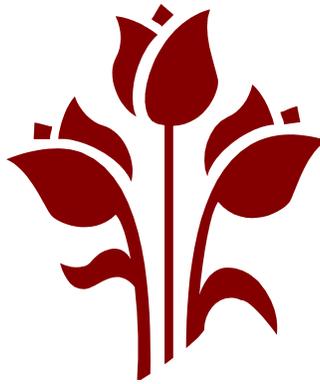
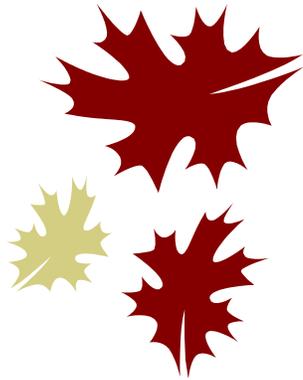


SHALER AREA SCHOOL DISTRICT



SECRETARIAL & PARAPROFESSIONAL SUBSTITUTE HANDBOOK

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***SHALER AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
2018***

<i>President</i>	<i>April Kwiatkowski</i>
<i>Vice President</i>	<i>Eileen Phillips</i>
<i>Secretary</i>	<i>Sherri Ludwig</i>
<i>Asst. Secretary</i>	<i>Bethany Baker</i>
<i>Solicitor</i>	<i>Matt Hoffman</i>
<i>Member</i>	<i>Jason Machajewski</i>
<i>Member</i>	<i>Suzanna Donahue</i>
<i>Member</i>	<i>James Fisher</i>
<i>Member</i>	<i>Timothy Gapsky</i>
<i>Member</i>	<i>Jeanne Petrovich</i>
<i>Member</i>	<i>James Tunstall</i>
<i>Member</i>	<i>Steve Romac</i>

ADMINISTRATION

<i>Superintendent</i>	<i>Mr. Sean Aiken</i>
<i>Assistant Superintendent</i>	<i>Dr. Bryan O'Black</i>
<i>Dir. Business Affairs</i>	<i>Sherri Ludwig</i>
<i>Dir. Student Services</i>	<i>Kathleen Graczyk</i>
<i>Athletic Director</i>	<i>Clint Rauscher</i>

INTRODUCTION

Welcome to the Shaler Area School District. We hope that your experience with our District will be mutually rewarding to you and the students with whom you work.

The role of a substitute is a vital and challenging function of our educational program here at Shaler Area School District. We assure you that your services as a substitute are considered essential to the operation of our educational programs.

This booklet has been compiled to acquaint you with information relevant to your assignment as a substitute. We value the service you provide for the School District. If we can be of any help, or provide additional information, please do not hesitate to contact the Substitute Service Clerk at 412-492-1200 ext. 2809.

GENERAL INFORMATION

Clearances: Day-to-day substitutes are required to provide the School District with current Pennsylvania Child Abuse History, Criminal Record Check, and a FBI Criminal Record History. Any substitute who allows more than a year to pass from the date on the original clearances, and hasn't accepted a substitute position during that time, must renew all clearances and present them in person to the Human Resources Office located at 1800 Mt. Royal Blvd., Glenshaw, PA 15116.

Salary: The rate of pay for day-to-day substitutes is \$9.25 per hour (0-320 hours) and \$9.50 per hour (321+ hours). The \$9.50 per hour wage will remain in effect as long as over 320 hours have been worked during the previous work year. Substitutes are paid on a bi-weekly basis. Forms for direct deposit can be obtained online at our District's website: www.sasd.k12.pa.us. (Administration, Business Office, Quick Links, Direct Deposit Form) Be sure to submit with a deposit slip or voided check to the Substitute Service or Payroll Department. For further information please call 412-492-1200 Ext. 2809.

Hours: Substitutes are expected to work the hours specified by AESOP, which are typically the same hours as the employee for whom they are replacing.

Check-in/Check-out: Please stop at the school office and check in with the building secretary. You are required to "punch" a yellow time card when you arrive and when you are finished for the day. *It is important to print, on the timecard, the name of the individual you are replacing for the day as well as sign the card. Failure to do so may result in the delay of your paycheck.* Use one card per building, per week, even if you replace several different employees within the week in that building. Leave the time card at the time-clock when you leave for the day. The building secretary will collect time cards each Friday.

Parking: *Primary and Elementary School Buildings* - You may park in any parking space that is not designated as Administrator or Handicapped.

Middle School - Please enter the south parking lot and park in the upper lot close to the softball and football fields.

High School - You may park in the middle section. If you are on an extended assignment, contact the main office secretary for a parking pass.

Lunch: Substitutes are to follow the employee's lunch schedule. Employees/Substitutes are not paid for their lunch period. It is not necessary to "punch out" for lunch unless you leave the premises. Along with punching out substitutes must notify the building Principal or Secretary if they are leaving the premises.

