

CONNELLSVILLE AREA

SCHOOL DISTRICT

SUBSTITUTE

SUPPORT PROFESSIONAL

HANDBOOK

2025 - 2026

**CONNELLSVILLE AREA SCHOOL DISTRICT  
ADMINISTRATIVE PERSONNEL 2025-2026**

**DISTRICT ADMINISTRATION**

**724-628-3300**

Superintendent of Schools-----	*Richard Evans
Assistant to the Superintendent for Curriculum, Instruction K-12, and Federal Programs -----	Dr. Traci Kuhns
Business Manager -----	Cherie Routzahn
<b>ACTIVITIES AND SERVICES</b>	
Assistant Business Manager-----	Jennifer Helms
Director of Human Resources/Solicitor-----	Timothy Witt
Director of Buildings & Grounds-----	Scott Kirsch
Director of Athletics & Transportation-----	*Richard Evans
Coordinator of Special Education-----	Julie Bohna
Director of Security/Attendance Coordinator/Facilities Manager-----	Michael Parlak
Director of Student Services-----	Dr. Lori Rosensteel
Director of Food Services-----	Matt Triffanoff
Director of Technology-----	Kevin Ghost
Network Systems Coordinator-----	Eric Trump
Administrative Assistant to the Superintendent/Board Secretary-----	Diana DeWitt
Access Coordinator-----	Denise Petrowski

**BUILDING ADMINISTRATION**

**SECONDARY**

**Connellsville Area Senior High School**

**724-628-1350**

Principal-----	Nicholas Bosnic
Assistant Principal-----	Andrew Hedrick
Assistant Principal-----	*Dr. Tammy Stern

**Connellsville Area Career & Technical Center**

**724-626-0236**

Director-----	Dr. Jeffrey McWilliams
Workforce Development Coordinator-----	Dr. Lori Rosensteel

**Connellsville Area Middle School**

**724-628-8910**

Principal-----	Robert Butts
Assistant Principal-----	William Petko
Secondary Dean of Students -----	Kyle Martin

**Falcon Online Learning Academy**

**724-628-1350**

Director of 5-12 FOLA program-----	*Dr. Tammy Stern
Director of Elementary FOLA -----	*Dr. Stephanie Romanishan
Coordinator of Online Learning-----	Beth Shreve

**ELEMENTARY**

Bullskin Township Elementary Principal-----	Jamie Bielecki-Quinn-----	724-628-6540
Dunbar Township Elementary Principal-----	Jennifer Laskey-----	724-628-6330
Springfield -Clifford N. Pritts Elementary Principal -----	Dr. Stephanie Romanishan---	724-455-3191
West Crawford Elementary Principal-----	Dana Stepanic-----	724-628-4497
Elementary Dean of Students -----		Lora Snyder

# About Us

## MISSION STATEMENT

"Through the cooperative efforts of educators, parents, community and students, the Connellsville Area School District will provide a safe, diverse, and challenging educational environment dedicated to helping all students become respectful, responsible, and knowledgeable life-long learners prepared to meet the challenges of an ever-changing global society."

## VISION STATEMENT

"We, the members of the Connellsville Area School District, are committed to seeing our district provide each child with an education appropriate to his/her individual needs and interests. It is our aim to promote and enhance the many strengths and resources within our district, and to identify and address areas where change is needed. We are determined to give full consideration to pertinent demographic and performance information and other factors that impact our educational programs. It is our hope to provide an educational atmosphere of excellence and continuous improvement where the focus of our schools and community is on our students."

## SHARED VALUES

In the Connellsville Area School District, we believe that . . .

- every student can be a successful learner.
- educational standards must be at the core of curriculum, instruction and assessment.
- education is a partnership among educators, parents, community and students.
- educational programs should be varied and equal to provide appropriate opportunities
- the school environment should be safe and nurturing so that teachers can teach and students can learn.
- society is enhanced when its young people strive to become respectful, responsible, and knowledgeable lifelong learners.
- technology must be a consideration in all educational planning.
- professional development opportunities are essential to help teachers continually improve classroom instruction and management.
- appropriate support services must be provided to ensure that all students have an equal opportunity to reach their full potential.
- educational facilities must be continually assessed and maintained to ensure safety, comfort, and to promote educational excellence.

