

STRONGSVILLE CITY SCHOOLS

SUPPORT STAFF SUBSTITUTE HANDBOOK



Welcome to the Strongsville City Schools!

You are a vital part of ensuring the school day goes on as planned. 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 in which 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 or administration and they 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.



TABLE OF CONTENTS

Contact Information Human Resources.....page 3

School Times.....page 4

Responsibilities and Dress Codepage 5

Pay Scale and Pay Datespage 6

AESOP log in procedures.....page 7-9

District Map.....page 10



CONTACT INFORMATION

**STRONGSVILLE CITY SCHOOLS - BOARD OF EDUCATION
18199 COOK AVENUE
STRONGSVILLE, OH 44136**

**Mrs. Jennifer Pelko, Assistant Superintendent
440-572-7037
jpelko@scsmustangs.org**

EMPLOYMENT QUESTIONS:

Application and hiring, License(s) and Renewal, Background check, Change of address, Resignation

Christine Olbrys: 440-572-7038
colbrys@scsmustangs.org

PAYROLL QUESTIONS:

(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



SCHOOL TIMES

HIGH SCHOOL:

FULL DAY STAFF:

7:05 a.m.- 2:40 p.m

STUDENTS:

7:20 A.M. TO 2:25 P.M.

MIDDLE SCHOOL

FULL DAY STAFF:

7:50 a.m - 3:20 p.m.

STUDENTS:

8:15 A.M. TO 3:00 P.M.

ELEMENTARY SCHOOL

FULL DAY STAFF:

8:30 a.m. - 4:00 p.m.

STUDENTS::

9:05 A.M. - 3:30 P.M.

STRONGSVILLE EARLY LEARNING PRESCHOOL:

FULL DAY STAFF:

7:30 a.m. to 3:00 p.m.

STUDENTS:

MORNING SESSION:

8:05-10:35 A.M.

AFTERNOON SESSION

11:30 - 2:00 P.M.

Responsibilities

The substitute should follow the work expectations and duties 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 area that were not designated for use in the provided plans.
5. 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.
6. 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.
7. Leave the area(s) as neat as possible at the end of the day with things placed back where they were found.
8. 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 going to be working in a food service/cafeteria position, you will need non-slip closed toe shoes, like tennis shoes, and very comfortable clothing or if you will be on a playground for recess, you may also dress casually with comfortable shoes. Also, depending on the weather in the fall and winter months, you will want to be prepared for outside duties if requested.

SUBSTITUTE RATE OF PAY AS OF AUGUST 1, 2017:

Please follow the rate chart below:

POSITION	HOURLY RATE
Aide / Ed. Aide/ Monitor / Bus Aide	\$ 9.31
Special Education Aide	\$ 11.75
Media Assistant	\$ 9.64
Cafeteria-food service	\$ 8.57
Clerical	\$ 9.98
Custodian	\$ 12.68
Maintenance	\$ 14.78
Bus Driver	\$15.32 -OR- \$ 14.50 FOR FIELD TRIP

Helpful information: Because the person that is absent indicates their position is a Secretary, that position is usually covered by another building employee and is substituted with a monitor for 2 or 3 hours.

