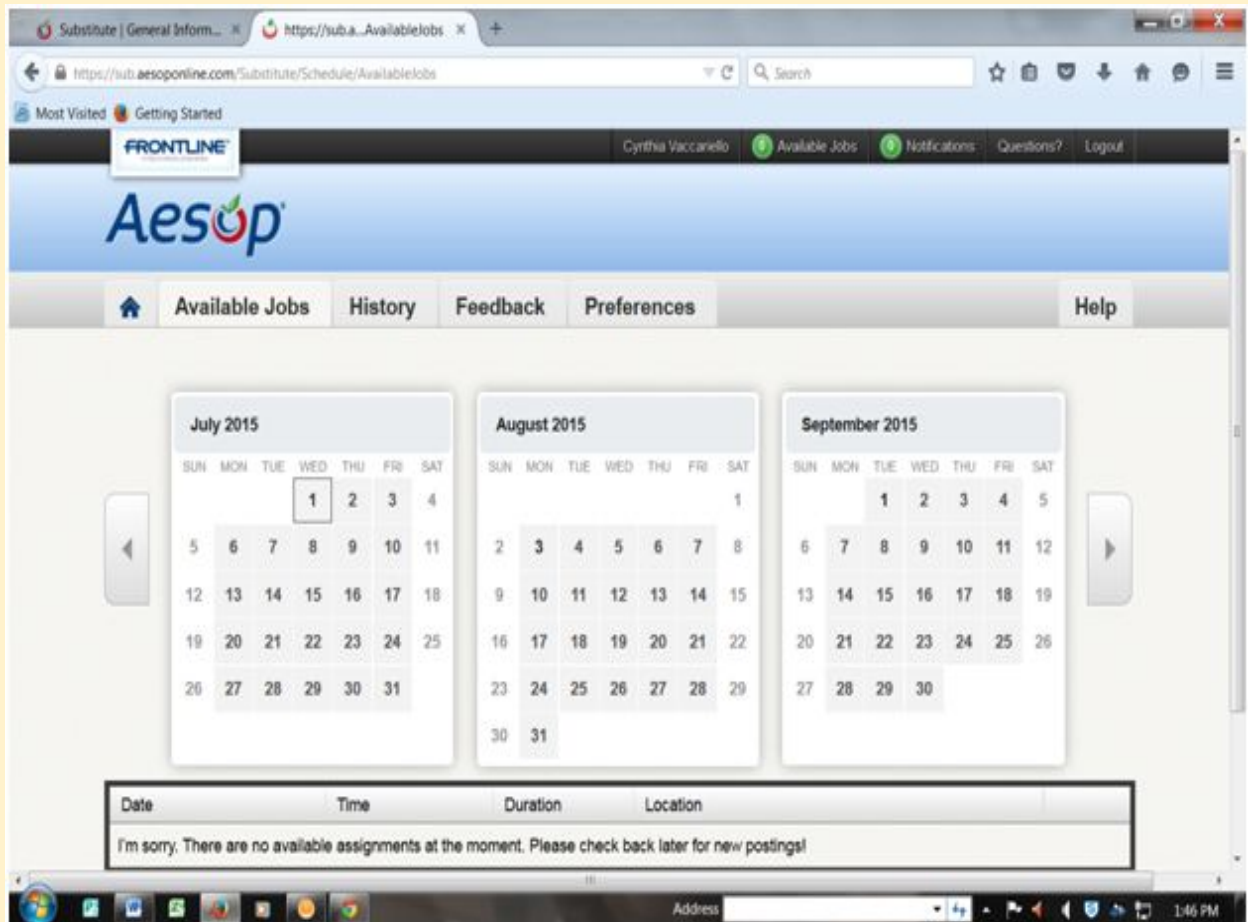
You may search for available jobs and decline or accept the available positions.
**Note: Strongsville City Schools tries to match up the teacher's certification with the substitute's certification. This means that at first you will only see jobs in your licensure area. Once positions are still unfilled closer to the time that teacher is needing a substitute, more positions will be visible to you.
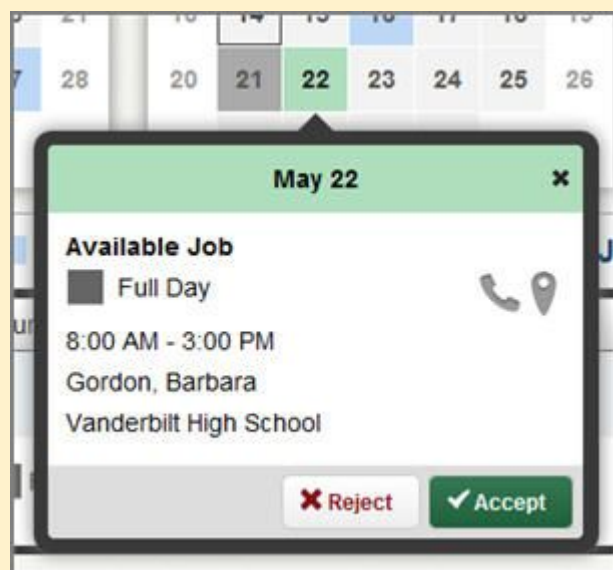
