

# **SUBSTITUTE RESOURCE GUIDE**



## **Henry County Public Schools 2023-2024**

**Mission Statement:** Empowering leaders and life-long learners for an ever-changing world.

**Vision:** A district of educational excellence, the pride of our community.

Dear Substitute:

Thank you so much for signing up for one of the most challenging and rewarding jobs – that of a substitute teacher and/or instructional assistant!

We hope this resource guide will provide you with all the basic information you need to get started in this position. However, we are always available to answer any questions, listen to feedback or suggestions, offer advice or act as a liaison between you and the schools you serve.

You can also access all Henry County Public Schools' policies and procedures on our district website ([www.henry.kyschools.us](http://www.henry.kyschools.us)), as well as an employee handbook. Additionally, personnel at every school in the district can provide you with assistance.

Our substitutes play an invaluable role to the district. Know that you are appreciated! We are grateful to you for providing a safe learning environment for our students while their teachers are absent.

Again, thank you serving our students in this way. We know subbing is not always easy and we appreciate your dedication and hard work. Good luck and have a great year!

Sincerely,

*Melissa Blankenship*

Melissa Blankenship  
Substitute Teacher Coordinator  
Henry County Public Schools  
melissa.blankenship@henry.kyschools.us  
(502) 845-8600 / (502) 220-3182 / (502) 947-7402

## IMPORTANT CONTACTS

Henry County Board of Education  
326 South Main Street, New Castle, Ky. 40050  
(502) 845-8600  
[www.henry.kyschools.us](http://www.henry.kyschools.us)

Frontline Substitute Management  
1-800-942-3767  
[www.aesoponline.com](http://www.aesoponline.com)

Educational Professional Standards Board  
<https://kecs.education.ky.gov/>

Melissa Blankenship,  
Substitute Teacher Coordinator  
[Melissa.blankenship@henry.kyschools.us](mailto:Melissa.blankenship@henry.kyschools.us)  
(502) 845-8600 ext. 1008  
(502) 220-3182 / (502) 947-7402

## OUR SCHOOLS

### Henry County High School

1120 Eminence Rd  
New Castle, KY 40050

502.845.8670

**Principal:** Shannon Sageser  
**Asst. Principal:** Kevin Webster  
**Secretary:** Tina Blevins

### Henry County Middle School

1124 Eminence Rd  
New Castle, KY 40050

502.845.8660

**Principal:** Emily Edwards  
**Asst. Principal:** Currently vacant  
**Secretary:** Stacie Stivers

### Campbellsburg Elementary

270 Cardinal Drive  
Campbellsburg, KY 40011

502.845.8630

**Principal:** Amy Treece  
**Secretary:** Gayla McIntosh

### Eastern Elementary

6928 Bethlehem Rd  
Pleasureville, KY 40057

502.845.8640

**Principal:** Angie Denny  
**Secretary:** Linda McAllister

### New Castle Elementary

182 South Property Rd  
New Castle, KY 40050

502.845.8650

**Principal:** Rick Lumpkins  
**Secretary:** Trisha Lankford

### Early Childhood Center (Preschool)

182 South Property Rd  
New Castle, KY 40050

502.845.8656

**Principal:** Stephanie Melton  
**Secretary:** Jennifer Kelley

## **SUBBING AT HCPS**

### **Requirements**

Substitute teachers are required to have completed at least 64 college credit hours while maintaining a minimum 2.45 GPA, or have obtained a Bachelor's, Master's or doctoral degree. Substitute instructional assistants must have a high school diploma or equivalent.

They must also successfully clear two background checks – one federal and one with the Cabinet for Health and Family Services – and provide three positive references attesting to their character, demeanor with children, and abilities. Substitutes must also submit to a work physical, which includes a tuberculosis risk assessment.

In the state of Kentucky, substitute teachers who have not been certified teachers must also apply for and obtain annual emergency certification through the Kentucky Educator Credentialing System (KECS).

Substitutes must also complete annual training and paperwork provided by the district such as physical restraint training and our Code of Ethics.

### **Salary**

You were provided a copy of the HCPS salary schedule for substitute teachers and instructional assistants, as well as information on how to access your pay stub using Estub.

Certified teachers who fulfill a long-term assignment in their certification area will be paid at their daily rate after working 20 consecutive days.

### **Pay Periods**

Employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Assignments worked from the first of the month through the fifteenth will be paid on the 30<sup>th</sup>, while assignments worked from the sixteenth to the end of the month will be paid on the 15<sup>th</sup> of the next month.

Retired teachers and state employees are responsible for understanding the parameters under which they are allowed to continue working, including their daily wage which will be needed in the event the sub accepts a long-term assignment.

### **Payroll & Benefits**

If you have any questions regarding human resource issues, please contact Kristy Yates at the Board of Education at (502) 845-8600 or [Kristy.yates@henry.kyschools.us](mailto:Kristy.yates@henry.kyschools.us).

### **Expectations**

Substitutes with Henry County Public Schools agree to comply with the responsibilities outlined in the job description signed at initial employment.