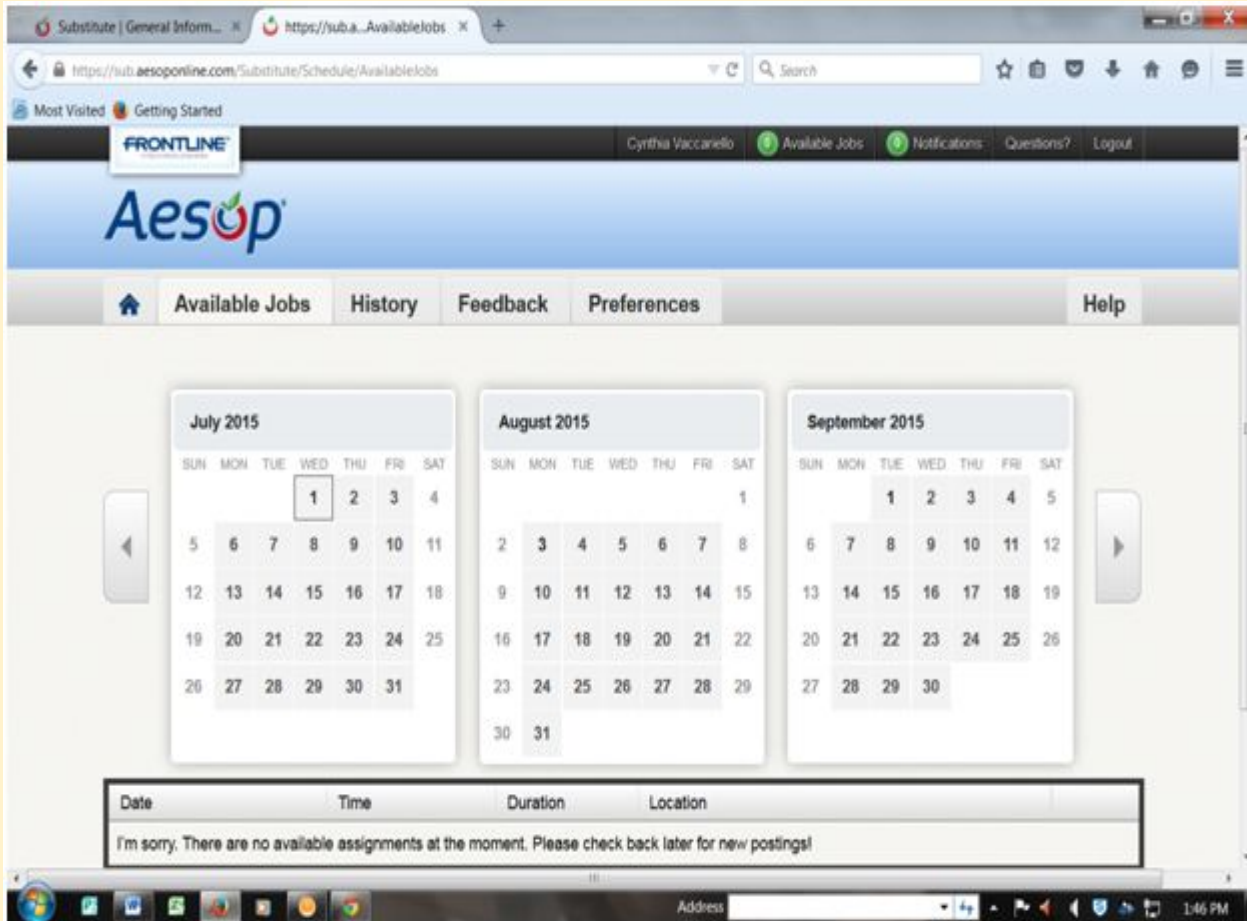
You cannot substitute as a Media Assistant unless you were trained. *IF the media assistant is only requiring a 2 hour substitute and the note to sub states "Monitor", then you will be a monitor and you may accept that position, even though you have not been trained as a Media Assistant.

*****STRONGSVILLE CITY SCHOOL PAY DATES:**

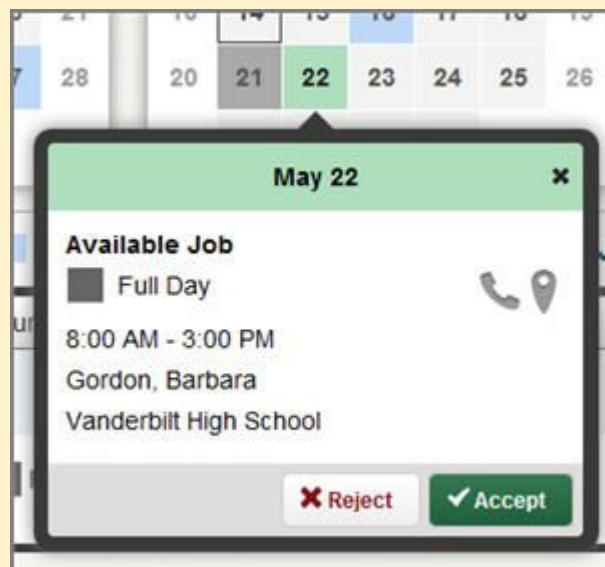
EVERY 10TH AND 25TH OF THE MONTH. IF EITHER OF THESE DATES LANDS ON A SATURDAY OR SUNDAY, THE PAY DATE WILL BE ON FRIDAY