If you go into the "History" tab, your calendar will show you all jobs you have taken.
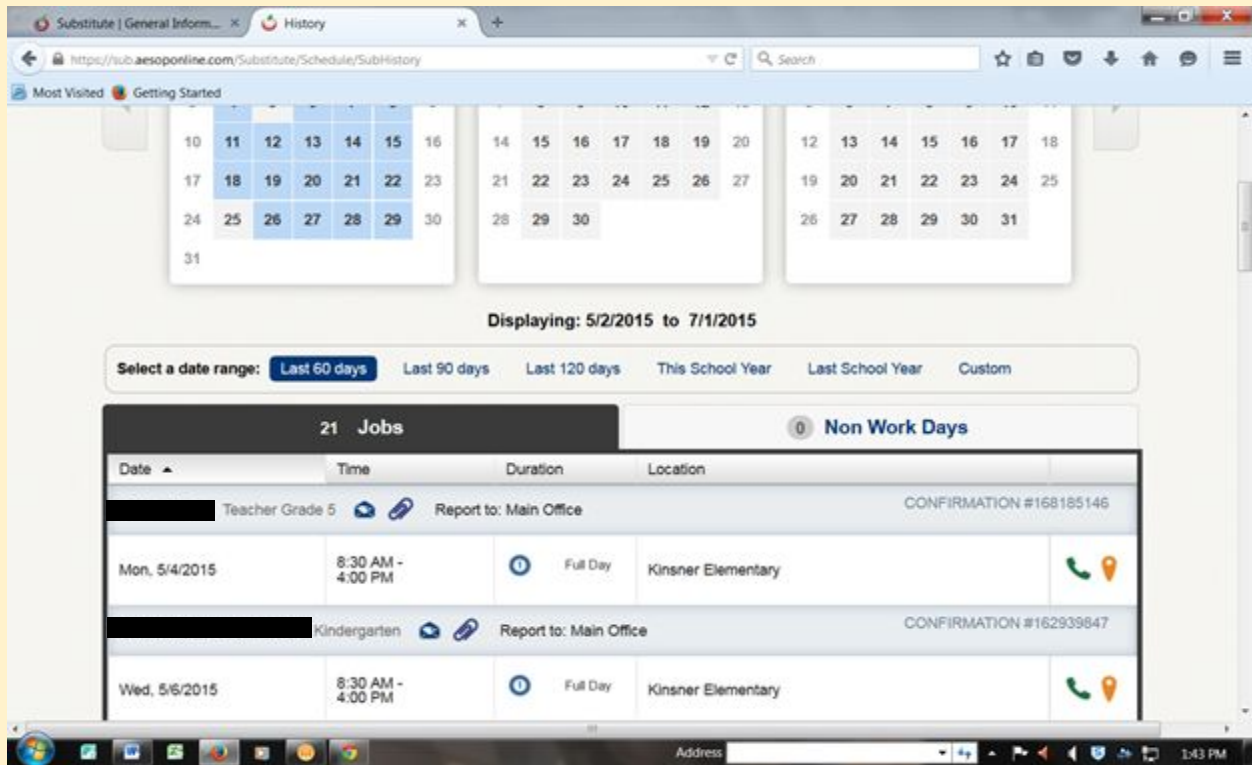
PREFERENCES TAB:
- **Personal Info:** We suggest you never change any information on your Personal Info tab without contacting Lori Greenland, 440-572-7037 so that she can update our other databases.
- **Change Pin:** Feel free to change your pin
