

# **SHALER AREA SCHOOL DISTRICT**



## **SUBSTITUTE TEACHER HANDBOOK 2023-24**

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**SHALER AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
2023**

|                |                       |
|----------------|-----------------------|
| President      | Dr. April Kwiatkowski |
| Vice President | James Tunstall        |
| Secretary      | Sherri Jaffee         |
| Solicitor      | John Vogel            |
| Member         | Elizabeth Dunn        |
| Member         | James Fisher          |
| Member         | Timothy Gapsky        |
| Member         | Edward Kress          |
| Member         | Jason Machajewski     |
| Member         | Jeanne Petrovich      |
| Member         | Eileen Phillips       |

**ADMINISTRATION**

|                              |                    |
|------------------------------|--------------------|
| Superintendent               | Dr. Sean Aiken     |
| Deputy Superintendent        | Dr. Bryan O'Black  |
| Director of Business Affairs | Mrs. Sherri Jaffee |
| Director of Student Services | Dr. Joseph Testa   |
| Athletic Director            | Mr. Clint Rauscher |

## ***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 teacher 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 teacher. 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***

**Certification:** Day-to-day substitutes may teach in any subject at any grade level for up to a maximum of 20 consecutive days, provided they are licensed to teach in Pennsylvania. After the 20<sup>th</sup> consecutive day in the same assignment, substitutes may only be employed in the subject and/or grade level of their license. Substitutes must maintain a valid teaching license. Substitutes must also have the Pennsylvania Child Abuse History, Criminal Record Check, and FBI clearances on file with the District.

**Salary:** Effective August 1, 2021 the substitute teacher rate will be \$125. After (15) fifteen consecutive days in the same assignment the rate of pay will be \$150 a day (with no Fringe benefits). The substitute who works the accumulated days above during the current school year will remain at that rate for the next school year. In the next school year, if the substitute teacher does not maintain the number of days to receive the higher wage rate, the rate of pay will drop back to the \$125.00.

If that same continuous assignment reaches forty-five (45) consecutive days, the rate of pay shall be increased to 85% of the first step of the salary schedule in the column for which they qualify with no fringe benefits included.

After forty-five (45) consecutive days through ninety (90) consecutive days in the same assignment, the substitute may miss one day without pay for personal illness or injury and continue to be compensated at 85% of the Step One per diem rate when the substitute resumes working in the same assignment. After ninety (90) consecutive days through one hundred thirty-five (135) consecutive days in the same assignment, the substitute may miss a second day without pay for personal illness or injury and continue to be compensated at the Step One per diem rate when the substitute resumes working in the same assignment. After the one hundred thirty-five (135) consecutive days in the same assignment, the substitute may miss a third day without pay for personal illness or injury and continues to be compensated at the Step One per diem rate when the substitute resumes working in the same assignment. If any of the days are unused during a specific time period, they may accumulate to the next time period, etc.

Absence for illness or injury beyond this maximum limit of three (3) days or absence for any other reason will break the continuous employment in the same assignment and further compensation in the assignment will return to the daily rate approved for substitute.

Requests for direct deposit forms can be obtained from the Shaler Area School District website at [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) (under District, Business Office, Forms, Direct Deposit).

Shaler Area School District reserves the right to place a substitute teacher into another classroom for coverage.

**Hours:** Substitute teachers are expected to work the hours of the workday for teachers in their assigned buildings.

Teachers' workday hours:

|                   | <u>(Sign in)</u> | <u>(Sign out)</u> | <u>(1/2 day p.m. sign in)</u> | <u>(Early Dismissal)</u> |
|-------------------|------------------|-------------------|-------------------------------|--------------------------|
| Primary Schools   | 8:15 a.m.        | 3:55 p.m.         | 12:05 p.m.                    | 1:00 p.m.                |
| Elementary School | 7:50 a.m.        | 3:20 p.m.         | 11:40 a.m.                    | 12:35 p.m.               |
| Middle School     | 7:25 a.m.        | 3:05 p.m.         | 11:15 a.m.                    | 12:15 p.m.               |
| High School       | 7:00 a.m.        | 2:40 p.m.         | 10:50 a.m.                    | 11:45 p.m.               |

**Check-in/Check-out:** Please stop in at the school office upon your arrival at the school and check in with the building principal or secretary. They will assist you with specific instructions. Also, please stop in the school office before you depart at the end of the workday. Complete the Substitute Teacher's Report you received when you checked in at the school's office and leave it with the office staff when you check out.

**School Closings:** In the event a weather-related school closing or emergency closing would occur, local radio stations will make the announcement by 6:30 a.m. In addition, the recorded message at (412) 492-1200 will be updated to provide the most current information regarding the status of the district. The substitute clerk **will not** notify you of school closings.

