



Substitute Teacher Handbook

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Substituting is a valuable and important part of the total school program. As a substitute teacher you impact the students and the entire school community. We have confidence in your ability to provide this professional service; however, we recognize the challenges you face in the classroom in terms of providing continuity of instruction. The purpose of this handbook is to assist you in fulfilling that role.

You will find each principal or assistant principal available to assist you and answer any questions you may have regarding your assignment in his or her school.

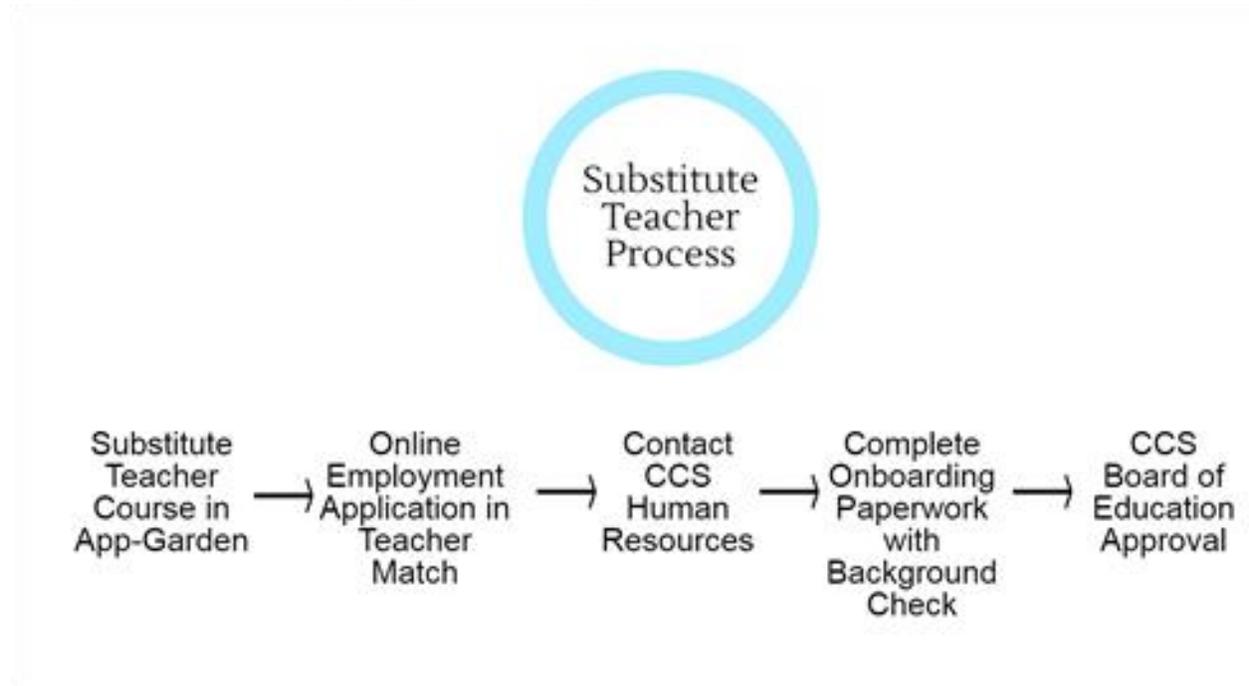
We appreciate your willingness to undertake this vital assignment.



You may be new to the area, a retired teacher, a parent interested in serving in your student's school, a current student teacher, or perhaps you are interested in becoming a teacher and want to see what the educational system is all about. Everything you need to know to become a substitute is below. Additional questions may be addressed to Angie Harris-Ramseur in the Human Resources department at 828-464-8333 or Angie_Ramseur@catawbасchools.net.

Information for new candidates without a teaching license, teachers who have taught outside Catawba County Schools and former CCS teachers who have been retired for more than one year:

Every candidate in this group follows the process below:



Training Requirement & Application Procedures

- We are very excited about our online substitute training. The training is offered by App-Garden University. There are many benefits to you as a substitute, such as the ability to train anytime and anywhere you have access to the internet. It is so important that we as a district keep you current on the Catawba County Schools Board of Education policies and procedures as well as giving you great tips and ideas for being a successful substitute teacher. This training is required of all substitutes in order for our district to meet compliance requirements.

Once you complete this training course, you will be given a certificate of completion and this will also be a record of your intent to substitute this school year.