Primary - If you choose to order lunch from the cafeteria, upon arrival, place your order with the building secretary or the classroom teacher whom you are working with for the day. All buildings have microwaves and refrigerators for use; check with the building secretary for their locations.

Elementary, Middle, and High Schools - The cafeterias have several selections from which to choose. Pre-ordering is not necessary.

School Closings: In the event a weather-related or other school closing would occur, local television and radio stations will make the announcement by 6:30 a.m. In addition, our recorded message at (412) 492-1200 will be updated as needed to provide the most current information regarding the operational status of the District. The Substitute Service Clerk will not notify you of school closings. Classroom Aide positions will typically be cancelled if school is cancelled. *Secondary* Secretarial/Clerk positions typically *will not* be cancelled for the day in the event school is cancelled.

Two Hour Delay: In the event there is a two-hour delay, classroom aides scheduled for full days will begin two hours later than the start time indicated in AESOP. All building secretaries, clericals, and attendance secretaries are still needed and should report at the time indicated in AESOP or as close to the start time as possible. If your assignment is for an a.m. classroom aide, it is highly likely this assignment will be cancelled. Always check AESOP or contact the Substitute Service Clerk, 412-492-1200 ext. 2809, if you are unsure of the status of your assignment. You may check the operational status of the District by calling 412-492-1200.

Continued Substitute Employment: If you have worked within the District in the current school year a letter of interest in continued substitute employment will be mailed to you prior to the end of the school year. If you did not work in the District in the current school year, your clearances become expired and you will need to re-apply to the District if you wish to substitute in the upcoming school year.

Changes in Address and Telephone: It is important that you notify the district of any changes in your address and/or telephone number. Address/ telephone number or name changes must be made in writing and the appropriate form can be obtained online @ www.sasd.k12.pa.us (under District, Business Office, Forms, Shaler Area Change of Name and/or Address). Simply presenting your new social security card to the Substitute Service or Payroll Department can make name changes.

The Removal from the Substitute Roster: Any substitute may be removed from the list of substitute clerical/aides by action of the Human Resources Director and thus become ineligible for assignments as

a result of unsatisfactory evaluations, misconduct charges, or when there are repeated absences or refusals to accept assignments, or for other reasons.

DAILY ASSIGNMENT PROCEDURES

Once your employment information is entered into AESOP, you must “call in” using a touch-tone phone, to register with the automated system. Instructions to register with AESOP were provided upon approval of your application packet. If you are unsure of your ID or PIN, contact the Substitute Service Clerk. Please be sure to review your personal information; it is important this information is accurate. The phone number for AESOP is: 1-800-94-AESOP. The system is also accessible by the internet: www.aesoponline.com

AESOP will make *outbound* calls two days prior to the start of a job. Call-out periods are:

Monday - Friday – 5:30 a.m. to 12:00 noon
Sunday - Thursday – 5:00 p.m. to 11 p.m.

If you are called upon and decline a job, the system will not give you access to that job again. If *you* initiate the contact and decline a job, that job will be available to you until you or another substitute accepts it. If the system is calling out on a job while a substitute is accessing the same job, the *substitute who is actively seeking the assignment will obtain the job.*

It is especially important to make note of the confirmation number and the name of the employee for whom you work. The confirmation number is needed to ensure you have registered for the job correctly, to make changes, and tracking purposes. The employee name on your time card is for payroll purposes.

If you have any questions or problems, contact the Substitute Service Clerk: (412) 492-1200 Ext. 2809.

Call offs and Cancelations: We ask that substitutes keep all call offs and cancelations to a very minimum. In the event that you need to call off or cancel, you should **call 412-492-1200 x2809** and leave a very detailed message. i.e. “This is First Name, Last Name, on Day, and Date, I must cancel the assignment at the specific school.” You may also want to follow up with an e-mail to subserve@sasd.k12.pa.us. We would like all call offs by 6am or sooner; but no later than 7:10am.

SUGGESTED PROCEDURES WHEN REPORTING TO WORK

- Introduce yourself to the building secretary and obtain instructions, schedule, map etc. for the day.
- **Write the name of the person you are working for on the yellow time card and sign your timecard.** Use one time card per building per week.

- Physical force is never to be used to discipline students.
- Profanity or derogatory comments are never to be used to motivate or to control students.
- If discipline problems arise, a teacher or administrator should be contacted immediately for assistance. All accidents, illnesses, administering of medication or emergencies should be referred to the principal or his/her designee.
- Make every effort to follow any instructions left by the regular employee.
- Discussions of controversial issues in the classroom should be on an informative, non-partisan level. Emotional criticism and/or advocating a partisan cause within the classroom are inappropriate and unscholarly. Students must have knowledge of modern problems and learn where to find facts and how to use them in reaching their own tentative conclusions.
- Hold as confidential any privileged information that you obtain concerning the school, pupils, or the staff. In particular, this includes but is not limited to, any discussions regarding a student's identity, disability, or other related personal information.
- Keep students under proper supervision at all times and display judgement that supports professional standards of conduct while showing concern for and interest in each student.
- Write notes about your day and place them in the regular employee's mailbox.
- Prior to leaving for the day, check in with the building secretary to make them aware that you is leaving the building.