**Continued Substitute Employment:** If you have worked within the District in the current school year, a letter of interest for continued substitute employment for the upcoming school year will be mailed to you prior to the end of the current 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 teach 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 your telephone number. A change in telephone number should be reported to the Substitute Clerk at the Central Office immediately. Without this information, the Substitute Clerk will not be able to reach you for assignments. Address or name changes **must be made in writing**. Form can be obtained from the Shaler Area School District website at [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) (under Administration, Business Office, Quick Links, Shaler Area Residency Certification Form). Complete this form and return to the Payroll office.

## **Act 48**

The passing of Act 48 has mandated continued professional development for individuals who hold active teaching, administrative, and educational specialist certificates. Every five years educators must complete six credits of approved college study or continuing professional development activities. Individuals who do not meet the credit or required hours will lose their active certification and will not be eligible to be employed in public schools. This was effective July 1, 2000. Please be advised that the guidelines for Act 48 as applied to substitute teachers read as follows:

Although a teacher may substitute teach up to 90 days each year on an Inactive Certificate, but may not work full-time in a PA public school, **Shaler Area School District's practice has been to require substitutes to already have their 180 Act 48 hours completed.** An Inactive Certificate is one where the educator has not earned the required 180 Act 48 hours in the five-year period. It is the responsibility of the educator to monitor status of credits or hours on the Pennsylvania Department of Education's website during the five-year period. Similarly, it is also the obligation of the substitute to track number of days worked with a school year.

You are an important member of the staff carrying out the instructional program of the Shaler Area School District. Therefore, as a substitute teacher, you are not only welcomed but encouraged to take advantage of the following organizations that offer both free and fee based staff development training programs: Allegheny Intermediate Unit 3, [www.AIU3.net](http://www.AIU3.net), Pennsylvania Training and Technical Assistance Network (PATTAN), [www.pattan.net](http://www.pattan.net), and Standard Aligned System (SAS), [www.PDESAS](http://www.PDESAS).

**Removal from the Substitute Roster:** Any substitute teacher may be removed from the list of substitute teachers by action of the Assistant Superintendent and thus becomes ineligible for assignment as a result of unsatisfactory evaluations, misconduct charges, or when there are repeated absences or refusals to accept assignments, or for other reasons.

**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@sasd.k12.pa.us](mailto:subserve@sasd.k12.pa.us). We would like all call offs by 6am or sooner; but no later than 7:10am.

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

## ***DAILY ASSIGNMENT PROCEDURES***

Once your information is entered into AESOP, you must “**call in or login**,” using a touch tone phone or computer, to register with the automated system. Please be sure to review your personal information, it is important that this information is accurate. Contact AESOP at:

**1-800-94AESOP or [www.aesoponline.com](http://www.aesoponline.com)**

AESOP will make calls for jobs on the following days and times:

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

Substitutes also have the option to call in or login outside of the calling periods to retrieve assignments not yet filled. Simply call or login using the information above to access the system.

AESOP also allows you to program the system to personalize the call out periods or times. See your instruction booklet to “Manage your Call Times”.

Please keep writing materials near your telephone to record information pertaining to each job. **It is especially important to make note of the “confirmation number”. You have not secured the job if you do not receive this number.**

We hope that you find the automated system to be a convenient way to secure substitute assignments.

**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.org](mailto:subserve@shalerarea.org). We would like all call offs by 6am or sooner; but no later than 7:10am.

## ***SUGGESTED CLASSROOM PROCEDURES***

- Introduce yourself. Write your name on the chalkboard and pronounce your name for the students. Remember that you set the tone for the day. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, initiative, resilience, and resourcefulness, as well as patience, honesty, enthusiasm, and acceptance, are some of the necessary requisites.
- 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, which you are not able to manage, an administrator should be contacted immediately for assistance. Accidents, illnesses, the administering of medications, or other emergencies should be referred to the principal or his/her designee.
- You are serving in lieu of the regular teacher and should never criticize the regular classroom teacher.
- Make every effort to continue the instructional program according to the directions left by the absent teacher.
- 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, while in a particular building.
- Keep students under proper supervision at all times and display judgment that supports professional standards of conduct while showing concern for and interest in each student.
- Correct assignments students have turned in to you whenever the teacher leaves you the answer key or correct answers and requests you to do so.
- Complete the Substitute Teachers Report, since good communication between you and the regular teacher is essential to continuity of learning for students. Include any information the regular teacher should know. Indicate any materials, activities, or any other deviations from the regular teacher's lesson plan.
- Leave the room in an orderly condition. Windows should be closed and the room locked. Return any keys you were issued to the school office and check with the principal or lead secretary as to whether your services will be required for the next day.