There are two courses available for new substitutes:

1. **Substitute Orientation Course:** This section is for candidates who hold a teaching license but either have not taught for Catawba County Schools or have been retired from CCS for more than one year. The cost is \$34.00. In this course you will learn about current CCS Board of Education policies and safety measures to keep both you and our students healthy and happy.
2. **Effective Substitute Training Course:** This course includes information on how to be effective in your new classroom role as well as the Substitute Orientation Course noted above. Both courses together are offered by the App-Garden for \$39.00. Remember this course is for the candidate who has never held a teaching license.

You will go to the following link to purchase ONE of the two course selections: <http://appgarden1.app-garden.com/subtraining/catawbanc.pdf>. Once the purchase has been made, you will receive an email from App-Garden University with a link to the training.

The next step is to apply on Teacher Match for the Substitute Teacher position. This will allow our Human Resources department to access your information for processing purposes. Here is the link to apply:

<https://nc.teachermatch.org/jobsboard.do?districtId=270151618>

After you have completed the classes and your application on Teacher Match, you will need to contact the Human Resources Department. You may contact Angie Harris-Ramseur by phone at 828-464-8333 or email Angie_Ramseur@catawbасchools.net. She will walk you through the next steps so you can complete the process of becoming a substitute teacher for Catawba County Schools.

Information for Teachers who retired from CCS within the last year:

Teachers who retired during the last school year should contact Angie Harris-Ramseur in the Human Resources department by phone at 828-464-8333 or email Angie_Ramseur@catawbaschools.net. Your information is still on file with payroll and your coursework is current.

Information for Candidates who are currently Student Teachers:

Current student teachers may substitute in CCS classrooms with a completed application in Teacher Match and a letter of permission from your Dean of Education or Field Placement Officer. Please contact Angie Harris-Ramseur in the Human Resources department by phone at 828-464-8333 or email Angie_Ramseur@catawbaschools.net.

Custodian Substitute

How to Apply

To apply to be a custodian substitute you would go to Teacher Match (the link is below) and apply for the generic classified position. We will send for your references and complete a background check. You will also need to be board approved at the next Board of Education meeting. You will complete the on-boarding forms which includes a health form that will need to be filled out by your doctor and a TB test.

Once your application has been processed custodial substitutes will complete training with Morgan Williams in the Maintenance Department.

Job Description

A Custodian Substitute's job consists of general cleaning like sweeping, mopping, removing trash, cleaning bathrooms, vacuuming, etc.

Hours & Compensation

The hours will be flexible depending on what school is in need of a substitute.

Substitute Bus Driver

Information for candidates interested in being substitute bus drivers:

Please complete a Generic Classified application online through Teacher Match and then contact Ashley Martin by phone at 828-464-8333 or email at Ashley_Martin@catawbaschools.net.

Job Description

The **substitute teacher** is a person assigned to work in the absence of a regular **teacher** to aid students in understanding a subject matter.

Duties/Responsibilities

- *Reports to the school secretary, or designee upon arrival at the school building.
- *Reviews, as needed, with the designated contact person, all plans and schedules to be followed during the teaching day.
- *Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
- *Teaches the lessons as outlined, described, and prepared by the absent teacher.
- *Consults with the building principal or contact person before initiating any teaching or other procedures not specified in the lesson plan.
- *Assumes responsibility for overseeing pupil behavior in class and during lunch and/or other activity periods.
- *Reports in writing comments appropriate to the progress of the day's activities.
- *Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practices dictate.



Health Examinations

For initial employment, all employees of the school system must have a health examination. A health examination form will be given to you to take to your doctor to be completed. The health examination is made by a licensed medical examiner (your doctor) and will include a statement certifying that such person has been examined for tuberculosis. A completed health examination form must be on file at the human resources office before a substitute may be placed on the approved list.

Criminal Background Check

All substitutes submitted for approval will be required to undergo a criminal background check. The Board of Education shall review the criminal history it receives on an applicant. The Board shall determine whether the results of the review indicate that the prospective substitute

1. Poses a threat to the physical safety of the students or personnel, or
2. Has demonstrated that he/she does not have the integrity or honesty to fulfill his/her duties as a substitute.

Updating Information

It is important that you notify the human resources office regarding such personal information as change of name, address, or phone number. If you accept full-time employment, please call the human resources office so that your name may be deleted from the master list.

Completion of Effective Teacher Training or receipt of teacher certification should also be reported to the human resources office.