As an employee of Henry County Public Schools, substitutes are also held to the guidelines of our Employee Handbook, which is available online on our website ([henry.kyschools.us](http://henry.kyschools.us)). If you prefer, a hardcopy can be made available to you.

Above all, substitutes must ensure all students' safety, execute the provided lesson plans to the best of his or her ability and conduct themselves in a professional manner in alignment with the HCPS Employee Handbook and Code of Ethics.

### **General Guidelines/Tips for a Good Day**

- Check in with the secretary upon arrival to school and please be on time. If you are going to be late, please contact Melissa Blankenship or the school directly to advise them of your arrival time.
- If you have to cancel an accepted assignment, please do so as early as possible to allow time to find a replacement sub. Contact Melissa Blankenship.
- Arrive in time to locate your classroom, the nearest bathroom, the break room and your nearest neighbor (you may need help during the day). Check to see that you have class rosters, and review the lesson plan to make sure you understand it well enough to implement it. If not, you'll need to find someone to ask for clarification (another teacher, administrator, secretary, etc.).
- Always ask for the phone extension to the office in case you need to call for assistance at some point during the day.
- Lunch can be on your own (bring from home) or you can purchase lunch in the cafeteria. You typically only have 20 to 25 minutes for lunch so it usually isn't feasible to leave school grounds during this time.
- Be proactive and interactive with students. Engaged subs experience more success in the classroom than those who passively supervise students.
- Please use your cell phone only on breaks and in between classes.
- Please dress appropriately for the assignment. Be aware that preschool and elementary classes might have you sitting on the floor or out on the playground.
- Please do not take photos or videos of students on your cell phone, or post any information about your classes or students on your personal Facebook page.
- Follow the lesson plan provided to the best of your ability and leave notes for the teacher describing how the day went, unexpected interruptions, great helpers, behavior issues, etc. Leave any collected work as organized and possible and tidy the room before you leave. Maintain the schedule provided.
- If anything in your classroom is damaged or broken during your assignment, please report that to the secretary before you leave for the day and leave a note about it for the teacher.
- Substitute teachers may have an instructional assistant or a collaborative special education teacher in some or all of your classes. Defer to that individual's expertise and work with him or her to execute that day's lesson plans.
- Regarding physical contact: The best rule of thumb is to reciprocate, but not initiate. Smaller students may come up to you and grab your hand, hug you around the waist, etc. If the child initiates the physical contact, you may choose to reciprocate with a pat on the shoulder, etc. If an older student offers you a high-five or fist bump, you can choose to participate. However, NEVER lay a hand on a student in a manner to discipline or "make" them do anything. For example, do not take a student by the shoulders and force him to sit down. If a student is not responding to your verbal commands, that student needs to be addressed by a member of the school administration. Seek assistance from the office.
- If you see bullying, abusive or offensive behavior, report it to the office.
- Do NOT leave students unsupervised at ANY time, and do not send a disruptive student to the office or to ICE on their own. Call for assistance.
- If you allow a student to leave your room for a viable reason, please send them with a hall pass. Do not send multiple students out of the room together. Generally, we do not refuse students who ask to use the restroom, but we can limit older students to one trip per class period.

- Avoid using sarcasm with students, as it might be mistaken as inappropriate or offensive. Some students may not be able to clearly understand you are being sarcastic while others may be incredibly sensitive.
- It is your responsibility to check for emergency procedures in your classroom. They should be posted in a visible way in the room. If your room does not have procedures posted, please seek a copy from the office.
- If a situation arises in which you think a student needs medical attention, please call the office immediately.
- As an employee of HCPS, remember that information about our students, their abilities, their families, etc. is considered confidential. Do not discuss any aspect of a student with anyone other than school personnel. All information regarding students is to be held in strict confidence. Do not post sensitive information about students or our schools on your social media.
- YOU ARE THE ADULT IN THE ROOM! Maintaining good professional relations is an important responsibility for all of us in the teaching profession. Mutual respect with students and staff is essential. Be the mentor or advisor, not the friend.
- Understand that anything you say and do may be recorded or videotaped by students in your room and our schools are all equipped with cameras. I say this not as a scare tactic, but as a reminder that you are always being watched, and in this day and age, you may be seen by thousands on social media. Conduct yourself accordingly.

### **Classroom Management**

Each school has instituted a shared behavior plan or program that carries throughout the school. Students will be taught expectations regarding behavior in accordance with these plans, and hear the terminology repeatedly and understand what is being asked of them.

Younger students will require a great deal of prompting and redirecting as they get easily distracted. With older students, one or two redirects, followed by a general statement that he or she will receive credit for the work they do in class, will usually suffice. At that point, students have either decided to do their work that day or not. Additional “nagging” from the sub will only irritate and perhaps escalate the student into inappropriate behavior.

Every school has personnel on hand who will assist you if a student becomes a behavior problem. If you sense that a student may need to speak to an administrator or counselor, please call the office. Do not allow the situation to escalate.

