

CONNELLSVILLE AREA
SCHOOL DISTRICT



SUBSTITUTE
SUPPORT PROFESSIONAL
HANDBOOK

2026 - 2027

**CONNELLSVILLE AREA SCHOOL DISTRICT
ADMINISTRATIVE PERSONNEL 2026-2027**

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

ACTIVITIES AND SERVICES

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-----Edward McSheffery
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
Assistant Elementary Principal-----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

2026-2027 School Calendar

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

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

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

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

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

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

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

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

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

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

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

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

 1st, 2nd, 3rd Year Teachers

 End of Grading Period

 Payday

 First Day of School

 Report Cards

 Act 80 Day

 Last Day of School, End of 4th 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

Board Approved _____

Connellsville Area School District 2026-2027 Calendar

August 17	1 st , 2 nd , 3 rd Year Teachers
August 18, 19	Teacher In-Service Days
August 20	Teacher Clerical Day
August 24	First Student Day
September 7	Labor Day – No School
November 3	Act 80 Day (General Election Day) (Conferences – No School)
	Elementary School Conferences (4-6:00)
November 4	Middle School Conferences (4-6:00)
November 5	Senior High Conferences (4-6:00)
November 11	Veterans Day – No School
November 25	Teacher In-Service/Clerical Day
November 26, 27, 30	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 18	Martin Luther King Day – No School (Make-up if needed)
February 15	President's Day – No School (Make-up if needed)
March 24	Easter Break – No School (Make-up if needed)
March 25	Easter Break – No School (Make-up if needed)
March 26	Good Friday – No School
March 29	Easter Break – No School (Make-up if needed)
March 30	Act 80 Day
May 18	Act 80 Day (Primary Election Day)
May 27	Last Student Day/Graduation
May 28	Teacher Clerical Day/Graduation Reschedule Date
May 29	Graduation Reschedule Date
May 31	Memorial Day – No School
June 1	Graduation Reschedule Date
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 in Comply.

SMARTSUB

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 SmartSub utilizes the internet and text messages to assist you in locating jobs in the school district. The SmartSub website is available 24 hours a day, 7 days a week. SmartSub uses two methods to make jobs available to substitutes:

1. You can search for and accept available jobs and change personal settings by visiting SmartSub on the internet at <https://www.smartsub.com/home>.
2. You will receive an email or text notification that a job is available. You can accept the job by going to the link in the email or text.

Important Notes:

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

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

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

Calendar	Payroll Entry	Start Date	No. of Pays
2026-2027 Pay Calendar	No	06/14/2026	26
Pay Number	Pay Period Start	Pay Period End	Pay Date
1	06/14/2026	06/27/2026	07/10/2026
2	06/28/2026	07/11/2026	07/24/2026
3	07/12/2026	07/25/2026	08/07/2026
4	07/26/2026	08/08/2026	08/21/2026
5	08/09/2026	08/22/2026	09/04/2026
6	08/23/2026	09/05/2026	09/18/2026
7	09/06/2026	09/19/2026	10/02/2026
8	09/20/2026	10/03/2026	10/16/2026
9	10/04/2026	10/17/2026	10/30/2026
10	10/18/2026	10/31/2026	11/13/2026
11	11/01/2026	11/14/2026	11/27/2026
12	11/15/2026	11/28/2026	12/11/2026
13	11/29/2026	12/12/2026	12/24/2026
14	12/13/2026	12/26/2026	01/08/2027
15	12/27/2026	01/09/2027	01/22/2027
16	01/10/2027	01/23/2027	02/05/2027
17	01/24/2027	02/06/2027	02/19/2027
18	02/07/2027	02/20/2027	03/05/2027
19	02/21/2027	03/06/2027	03/19/2027
20	03/07/2027	03/20/2027	04/02/2027
21	03/21/2027	04/03/2027	04/16/2027
22	04/04/2027	04/17/2027	04/30/2027
23	04/18/2027	05/01/2027	05/14/2027
24	05/02/2027	05/15/2027	05/28/2027
25	05/16/2027	05/29/2027	06/11/2027
26	05/30/2027	06/12/2027	06/25/2027

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

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