Long Term Substitute

Substitute teachers who are employed for more than five consecutive days will be advised by the principal and/or designee of any additional, applicable requirements and expectations. Long term substitutes must have an active NC teaching license.

General Information

In compliance with the State Board of Education regulations, Catawba County Schools

- shall employ substitute teachers in units of half or whole days
- will not pay teacher assistants as substitute teachers

Salary for Substitute Teachers

Substitute teachers may or may not be certified. Certification, as defined for substitutes, may include certification in North Carolina and may be in any subject area. The teaching license must be active to receive certified pay. Proof of certification is required.

A non-certified substitute will receive \$80 for a full day. A certified substitute will receive \$103 for a full day.

Substitute teachers are subject to payroll deductions as required by law. This includes Social Security, federal, and state income taxes.

Substitutes will be paid on the same monthly pay schedule as teachers. One check will be issued for all substitute work performed during the payroll period. Checks may be direct deposited, picked up at central office or mailed to the individual.

Maintaining a record of days and sites where you have worked is recommended for your record keeping purposes, if a discrepancy arises.

Insurance

Substitute teachers are covered by workers' compensation for accidents occurring during the school day. If you are injured on the job, please notify the school office immediately. Substitute teachers are covered under the general liability insurance policy for school employees.

Local School Procedures

Local school policies and procedures for fire, tornado and safety drills, daily and alternate schedules, attendance accounting procedures, seating chart(s), support services schedules, lunch schedules, collection of fees, special duties, etc., are filed in the Substitute Teacher Portfolio available in each school office or provided by the teacher.

Administrative Information

Notification Procedures

Once you have been approved by the Board of Education and completed all the necessary forms, you will be entered into our sub finder system called Absence Management formerly known as Aesop. Absence Management will email you your log-in information to give you access to your account where you can manage your work or non-work days, the schools at which you would like to sub, and the call times. Absence Management will call you at 5:30 am to notify you of available job postings. You may also check your account online or by phone 10 hours in advance to see if there are any job postings.

Once you accept a job, Absence Management will provide you with the following information:

- School name and location
- Teacher, subject and/or grade level
- Designated report and departure times

Blood Borne Pathogens

To ensure your safety in the event of blood or body fluid spills, please follow these procedures:

- Wear disposable gloves when assisting a child who has been cut or has vomited (locate these in the room(s) where you will be working)
- Notify the custodial staff when a child vomits or there is an injury involving blood
- In the event you cannot locate gloves, put something between your hands and the blood or vomit.

Tobacco-Free Workplace

The smoking of such tobacco products as cigarettes, cigars, or pipes and the use of smokeless tobacco are prohibited in all Catawba County School buildings, buses, and other county-owned vehicles. This ruling applies to students, school employees, substitute teachers, visitors, guests, patrons, vendors, and their guests.

Weapons on Campus

Possession of a firearm on school property is a felony. Only law enforcement and fire officials-in carrying out their official duties-are permitted to carry firearms on campus.

Child Abuse and Neglect

If you suspect a student has been abused or neglected because of visible injuries or the student's own testimony, notify the guidance counselor or principal. He/she will conduct a further investigation and follow reporting procedures to the Catawba County Department of Social Services.

Inclement Weather Policy

During inclement weather, schools may close. Substitute teachers do not report when schools are closed for students. Closing announcements will be made by 6:30 am by a phone call from Catawba County Schools or on local radio and television stations. Individual school principals will not notify you of school closings.

Acceptable Use Policy for Access to Networked Information Sources

The internet is to be used as a learning enhancement tool within the school setting only. Its use should be directly tied to the goals and objectives outlined in the North Carolina Standard Course of Study and focus on information retrieval, research skills, and critical thinking.

Students on the internet or other on-line services should be directly supervised at times.

A Substitute's Rights

As a substitute, you have the right to expect students to obey and comply with behavioral and academic directives in a respectful manner. Moreover, you have the right to request assistance and/or support from the principal or designee in providing and maintaining a productive classroom atmosphere.