- **Call Times:** We suggest you never change any information on your Call Times page.
- **Schools:** Your preferred schools may already be in Aesop, based on your certification area(s). You may, however, place your preferred schools in this preference area as well.
- **District List:** You will be responsible for creating this pin number if you are a substitute in Aesop in multiple districts.
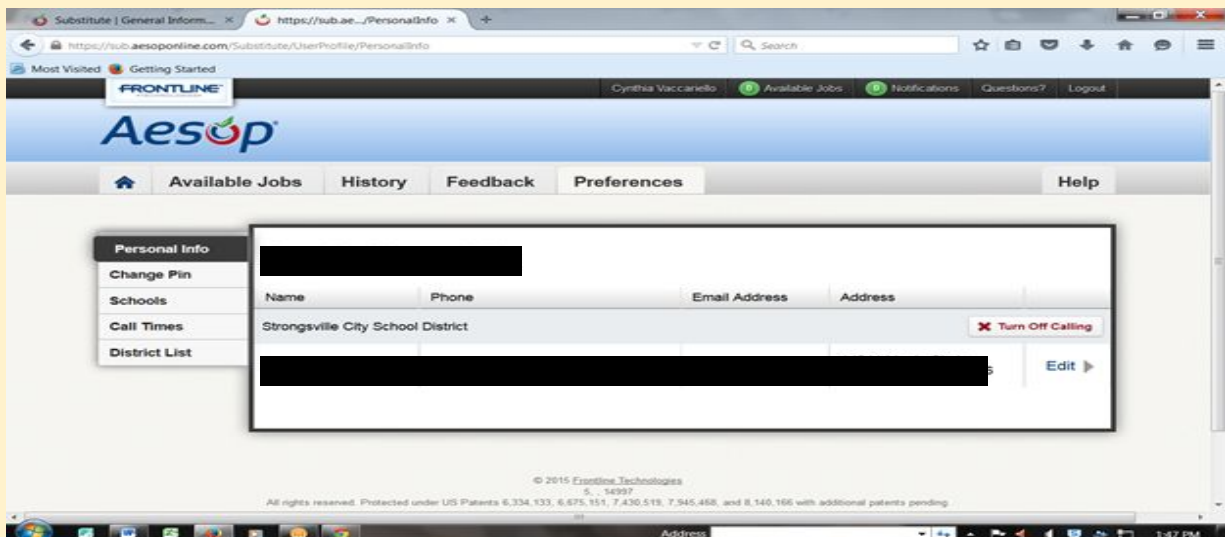
Answering an Aesop call