SCHOOL INFORMATION

Shaler Area High School

Principal:	Timothy Royall	Address:	381 Wible Run Road Pittsburgh, PA 15209
Assistant Principal:	Heather Berney	Telephone:	(412) 492-1200 ext. 1501
Assistant Principal:	Thomas Misko	Office Hours:	6:45 a.m. - 4:00 p.m.
Secretary:	Betty Wesolek		
Secretary:	Sandra Gasowski		

Shaler Area Middle School

Principal:	Martin Martynuska	Address:	1810 Mt. Royal Blvd. Glenshaw, PA 15116
Assistant Principal:	Shannon Howard	Telephone:	(412) 492-1200 ext. 2501
Secretary:	Judith Crilley	Office Hours:	7:00 a.m. - 3:30 p.m.
Secretary:	Paula Dobson		

Shaler Area Elementary School

Principal:	Ian Miller	Address:	700 Scott Avenue Glenshaw, PA 15116
Assistant Principal:	Lori Mish	Telephone:	(412) 492-1200 ext. 3500
Assistant Principal:	Venice Piveronas	Office Hours:	7:30 a.m. - 4:00 p.m.
Secretary:	Diane Colamarino		
Secretary:	Dolly Stampfel		

Burchfield Primary

Principal:	Jeffrey Rojik	Address:	1500 Burchfield Road Allison Park, PA 15101
Secretary:	Patricia Helfrich	Telephone:	(412) 492-1200 ext. 450
		Office Hours:	7:30 a.m. - 4:00 p.m.

Marzolf Primary

Principal:	Frederick Pelkofer	Address:	101 Marzolf Rd. Ext. Pittsburgh, PA 15209
Secretary:	Anita Destefano	Telephone:	(412) 492-1200 ext. 6500
		Office Hours:	7:30 a.m. - 4:00 p.m.

Reserve Primary

Principal:	Eloise Groegler	Address:	2107 Lonsdale Street Pittsburgh, PA 15212
Secretary:	Celine Lanier	Telephone:	(412) 492-1200 ext. 7500
		Office Hours:	7:30 a.m. - 4:00 p.m.

Scott Primary

Principal:	Cynthia Foht	Address:	705 Scott Avenue Glenshaw, PA 15116
Secretary:	Linda Robinson	Telephone:	(412) 492-1200 ext. 8500

**SHALER AREA SCHOOL DISTRICT
PAYROLL DEPARTMENT**

DATE: July 1, 2017
 TO: ALL SUBSTITUTES
 RE: PAY DATES

THE SCHEDULED PAY DATES FOR THE 2017-18 SCHOOL YEAR ARE AS FOLLOWS:

PERIOD OF DAYS WORKED	PAYDATE
August 24 - September 1	September 15, 2017
September 5 - September 15	September 29, 2017
September 18 - September 29	October 13, 2017
October 2 - October 13	October 27, 2017
October 16 - October 27	November 10, 2017
October 30 - November 10	November 24, 2017
November 13 - November 22	December 8, 2017
November 28 - December 8	December 22, 2017
December 11 - December 22	January 5, 2018
January 3 - January 5	January 19, 2018
January 8 - January 19	February 2, 2018
January 22 - February 2	February 16, 2018
February 5 - February 16	March 2, 2018
February 19 - March 2	March 16, 2018
March 5 - March 16	March 30, 2018
March 19 - March 30	April 13, 2018
April 2 - April 13	April 27, 2018
April 16 - April 27	May 11, 2018
April 30 - May 11	May 25, 2018
May 14 - May 25	June 8, 2018
May 28 - June 1	June 22, 2018

**SHALER AREA SCHOOL DISTRICT
2017-2018**

EARLY DISMISSAL DAYS

School	Aesop Cut-Off	Teacher Start	Teacher Half	Early Dismissal	End Teacher Day
Primaries	7:35am	8:15am	12:05pm	1:00pm	3:55pm
Elementary	7:10am	7:50am	11:40am	12:35pm	3:30pm
Middle	6:45am	7:25am	11:15am	12:15pm	3:05pm
High	6:20am	7:00am	10:50am	11:45am	2:40pm

SUBSTITUTES:

On Early Dismissal Days, Aesop will reflect half day am times. Substitutes will be paid the half day rate. However, ALL substitutes are required to work the extended times to student dismissal. See Early Dismissal times above.

NOTES