Expectations and Responsibilities for Substitutes

Catawba County Schools-in its mission to provide a safe atmosphere, conducive to continued, consistent learning-maintains the following expectations for responsible substituting:

- Maintain direct supervision of students at all times. In the event of a classroom emergency, stay with your class. School employees serve in loco parentis (in place of parents). Notify the main office immediately by sending a responsible student or utilizing in-room communication.
- Respect the worth and dignity of each student. Under State and Federal constitution and statutes, students have rights and responsibilities. Catawba County Schools addresses these issues through site-based, annually distributed handbooks.
- Maintain confidentiality. Information concerning students-academic, disciplinary, or emotional-is highly confidential. Failure to maintain that confidential information will be deemed as unsatisfactory performance. Any discussion of an individual student should be done within the confines of the school and only for the express purpose of meeting that student's needs.
- Set a professional example. The Board expects all employees to set an example for students through their courteous demeanor, professionalism, and dress. Your attire should reflect your specific assignment. Each principal shall determine the dress deemed appropriate for the employees at his/her school.
- Understand the administrative responsibilities and policies which apply to substitutes as well as full-time employees. Those matters are addressed in this handbook.
- Familiarize yourself with the Student Conduct Code overview and the Strategies for Effective Classroom Management found in this handbook.
- Recognize your role within the school. Make every effort to fulfill substitution commitments. Last minute cancellations place a hardship on the school.



The Substitute's Checklist

- ✓ Report to the office upon your arrival.
- ✓ Check the teacher's box for attendance sheets, important information, keys, etc. (The box should also be checked during planning time and at the end of the day).
- ✓ Report to your assigned room.
- ✓ Familiarize yourself with the room layout paying special attention to evacuation routes. (Fire exit chart posted in the room)
- ✓ Familiarize yourself with the communication system (phone in room, etc.)
- ✓ Review lesson plans and needed materials. Make certain all necessary supplies are available.
- ✓ Check the day's schedule and note the times for:
 - Lunch
 - Class changes
 - Special activities
 - Times when students leave for ESL or EC classes
- ✓ Review medical information; note students with special health issues. Make certain those students taking medication go to the office at the appropriate time. **Under no circumstances are you to administer any kind of medication to students. Any medication that is brought in should be taken directly to the office.** (Be sure you are sending the correct student to the office.)
- ✓ Write your name on the board.
- ✓ Follow the teacher's attendance procedures upon student arrival; implement lesson plans immediately.
- ✓ Make notes on the following:
 - Beginning/ending pages
 - Student questions or concerns
 - Student behavior
 - Special announcements
 - Equipment problems
 - Parent contacts
 - *K-3 confer with the teacher assistant about any schedule questions, classroom procedures and student needs.
- ✓ Follow teacher's instructions with regard to the grading of papers.
- ✓ Collate at the end of the day all relevant materials for the teacher's return.
- ✓ Make certain the room is clean and orderly; turn out all of the lights and close the door.

Please Note

Before changing any of the provided lesson plans, please consult the principal or his/her designee.

Student Conduct Code

Student Regulations

The Catawba County Board of Education, as authorized by law, recognizes its responsibility to provide an atmosphere conducive to learning and to ensure the safety and welfare of students and employees. This responsibility mandates the authority which school officials have over all students at school, at school activities (on and off campus), and on buses. Summarized below are the student behaviors which are identified either as disruptive to the learning environment or as threatening to the safety and welfare of students and teachers:

- Intimidating school employees by either sign or physical abuse
- Possession/use/being under the influence of alcohol, narcotics, or drugs
- Stealing or extortion
- Willful or malicious damage to property
- Fighting/assault or the cause of personal injury
- Use of abusive/insulting language
- Disturbance in the classroom which disrupts the teaching/learning process
- Insubordination
- Cutting class/truancy/leaving school without administrative approval
- Unacceptable contact between sexes
- Abusive language to other students
- Gambling possession of electronic equipment, whistles, or devices which cause noise/disturbance
- Use/possession of tobacco products
- Sexual harassment
- Possession of weapon(s) on campus

The substitute teacher should exercise professional judgment in addressing violation of the code of conduct. Depending upon the nature of the violation, the substitute teacher may refer the student(s) to the principal or designee.

The substitute teacher should report in writing all classroom behavior problems/infractions to the regular teacher.

Additional school and/or classroom conduct codes/policies will be provided by the local school and the classroom teacher.

A Substitute's Self-Evaluation

Good teaching requires constant reflection. Completing an evaluation after each substituting experience will help you better prepare for your next assignment.

Date _____ Whole Day _____ Half Day _____ AM ___ PM ___
School _____ Substituting for _____ Grade(s) _____
Yes No NA

I arrived early, checked in at the office, and thoroughly reviewed the day's plans before the students arrived.