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

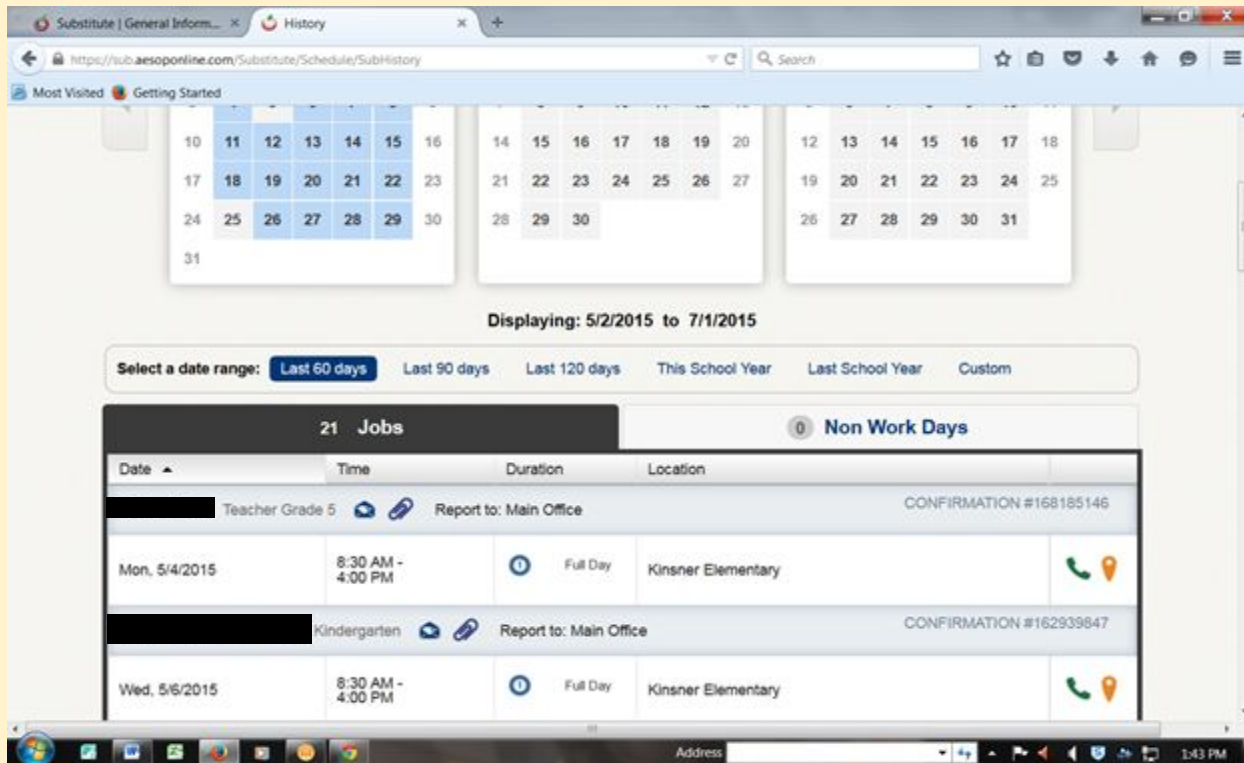
Below you will see a snapshot of what your home page will look like:



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 begin to open up.

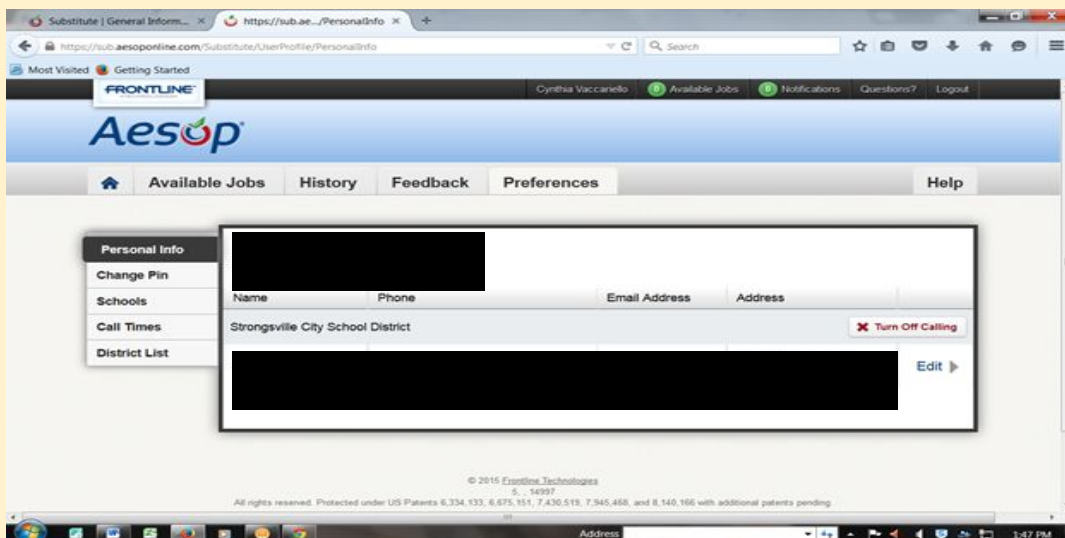


If you go to the “History” tab, your calendar will also show you all jobs you have taken.



PREFERENCES TAB:

- Personal Info: We suggest you never change any information on your Personal Info tab without contacting the contact person that is listed on the homepage of Aesop. (In the top corner, Aesop has a tab with the word 'Questions?'" Click there to find the Contact person.-Cheryl McCarthy)
- Change Pin: Feel free to change your pin
- Call Times: We suggest you never change any information on your Call Times page.
- Schools: We suggest you never change any information on your 'schools' tab.
- Call TimesWe suggest you never change any information on your Call Times tab
- District List: You will be responsible for creating this pin number if you are a substitute in Aesop in multiple districts.