When Aesop calls, your Caller ID will probably show 1-800-942-3767, **however:** the actual 800 number varies often. These calls only come during the hours that Aesop is permitted to dial you. (*See call times in your account). If the phone number is Aesop's 1-800 number, it is a call about a job in a district you work in.

Answer the phone with a "hello." **You must speak into the phone.** Aesop is voice activated and will hang up if it does not detect your response. If you hang up on Aesop, or if Aesop gets your answering machine/voice mail, the system will wait at least an hour before calling you back.

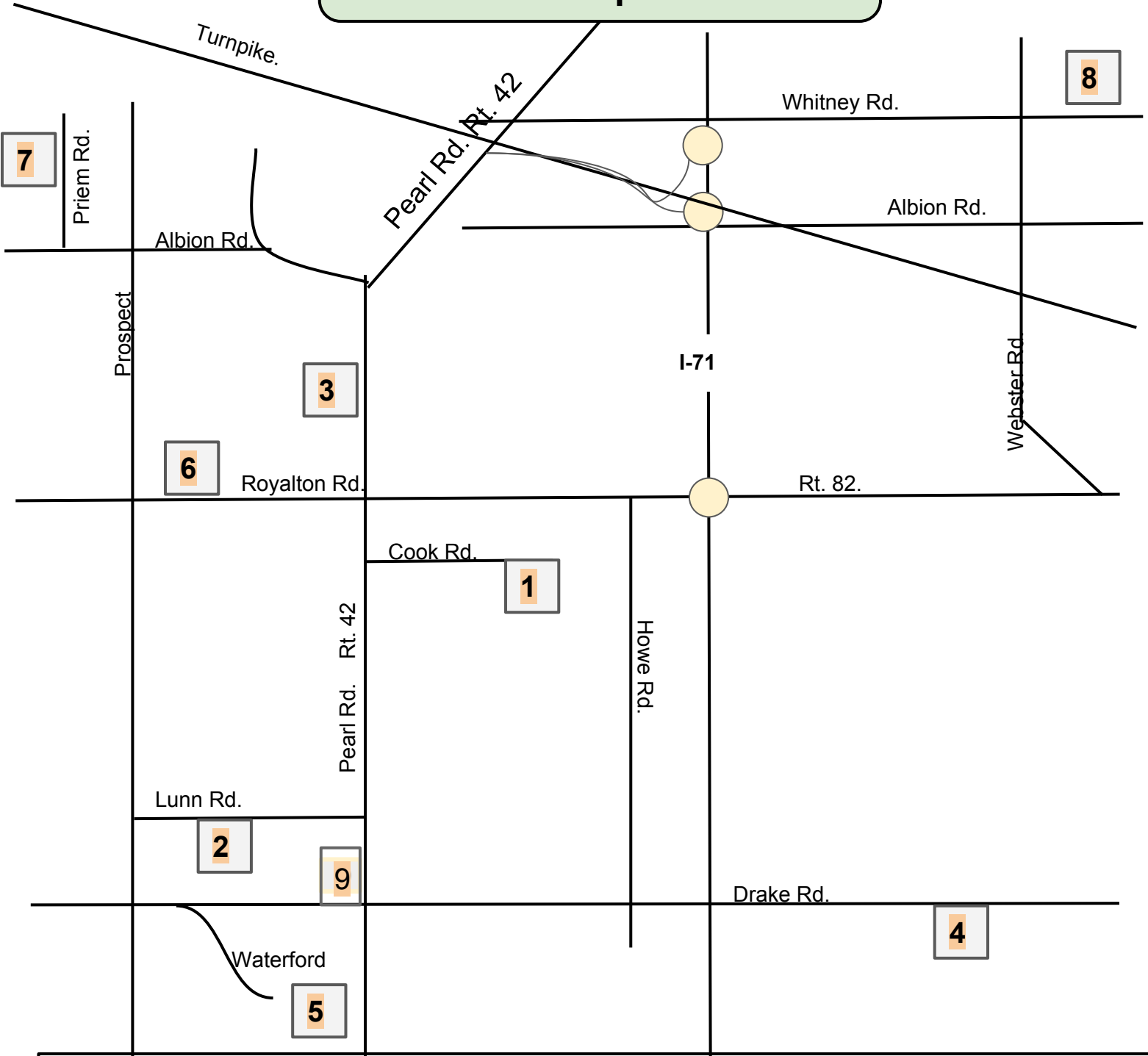## Listening to the Notifications and available assignments:

After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press 1. To prevent further calls today, please press 2. If the substitute that I'm trying to reach is unavailable, please press 3. To prevent Aesop from ever calling you again, please press 9." Press the appropriate key in response, in this case, press 1 to hear about the job(s). Aesop will then say: "I'm calling on behalf of (school district), for an assignment at (school). Please enter your PIN Number, followed by the # key. After you enter your PIN and press the # key, Aesop will play any Substitute Notifications, such as canceled absences and changed start or end times. For each available assignment, Aesop will provide the details, including the number of days of the assignment, the school name, the name and title of the absent teacher, the start and end times and the room or office to report to.

Responding to the offer

After you have heard the details of the assignment, you will be prompted to choose 1 to accept the job, 2 to hear it again, 3 to reject it but allow further phone calls, or 4 to reject the job and prevent more calls that day. If you accept the job and no other substitute has accepted the job in the meantime, Aesop will read the Confirmation Number. If you reject a job, Aesop will still call you back, even within 15 minutes, if other jobs need to be filled.

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Interchange

Strongsville City Schools Map

North

Turnpike.

Pearl Rd. Rt. 42

Whitney Rd.

8

Priem Rd.

7

Albion Rd.

Albion Rd.

Prospect

I-71

Webster Rd.

3

6

Royalton Rd.

Rt. 82.

Cook Rd.

1

Pearl Rd.   Rt. 42

Howe Rd.

Lunn Rd.

2

9

Drake Rd.

4

Waterford

5

1. **Strongsville Administrative Offices:**   **18199 Cook Avenue**
2. **Strongsville High School:**   **20025 Lunn Road**
3. **Strongsville Middle School:**   **13200 Pearl Road**
4. **Chapman Elementary School:**   **13883 Drake Road**
5. **Kinsner Elementary School:**   **19091 Waterford Parkway**
6. **Muraski Elementary School:**   **20270 Royalton Road**
7. **Surrarrer Elementary School:**   **9306 Priem Road**
8. **Whitney Elementary School:**   **13548 Whitney Road**
9. **Transportation Dept (BUS GARAGE)**   **15650 Pearl Rd (@ Rademaker)**