I greeted the students at the door, introduced myself, And outlined my expectations for them.

I quickly engaged students in learning.

I treated each student with respect and fairness.

I maintained my composure, even in difficult situations.

I followed the classroom teacher's lesson plan to the best of my ability.

I completed all extra duties assigned to the classroom teacher.

I left detailed notes regarding the day's events.

I left the classroom in order:
Windows closed and locked
Lights off
Door closed/locked

I had a good day!

Next time I sub, I will

Catawba County Schools 
Substitute Teacher –Frequently Asked Questions

Q. When did Catawba County Schools' District start using the Aesop system?

A. November 5th, 2007

Q. Do I have to fill out any paperwork in order to use AESOP?

A. **No**, not if you are already an active substitute for Catawba County Schools' district.

Q. When do I start using the system?

A. Once you receive your Aesop Welcome Letter from Human Resources.

Q. How do I accept a job?

A. You either go to the web site and click on "search jobs," or use the phone.

Q. What is the 1-800 number and web site?

A. 1-800-942-3767 or www.aesoponline.com

Q. I am having problems logging on – can you help me?

A. Make sure you are using the correct ID and Password
Refer to Welcome Letter or contact your Aesop Administrator-Angie Harris-Ramseur at 828-464-8333 ext. 180372.

Q. Who do I call if I am having problems?

A. Angie Harris-Ramseur in Human Resources- refer to your Welcome Letter for contact information.

Q. Can I use both the computer and the phone?

A. **Yes**.

Q. I do not have a computer – will that put me at a disadvantage?

A. **No**. You will simply use the phone system to interact with Aesop.

Q. What if Aesop calls and I miss the phone call?

A. You can simply call Aesop back using the 1-800-942-3767 or log onto the web site.
Note: Aesop calls less than 20% of the time. Substitutes must be proactive in searching for jobs by phone or internet.

Q. I do not want Aesop to call me on certain days – Can I change this?

A. **Yes**. Log into the Aesop web site, go to Preferences, Call Times. There are various call time options such as calling times, certain days of the week and setting up non-workdays.

Q. What will show up on my caller ID when Aesop calls?

A. The Aesop phone number of 800-942-3767 will display on your caller ID.

Q. Is the phone automatically updated with jobs when someone enters an absence on the Internet and vice versa?

A. Once an absence has been created, both the phone and internet will be updated at the same time. If you remain logged into Aesop via internet, for any length of time, you may need to "refresh" your screen to see any updates.

Q. Does Aesop call in alphabetic order or randomly?

A. Aesop will call in random order.

Q. How many days in advance will Aesop call me?

A. Aesop will make a call no more than one day in advance of the start date of an unfilled absence. As a substitute, you must be proactive in searching for jobs since Aesop will call less than 20% of the time.

Q. When I answered a call from Aesop, it was already half way through the message...why?

A. Common ringtones such as "Please enjoy the music while your party is reached" activates the Aesop system to start the message. The system thinks that someone has picked up the phone, so Aesop begins going into its speech. If no response at all from you, Aesop simply says "No response received, Goodbye." If this happens, you may simply login into Aesop by phone or internet and accept the job if it is still available.

Q. What if there are schools that I do not want to go to? (Or, if the district already had a list of which schools I would go to, do I have to give it to them again?)

A. Once a substitute is set up in Aesop, they are available to all schools in Catawba County Schools' district. A substitute may set up a preferred school(s) list in Aesop. This is available on the web site.

Q. How do I select which schools I want to see jobs at or do not want to see jobs at?

A. Log into the web site. Go to "Preferred Schools." Notice the heading choices at the top before you select your schools.

Q. What if there are subjects that I don't want to teach? (Or, if the district already had a list of which subjects I would teach, do I have to give it to them again?)

A. When Aesop calls to offer you a job, you will hear a recording of the job stating the teacher's name and subject area. You may choose to accept or decline the job. Note: **DO NOT** hang up on Aesop. Always choose an option to accept or decline the job.

Q. Is there any limit to the number of jobs a sub can take at a time? (In other words, can someone who's really aggressive take all the jobs?)

A. A sub can only work one job at a time. Aesop will not allow a sub's job to overlap. An aggressive sub can accept jobs for the whole week, if jobs are available, but a person can only be in one place at a time. *(Exception to this rule would be if you have accepted 1/2 day jobs, see next question)*

Q. Can I sub at two different schools in the same day, if the absences are 1/2 day absences; such as a 1/2 day morning absences at one school and a 1/2 day afternoon absence at another school?

