**SHALER** **AREA** **SCHOOL** **DISTRICT**

**SECRETARIAL** **&** **PARAPROFESSIONAL** **SUBSTITUTE** **HANDBOOK** **2022** **-** **2023**

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**SHALER** **AREA** **SCHOOL** **DISTRICT** **BOARD** **OF** **SCHOOL** **DIRECTORS** **2022**

President Vice President Secretary

Asst. Secretary Solicitor Member Member Member Member Member Member Member

Dr. April Kwiatkowski James Tunstall

Sherri Jaffee Bethany Baker Matt Hoffman Elizabeth Dunn James Fisher Timothy Gapsky Edward Kress Jason Machajewski Jeanne Petrovich Eileen Phillips

**ADMINISTRATION**

Superintendent

Deputy Superintendent Director of Business Affairs Director of Student Services Athletic Director

Dr. Sean Aiken Dr. Bryan O’Black Mrs. Sherri Jaffee

Dr. Kathleen Graczyk Mr. Clint Rauscher

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***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*** ***paraprofessional*** ***is*** ***a*** ***vital,*** ***yet*** ***challenging*** ***function*** ***of*** ***our*** ***educational*** ***program*** ***here*** ***at*** ***Shaler*** ***Area*** ***School*** ***District.*** ***We*** ***assure*** ***you*** ***that*** ***your*** ***services*** ***as*** ***a*** ***substitute*** ***teacher*** ***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*** ***paraprofessional.*** ***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.***

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***GENERAL*** ***INFORMATION***

***Clearances:*** Day-to-day substitutes are required to provide the School District with current Pennsylvania Child Abuse History, Criminal Record Check, and an 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 $12.00 per hour (0-320 hours) and $12.50 per hour (321+ hours). The $12.50 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.](http://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 timecard 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 timecard at the timeclock when you leave for the day. The building secretary will collect timecards 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

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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](http://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.

**Non-Discrimination/Discriminatory Harassment – Employment Practices** **(Board** **Policy** **104)**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability or genetic information. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex.

Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Deputy Superintendent/ Human Resources Director and the Director of Student Services as the district’s Compliance Officers and Title IX Coordinators. The

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Compliance Officer/Title IX Coordinator can be contacted at: 1800 Mt. Royal Blvd. Glenshaw, PA 15116 Email: oblackb@shalerarea.org / graczykk@shalerarea.org Phone: 412-492-1200 ext. 2803.

**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**](http://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 timecard is for payroll purposes.

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

**Call offs and Cancellations:** We ask that substitutes keep all call offs and cancellations 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@shalerarea.pa.us.](mailto:subserve@shalerarea.org) 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** **timecard** **and** **sign** **your** **timecard**. Use one timecard 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.

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• 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 are leaving the building.

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**SASD** **ADMINISTRATORS** **/** **CLERICAL** **STAFF**

**SUPERINTENDENT** **OF** **SCHOOLS** Dr. Sean Aiken, Superintendent

Jeanne Hohlweg, Administrative Assistant

**DEPUTY** **SUPERINTENDENT** **/** **HUMAN** **RESOURCES** Dr. Bryan O’Black, Assistant Superintendent

Jeanne Hohlweg, Administrative Assistant Mary Ann Allen, Administrative Assistant Rachelle Langell, Substitute Service

**BUSINESS** **OFFICE**

Sherri Jaffee, Director of Business Affairs Susan McElhinny, Administrative Assistant Payroll

Diane Hart, Accounts Payable Christina Vesel-Kleinhampl, Benefits Rebecca Harter, Transportation

**PRINT** **SHOP** Nancy Cole

**TECHNOLOGY**

Mitch Stivason, Coordinator of Technology Lynn Williams, Administrative Assistant Jon Dolny, Network Administrator

Joseph Saxman, Computer/ Network Technician Eric Stocklas, Computer/Network Technician Durke Swartz, Computer/Media Technician Joshua Palmquist, Data/Information Specialist Brenda Panza, Administrative Secretary

**SASD** **FOOD** **SERVICE** **(THE** **NUTRITION** **GROUP)** Sue Cook, Food Service Director

Kim McCullough, Secretary

**BUILDING** **AND** **GROUNDS** John Kaib, Supervisor

Kathy Coyle, Administrative Assistant

**STUDENT** **SERVICES**

Dr. Kathleen Graczyk, Director of Student Services Donna Faulkner, Administrative Assistant

Fran Casertano, Administrative Assistant

Ext. 2834 Ext. 2834

Ext. 2831 Ext. 2834 Ext. 2803 Ext. 2809

Ext. 2806 Ext. 2807 Ext. 2811 Ext. 2812 Ext. 2813 Ext. 2824

Ext. 2810

Ext. 2875 Ext. 2805 Ext. 2819 Ext. 2874 Ext. 2832 Ext. 2873

ext. 2845/2006 Ext.2006

Ext. 1582 Ext. 1581

Ext. 2901 Ext. 2900

Ext. 2814 Ext. 2815 Ext. 2816

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**SHALER** **AREA** **SCHOOL** **DISTRICT** **2022-2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Aesop** **Cut-0ff** | **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** |

**EARLY DISMISSAL DAYS:**

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School | Aesop Cut-0ff | 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 | **12:30pm** **\*\*\*** | 3:30pm |
| Middle | 6:45am | 7:25am | 11:15am | **12:15pm** **\*\*\*** | 3:05pm |
| High | 6:20am | 7:00am | 10:50am | **11:45am** **\*\*\*** | 2:40pm |

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**PAY** **DATES** **2022-2023**

|  |  |
| --- | --- |
| **PERIOD** **OF** **DAYS** **WORKED** | **PAYDATE** |
| August 24 - August 26 | September 9, 2022 |
| August 29 - September 9 | September 23, 2022 |
| September 12 - September 23 | October 7, 2022 |
| September 26 - October 8 | October 21, 2022 |
| October 10 - October 21 | November 4, 2022 |
| October 24 - November 4 | November 18, 2022 |
| November 7 - November 18 | December 2, 2022 |
| November 21 - December 2 | December 16, 2022 |
| December 5 - December 16 | December 30, 2022 |
| December 19 - December 23 | January 13, 2023 |
| January 3 - January 13 | January 27, 2023 |
| January 16 - January 27 | February 10, 2023 |
| January 30 - February 10 | February 24, 2023 |
| February 13 - February 24 | March 10, 2023 |
| February 27 - March 10 | March 24, 2023 |
| March 13 - March 24 | April 7, 2023 |
| March 27 - March 1 | April 21, 2023 |
| April 10 - April 21 | May 5, 2023 |
| April 24 - May 5 | May 19, 2023 |
| May 8 - May 19 | June 2, 2023 |
| May 22 - June 5 | June 16, 2023 |

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