## **CONNELLSVILLE AREA SCHOOL DISTRICT GENERAL OBJECTIVES**

1. To help the student develop problem-solving skills by obtaining information through the senses and by utilizing learning materials and sources of written information.
2. To help the student develop organizational skills.
3. To help the student develop skills for predicting, interpreting, and evaluating information for decision-making.
4. To help the student develop skills in oral, graphic, and written communications.
5. To help the student develop an appreciation of the dignity of all life as well as an appreciation of cultures other than their own.
6. To help the student use acquired knowledge from learning experiences to become a productive citizen.

# Connellsville Area School District

## 2025-2026 School Calendar

July						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	<del>11</del>	12
13	14	15	16	17	<del>18</del>	19
20	21	22	23	24	<del>25</del>	26
27	28	29	30	31		

August						
5/5						8/8
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	<del>8</del>	9
10	11	12	13	14	15	16
17	18	19	20	21	<del>22</del>	23
24	25	26	27	28	29	30
31						

September						
21/26						21/29
Su	M	Tu	W	Th	F	S
	1	2	3	4	<del>5</del>	6
7	8	9	10	11	12	13
14	15	16	17	18	<del>19</del>	20
21	22	23	24	25	26	27
28	29	30				

October						
23/49						23/52
Su	M	Tu	W	Th	F	S
			1	2	<del>3</del>	4
5	6	7	8	9	10	11
12	13	14	15	16	<del>17</del>	18
19	20	21	22	23	24	25
26	27	28	29	30		

November						
15/64						17.5/69.5
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	<del>14</del>	15
16	17	18	19	20	21	22
23	24	25	26	27	<del>28</del>	29
30						

December						
16/80						16/85.5
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	<del>12</del>	13
14	15	16	17	18	19	20
21	22	23	24	25	<del>26</del>	27
28	29	30	31			

January						
19/99						19/104.5
Su	M	Tu	W	Th	F	S
			1	2	3	
4	5	6	7	8	<del>9</del>	10
11	12	13	14	15	16	17
18	19	20	21	22	<del>23</del>	24
25	26	27	28	29	30	31

February						
19/118						19/123.5
Su	M	Tu	W	Th	F	S
1	2	3	4	5	<del>6</del>	7
8	9	10	11	12	13	14
15	16	17	18	19	<del>20</del>	21
22	23	24	25	26	27	28

March						
22/140						22/145.5
Su	M	Tu	W	Th	F	S
1	2	3	4	5	<del>6</del>	7
8	9	10	11	12	13	14
15	16	17	18	19	<del>20</del>	21
22	23	24	25	26	27	28
29	30	31				

April						
18/158						19/164.5
Su	M	Tu	W	Th	F	S
			1	2	<del>3</del>	4
5	6	7	8	9	10	11
12	13	14	15	16	<del>17</del>	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
19/177						20/184.5
Su	M	Tu	W	Th	F	S
					<del>1</del>	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>15</del>	16
17	18	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30
31						

June						
0/177						1/185.5
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	<del>12</del>	13
14	15	16	17	18	19	20
21	22	23	24	25	<del>26</del>	27
28	29	30				

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year Teachers
- End of Grading Period
- First Day of School
- Report Cards
- Act 80 Day
- Last Day of School, End of 4<sup>th</sup> Nine Weeks, Final Report Card
- In-service and/or Clerical Day
- No School
- Two-Hour Early Dismissal For Students
- No School – Make-up if needed
- X Payday