On days that you do not already have an assignment and are still available to work, Aesop will call your phone.

Below is information regarding these incoming calls and how to accept/reject a position:

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:

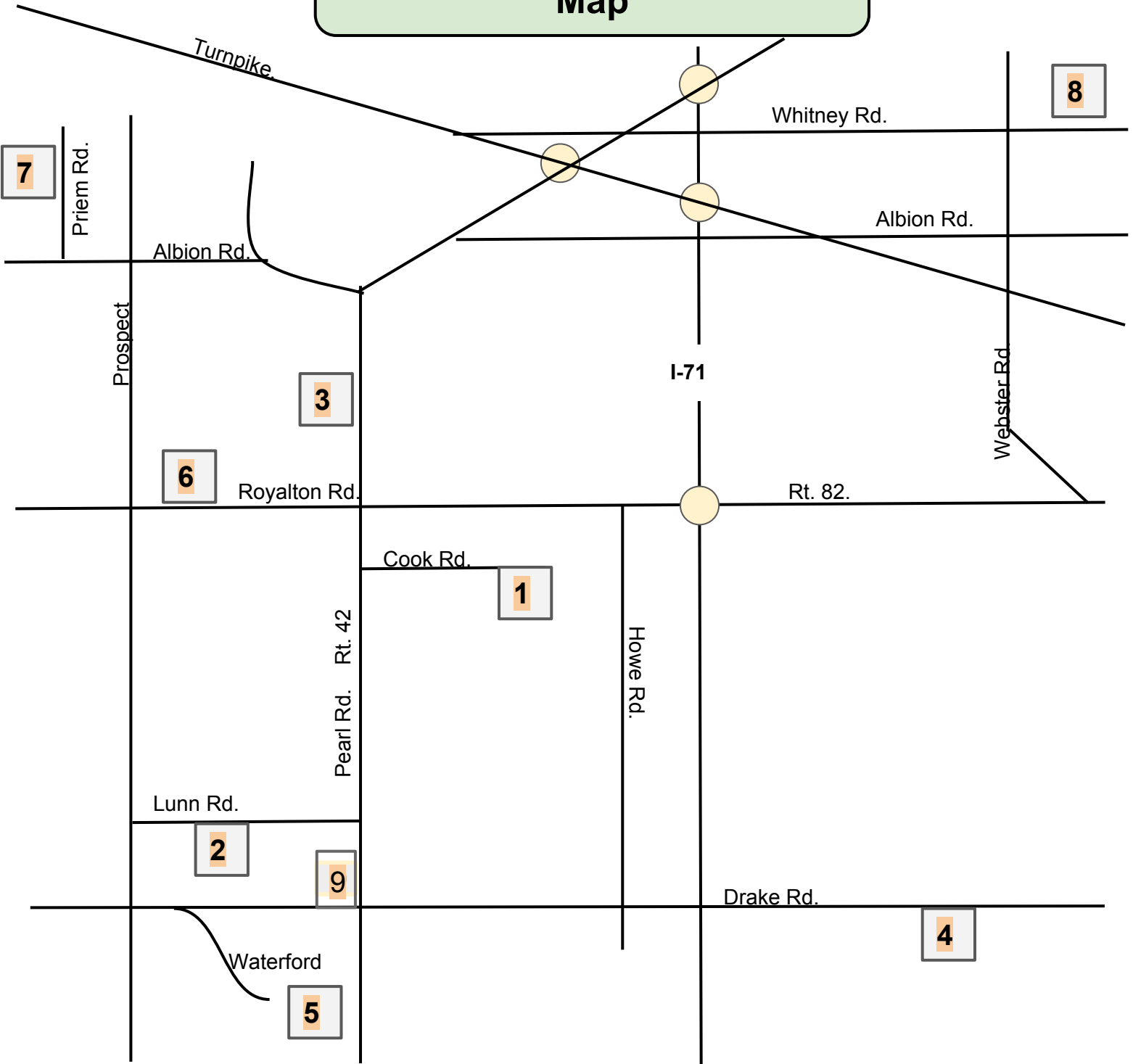
After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press 1. To prevent further calls today, please press 2. If the substitute that I'm trying to reach is unavailable, please press 3. To prevent Aesop from ever calling you again, 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.

● Interchange

Strongsville City Schools Map



- | | |
|---|------------------------------|
| 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. Surrarer Elementary School: | 9306 Priem Road |
| 8. Whitney Elementary School: | 13548 Whitney Road |
| 9. Transportation Dept (BUS GARAGE) | 15650 Pearl Rd (@ Rademaker) |