A. It is **not** recommended that you accept jobs at two different schools for the same day. Commuting time can be an issue, unless the absences are at the same school, or unless the schools are very near each other.

Q. What if I've been a preferred sub for several teachers (or a school) – can I still be?

A. **Yes.** Teachers and schools have a choice to add substitutes to their preferred substitute list in AESOP.

Q. What if a teacher asks me to sub for him/her – how does that work?

A. This is a school based decision. Some Principals within our district have allowed teachers to assign their preferred subs to an absence; others have not. At schools where this is not an option, a teacher will enter the absence, and then the sub will login to AESOP by phone or internet to accept the job.

Q. If I accept a job for today will Aesop continue to call me?

A. No. Once you accept an absence for today, Aesop will NOT call you, nor will you see other jobs available on the web site for today.

Q. What if there are certain days I cannot work, how do I let Aesop know?

A. Go to the web site and schedule Non-workdays on your interactive calendar.

Q. If I accept a job over the phone, do I have to update my interactive calendar on the web?

A. **No.** Your calendar will be automatically updated.

Q. I cannot find any jobs – can you help me?

A. There may not be jobs available at this time. You may need to increase the number of your preferred schools. This is done through the web site. Make sure you did not schedule a non-work day on your interactive calendar for the day you are trying to search.

Q. If I change my phone number or PIN, how long does it take for that to become effective?

A. Instantaneously. Remember: your PHONE number is your login ID number!

Q. How often can I change my phone number? For example, if I am going to be out during the day, can I change it to my cell phone number, then back again later that day?

A. **Yes.** You can change your phone number (and pin number) as often as you deem necessary.

Q. Can I cancel out of a job?

A. **Yes.** Any jobs that you accept, but are unable to fulfill, must be cancelled immediately in AESOP by going online or calling into the system by phone!
A courtesy call to the school is recommended, but not required.

Q. What if I forget to cancel a job in Aesop?

A. Any jobs not cancelled in Aesop will be counted as a no-show at the school(s), and reported to Human Resources. Repeated instances of not showing up would place you in jeopardy in terms of continuing to substitute for the district.

Q. How late in the morning can I cancel myself out of a job?

A. The Absence Cut-off time for the school(s) is also the cut-off time for subs to cancel for that day. Each school times are a little different. Cut-off times can range between 6:30 am – 7:30 am.

Q. What if I forget the details to the absence? Can I retrieve them from Aesop?

A. **Yes.** Log into the web site and go to "View My Schedule" and the detail information is listed below. You can also review your upcoming schedule over the phone.

Q. Do I need to enter my mailing address in Aesop?

A. **Yes.** You have access to update your mailing address and phone number anytime by logging into the Aesop web site. Go to "Preferences-Personal Info."

NOTE: Any name/address/telephone changes must be sent to Human Resources on a "change of address" form as well. This form will be updated in Human Resources, and then sent to our Payroll Dept for updates. These forms are available at the school office or H.R. (Copy of social security card must accompany any name changes.)

Q. Do I need to enter my email address in Aesop?

A. **Yes,** if available. Log into the web site. Go to "View Personal Information."

Q. Do I need to record my name with Aesop?

A. **Yes.** It is important that you record your first and last name with Aesop. This is to prevent Aesop from having to spell out your name when it calls to offer you a job.



Basic AESOP Training Videos and Quick Start User Guides are available online.

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Catawba County Schools

General Frequently Asked Questions for Substitute Teacher Training

Q. How much do substitutes get paid?

A. *Non-Certified substitutes (you do not hold a teaching license) are paid \$80.00 a day. Licensed substitutes receive \$103.00 a day (Proof of teaching license required). Out of State Licenses and expired licenses receive \$80.00 a day.*

Q. When do substitutes get paid?

A. *Checks are released the last business day of the month.*

Q. Who do I contact regarding my paycheck, if there is a problem?

A. *Please contact our Payroll Department at 828-464-8333 ext.349.*

Q. Are paychecks mailed?

A. **No.** *You must choose one school at which you would like to receive your check/stub. You may also choose to pick your check/stub up in the Payroll dept. located at the CCS Center for Administrative Services building.*