## Connellsville Area School District 2025-2026 Calendar

August 18	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Year Teachers
August 19, 20	Teacher In-Service Days
August 21	Teacher Clerical Day
August 25	First Student Day
September 1	Labor Day – No School
November 4	Act 80 Day (General Election Day) (Conferences – No School)
November 10	Elementary School Conferences (4-6:00)
November 11	Veterans Day – No School
November 12	Middle School Conferences (4-6:00)
November 13	Senior High Conferences (4-6:00)
November 26	Teacher In-Service/Clerical Day
November 27, 28	Thanksgiving Break – No School
December 1	Thanksgiving Break – No School
December 23	Two-Hour Early Dismissal for Students
December 24-31	Christmas Vacation – No School
January 1	New Year's Day – No School
January 2	Christmas Vacation – No School
January 19	Martin Luther King Day – No School (Make-up if needed)
February 16	President's Day – No School (Make-up if needed)
April 2	Easter Break – No School (Make-up if needed)
April 3	Good Friday – No School
April 6	Easter Break – No School (Make-up if needed)
April 7	Act 80 Day
May 19	Act 80 Day (Primary Election Day)
May 25	Memorial Day – No School
May 29	Last Student Day
May 29	Graduation
June 1	Teacher Clerical Day
TBD	Kennywood Picnic

This handbook has been prepared to help you be an effective substitute in the Connellsville Area School District. Since each school in the district is operated as an entity, the rules, regulations, and procedures vary according to buildings. You should become familiar with each building's code.

We have selected for inclusion in this booklet the most often used forms and information you will need and use. Feel free to consult with administrators and faculty members concerning any problem or situation you may encounter during your days in our schools.

### TIME CLOCK PLUS

All substitutes will use their Identification Badges to log onto the Time Clock Plus System. Select the clock in button, then select which building you are assigned to. When exiting the building, you will need to log on to the Time Clock Plus system.

If you misplace your badge, complete a Missed Punch Form, and turn it into the Building Secretary.

### AESOP/FRONTLINE

Connellsville Area School District is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service from Frontline Education utilizes both the telephone and the internet to assist you in locating jobs in this school district. The Frontline Absence and Time solution is available 24 hours a day, 7 days a week. Frontline uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at <http://www.aesoponline.com>.
2. You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 5.
3. The system will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the AESOP service may call for substitutes: 5:00 AM-11:59 AM in the morning and 5:00 PM-12:00 AM in the evening. Please review the phone number we have on record for you.

**Important Notes:**

\*In order to access the Frontline Absence by phone, you will need to enter your ID and PIN numbers which will be assigned to you by the district office.

\*If you have given an email address, you will receive an email prompting you to create new login information for use online. You cannot log in on the internet with an ID and PIN number.

\*If you accept a job, you will be issued a confirmation number. Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.

\*Frontline will automatically make a recording of your name for Connellsville Area School District on the phone system. To review or change the recording of your name, call into Frontline and select option 5.

Should you experience difficulty using the system in any way, please contact Kelli Porterfield by phone at 724-628-3300, ext. 1302, or email at [kporterfield@casdfalcons.org](mailto:kporterfield@casdfalcons.org)

**ALL AVAILABLE JOBS AND REFUSALS ARE DOCUMENTED AND REPORTED TO THE UNEMPLOYMENT COMPENSATION CLAIMS OFFICE.**

\*NOTE: If there is a one (1) year lapse in substitute service, you will need to complete all new paperwork, and be re-approved by the school board. This includes obtaining new clearances and medical screenings, at your expense. The Connellsville Area School District will pay for medical screenings one time for each employee.