### **Physical Restraint Policy**

Use of physical restraint by all school personnel is permitted only when a student’s behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological wellbeing for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

## **Mandated Reporter**

Kentucky law requires every employee – full-time, part-time or substitute – to immediately notify the Cabinet for Health and Family Services and/or the Kentucky State Police if they have any reasonable indication that a child is being abused or neglected. Failure to do so could result in the school district being charged criminally for failing to notify the appropriate authorities.

Therefore, to comply with this law, you must notify the principal or school counselor as soon as possible on the day if you have a reasonable belief that a child is being abused or neglected. You may also be required to sign a written report to the authorities.

## **School Safety**

The safety of our schools, our students, staff and visitors is everyone's responsibility. Follow all safety protocols at each school, which include not opening doors, not copying any provided keys, and questioning anyone without an appropriate school name badge.

Internally, providing a safe classroom means being cognizant of the needs of at-risk students. Each school has staff members specifically trained to provide support for at-risk students who may pose a danger to themselves or others.

If a student in your classroom appears to need the support of these specially-trained individuals, do NOT hesitate to contact the office to request someone be sent to your room to speak with or remove the student from your room.

## **Accepting Assignments**

There are a number of ways you may be offered an assignment. You may be contacted directly by the substitute teacher coordinator Melissa Blankenship, by an individual teacher, by a school secretary or even by the school principal.

More often than not, you will be accessing the automated Aesop system, managed by Frontline Education, either by phone call or the online site.

## **Using Aesop**

When you are activated as a substitute teacher or instructional assistant with HCPS, you will receive two emails from Aesop. The first is a welcome letter that will provide you with general information about the system, including your ID number and PIN number, which are required to use with the automated calling system. The second will be an invitation to create an online account through aesoponline.com.

When the automated system calls you about an assignment, follow the prompts to either accept or reject the position. The system will start calling at 5:30pm the night before an assignment is available and end at 10pm. If an assignment is still available the following morning, it will begin calling again at 5:30am until the assignment is filled or it reaches its start time.

The majority of available assignments will come to you in the form of automated calls, either the night before or morning of an assignment. If the system has not secured a sub by 6:30am, the substitute teacher coordinator will begin to make direct contact with available subs in an effort to fill the position.

Accepting assignments from aesoponline.com is very easy, in fact it's just a click of a button. Teachers can enter their absences at any time into the system, and subs can access the system to see if there are any available assignments at any time.

When an assignment is listed as an available job in Aesop, it will provide the date, the school, the teacher, what he or she teaches, whether it is a full day or half-day assignment and if half-day, morning or afternoon, and the times you are to report and be released from your assignment. If you want to work the assignment, you simply click "Accept." If you choose to reject the assignment, it will not become available to you again.

Other tabs on your Aesop home page allow you to review your scheduled jobs, look at past assignments, schedule non-work days, prefer or exclude schools and alter your default call times.

When you schedule a non-work day, the system will not show you as available to accept an assignment on that day. It will not notify you of the job on the online site, it will not call you, and you will not be listed as available on that day to secretaries and the substitute teacher coordinator.

If you exclude a particular school, you will never be notified of an assignment at that school.

If you alter the system's default call times, be aware that you may be limiting your availability in a way that may lead to fewer available assignments. The more open you are to assignments at whatever school, teaching whatever grade and whatever subject matter, the more assignments you'll be offered.

### **There's an App for That!**

There is an app available to subs through Frontline Education that will notify you of available jobs as they are entered. This prevents you from having to search for jobs and gives you a slight advantage when it comes to accepting a higher percentage of assignments.

### **Preferred Subs**

There is a way to prefer specific substitutes in the Aesop system. The first tier of preference is when a *teacher or instructional assistant* chooses to prefer a sub. If this happens, the preferred sub will be notified of that particular teacher or IA's absence before other subs (first dibs). The second tier of preference is when a *school* prefers a sub. If this happens, the preferred sub will be notified of an absence at that school after the teacher's preferred subs but before all other subs (second dibs).

If no preferred subs have accepted the assignment in either preference window, the assignment is made available to all subs.

### **Excluded Subs**

Individual schools may request that a particular substitute not be allowed to work in their school. Reasons for exclusion may include: poor classroom management, inappropriate behavior, failure to follow lesson plans, being chronically late, not following school policy and procedures, etc.

Substitutes may be given an opportunity to correct the behavior that caused them to be excluded or not, depending upon the severity. Substitutes may also be de-activated in our system at the discretion of school and/or district administrators if the behavior warrants such action.

Substitutes may choose to discuss the situation in question with the respective school principal, substitute teacher coordinator or a district administrator, in an effort to be understood or to ask for consideration in regards to his or her status as a sub for HCPS.

Substitutes that have been excluded from a school will be considered again for inclusion at the beginning of the next school year.

### **Deactivation or Resignation**

If you choose to change your active sub status for a period of time or on a permanent basis, please do so in writing (email, letter) to the substitute teacher coordinator. You can choose to change your status to inactive for a period of time without losing your place on the sub list.

If a substitute has asked to be removed from the sub list, then wishes to become active again and it's been more than one year, the substitute will be required to undergo the hiring process again – physical, background checks, application, etc.