Q. Is direct deposit available?

A. **Yes,** *direct deposit is available. You must fill out a direct deposit form. You must choose a school location or the payroll dept. at the Annex to pick up your stub. See Angie Harris-Ramseur in Human Resources.*

Q. Do substitutes receive benefits?

A. **No,** *substitutes do not receive benefits.*

Q. Are substitutes considered full-time or permanent employees?

A. **No.** *Being placed on a list to be called as a substitute teacher, actually working or being called to work as a substitute teacher in no way means you are a full-time or permanent employee of Catawba County Schools.*

Q. Do substitutes work 40 hours in a week?

A. *Catawba County Schools does not guarantee a set amount of working hours in any one week. Substitutes cannot work more than 15 full days a month or 120 hours a month.*

Q. What is AESOP (Automated Educational Substitute Operator)?

A. *This system allows teachers to put in "planned" absences well in advance of the date they will be out. This gives the substitute the opportunity to search and accept jobs (absences) in a proactive manner via the internet and/or telephone. Once all paperwork is processed, substitutes will receive more information along with login ID & pin numbers.*

Q. How often are substitutes called to sub?

A. *Substitutes must be proactive in searching for jobs (absences) in AESOP; however, AESOP will make random calls two days before an unfilled absence. Certain circumstances may require a school secretary to make a verbal call, to a sub, to fill an absence.*

- Q. **Can substitutes search for jobs in the classroom?**
 A. **No.** *Do not search for jobs while you are supervising a classroom. It is a school-based decision as to whether a substitute can access a computer during times that supervision of a classroom is not needed. Ex. Before school/after school, planning periods etc... (See school principal)*
- Q. **Can substitutes bring their personal computer with them when substituting?**
 A. **No.** *Catawba Co. Schools does not permit subs to bring their personal computers and attach to our network. There are security issues (virus protection, malware, etc...) associated with any non-CCS device. Network resources must be reserved for instructional purposes. Also, as a substitute, you must be supervising your classroom, not messing on a computer or even searching for jobs in Aesop.*
- Q. **How do substitutes get an I.D. badge?**
 A. *Please see the **Secretary** at the school where you substitute and they will give you one to wear for the day, you must return it to the front office before you leave that day.*
- Q. **Are substitutes required to stay on the job all day or may we arrive late, or leave early if the teacher's planning schedule allows?**
 A. *Substitutes are **required** to stay **all day** at the school. Often a principal will request that the substitutes cover an additional class(es) or other duty during the absent teacher's scheduled planning period. Special arrangements may be made if a substitute must arrive late (during an early morning planning) or leave early (during an afternoon planning) if done in advance with the principal.*
- Q. **Are substitutes required to drive a bus?**
 A. **No**, *only full-time permanent employees (teacher assistants / cafeteria workers) are required to drive a bus.*
- Q. **When do substitutes turn in the health form?**
 A. **All** *paperwork must be submitted and processed before you are added to our substitute list. This includes the health form.*
- Q. **How will I know if I have been processed and available to sub?**
 A. *You will receive by email a Welcome Letter from AESOP. This will include your Login ID and PIN.*
- Q. **Do substitutes receive a certificate for completing Catawba County Schools' district Substitute Teacher Training course through App-Garden?**
 A. **Yes.** *A certificate can be accessed and printed on the App-Garden site.*
- Q. **Can I let the schools, of my choice, know that I have taken the substitute training course?**
 A. *You may contact the schools **ONLY** after you have received your Aesop information. You will also need to set your preferred schools up in Aesop. (You will receive this information after you are processed)*
- Q. **Can I sub in the school cafeterias?**
 A. *You must take the Child Nutrition training class before subbing in our school cafeterias. Check our website for training dates.*

Q. Can I substitute for Newton-Conover and Hickory City Schools?

A. *Newton-Conover and Hickory City Schools are in a separate district. You will need to contact those districts regarding their substitute program.*

Q. What if I do not have a computer to do my online substitute application?

A. *Public libraries, Job links at CVCC, Employment Security Commission, and friends/relatives are all places that you may be able to use a computer with internet access. The Human Resources department at the Central Office has a computer you can use. **Appointment required.***

Q. How should substitutes dress?

A. *Appropriately. Please refer to the policy manual Staff Conduct / Dress, Policy No. 7.1710*

Q. How many days can I work?

A. **ALL** substitutes can only work 16 days/120 hours per calendar month per ACA Regulations.