## PAY PERIOD CALENDAR LISTING

<b>Calendar</b>	<b>Payroll Entry</b>	<b>Start Date</b>	<b>No. of Pays</b>
2025-2026 Pay Calendar	Yes	06/15/2025	26
<b>Pay Number</b>	<b>Pay Period Start</b>	<b>Pay Period End</b>	<b>Pay Date</b>
1	06/15/2025	06/28/2025	07/11/2025
2	06/29/2025	07/12/2025	07/25/2025
3	07/13/2025	07/26/2025	08/08/2025
4	07/27/2025	08/09/2025	08/22/2025
5	08/10/2025	08/23/2025	09/05/2025
6	08/24/2025	09/06/2025	09/19/2025
7	09/07/2025	09/20/2025	10/03/2025
8	09/21/2025	10/04/2025	10/17/2025
9	10/05/2025	10/18/2025	10/31/2025
10	10/19/2025	11/01/2025	11/14/2025
11	11/02/2025	11/15/2025	11/28/2025
12	11/16/2025	11/29/2025	12/12/2025
13	11/30/2025	12/13/2025	12/26/2025
14	12/14/2025	12/27/2025	01/09/2026
15	12/28/2025	01/10/2026	01/23/2026
16	01/11/2026	01/24/2026	02/06/2026
17	01/25/2026	02/07/2026	02/20/2026
18	02/08/2026	02/21/2026	03/06/2026
19	02/22/2026	03/07/2026	03/20/2026
20	03/08/2026	03/21/2026	04/03/2026
21	03/22/2026	04/04/2026	04/17/2026
22	04/05/2026	04/18/2026	05/01/2026
23	04/19/2026	05/02/2026	05/15/2026
24	05/03/2026	05/16/2026	05/29/2026
25	05/17/2026	05/30/2026	06/12/2026
26	05/31/2026	06/13/2026	06/26/2026

## PAYDAYS

Employees are paid every two weeks. You are paid every two weeks, if you work. In order to understand pay periods, below are examples:

- Suppose paydays are September 4<sup>th</sup>, 18<sup>th</sup>, October 2<sup>nd</sup>, 16<sup>th</sup>, and 30<sup>th</sup>. As a substitute, if you worked any days between September 1<sup>st</sup> and September 4<sup>th</sup>, and clocked into the Time Management System, you will be paid on September 18<sup>th</sup> for those days worked.
- If you worked between September 7<sup>th</sup> and September 18<sup>th</sup>, and clocked into the Time Management System, you would be paid for the days during that period on October 2<sup>nd</sup>.
- If you worked between September 21<sup>st</sup> and October 2<sup>nd</sup>, and clocked into the Time Management System, you would be paid for the days worked during that period on October 16<sup>th</sup>.

**YOU ARE ALWAYS PAID TWO (2) WEEKS IN ARREARS**

If for any reason you cannot clock in on the Time Clock Plus System (Example: technology failure, power outage, lost I.D. badge), please review the Time Clock Missed Punch Request Form that must be turned into the school office before leaving the building on that work day.



### **Time Clock Missed Punch Request Form**

Procedure: Employee will complete and obtain approval from immediate supervisor.  
More information can be found in the Time Management Manual on page 2.

Employee Name: \_\_\_\_\_  
(please print)

Date of Missed Punch: \_\_\_\_\_ Time of Missed Punch: \_\_\_\_\_

Reason for Missed Punch: Forgot ID: \_\_\_\_\_

Time Clock Malfunction: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Approval from employee's immediate supervisor shall be obtained prior to Approver editing time.***

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Work Location

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Signed

***Approver must send Missed Punch Request Forms over each pay period with Time Sheets.***

## PARAPROFESSIONAL DUTIES

The following is a list of typical duties that a paraprofessional may be asked to perform. This list is a representative summary of duties for classroom and personal student aides, and is not all-inclusive. The paraprofessional's supervisor may assign additional duties.

- Assist with getting children on and off transportation
- Accompany children to meals and assist them (child may need to be fed)
- Help children with bathroom skills (may include attending to hygiene needs, toileting, and/or diapering)
- Attend to the physical needs of the children
- Help children with any assistive devices that they use
- Help children with individual seatwork
- Accompany children to included programs, as a class or individually
- Assist with carrying out the specially designed instructions found in the IEP
- Work with the individual student with assigned work while the classroom teacher is assisting other students
- Prepare materials for the day such as copying