## ***SUBSTITUTE TEACHER REPORT***

The Substitute Teacher is to provide the information requested on this form to assist the returning teacher to understand and appreciate what was accomplished.

\_\_\_\_\_  
Substitute Teacher

\_\_\_\_\_  
Absent Teacher

\_\_\_\_\_  
Date

List concepts, information presented, activities and/or assignments completed in each class or subject area.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List behavior problems encountered, action taken, and outcome(s).

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Cite any concepts, information, activities, or assignments included in the lesson plan(s), which were not completed.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

Share comments and suggestions with the returning teacher regarding the instructions, information, or other resources provided to you, which would be helpful to both the teacher and the guest teacher, the next time the teacher is absent. Also provide details of any communications with parents.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **SASD ADMINISTRATORS / CLERICAL STAFF**

### **SUPERINTENDENT OF SCHOOLS**

|  |           |
|--|-----------|
| Dr. Sean Aiken                           | ext. 2834 |
| Jeanne Hohlweg, Administrative Assistant | ext. 2834 |

### **DEPUTY SUPERINTENDENT / HUMAN RESOURCES**

|  |           |
|--|-----------|
| Dr. Bryan O'Black, Deputy Superintendent | ext. 2831 |
| Mary Ann Allen, Administrative Assistant | ext. 2803 |
| Shelly Langell, Substitute Service       | ext. 2809 |

### **ACADEMIC SERVICES**

|                 |           |
|-----------------|-----------|
| Eloise Milligan | ext. 2820 |
|-----------------|-----------|

### **BUSINESS OFFICE**

|  |           |
|--|-----------|
| Sherri Jaffee, Director of Business Affairs    | ext. 2806 |
| Susan McElhinny, Administrative Assistant      | ext. 2807 |
| Lori Cacciatore, Payroll                       | ext. 2811 |
| Lisa Hays, Accounts Payable                    | ext. 2812 |
| Shelly Niggl, Benefits/Registrar               | ext. 2813 |
| Rebecca Harter, Transportation/Business Office | ext. 2824 |

### **PRINT SHOP**

|            |           |
|------------|-----------|
| Nancy Cole | ext. 2810 |
|------------|-----------|

### **TECHNOLOGY & CURRICULUM**

|   |                |
|---|----------------|
| Mitch Stivason Coordinator Technology         | ext. 2825      |
| Jonathan Dolny, Network Administrator         | ext. 2874      |
| Lynn Williams Administrative Assistant        | ext. 2805      |
| Eric Stocklas, Computer/Media Technician      | ext. 2832      |
| Durke Swartz, Computer/Media Technician       | ext. 2873      |
| Joe Saxman, Computer/Media Technician         | ext. 2874      |
| Joshua Palmquist, Data/Information Specialist | ext. 2845/2006 |
| Amy Hill, Administrative Secretary            | ext.2006       |

### **NUTRITION, INC. (Food Service)**

|          |           |
|----------|-----------|
| Sue Cook | ext. 1582 |
|----------|-----------|

### **BUILDING AND GROUNDS**

|                                       |           |
|---------------------------------------|-----------|
| John Kaib, Supervisor                 | ext. 2901 |
| Kathy Coyle, Administrative Assistant | ext. 2900 |

### **STUDENT SERVICES**

|  |           |
|--|-----------|
| Dr. Joseph Testa, Director               | ext. 2814 |
| Donna Faulkner, Administrative Assistant | ext. 2815 |
| Fran Casertano, Administrative Assistant | ext. 2816 |

**SHALER AREA SCHOOL DISTRICT**  
**School Start & End Times**

| 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         | 3:20pm          |
| 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.

**PAY DATES**  
**2023-24**

| PERIOD OF DAYS WORKED       | PAYDATE            |
|-----------------------------|--------------------|
| August 23 - August 25       | September 8, 2023  |
| August 28 - September 8     | September 22, 2023 |
| September 11 - September 22 | October 6, 2023    |
| September 25 - October 6    | October 20, 2023   |
| October 9 - October 20      | November 3, 2023   |
| October 23 - November 3     | November 17, 2023  |
| November 6 - November 17    | December 1, 2023   |
| November 20 - December 1    | December 15, 2023  |
| December 4 - December 15    | December 29, 2023  |
| December 18 - December 22   | January 12, 2024   |
| January 2 - January 12      | January 26, 2024   |
| January 15 - January 26     | February 9, 2024   |
| January 29 - February 9     | February 23, 2024  |
| February 12 - February 23   | March 8, 2024      |
| February 26 - March 8       | March 22, 2024     |
| March 11 - March 22         | April 5, 2024      |
| March 25 - April 5          | April 19, 2024     |
| April 8 - April 19          | May 3, 2024        |
| April 22 - May 3            | May 19, 2024       |
| May 6 - May 17              | May 31, 2024       |
| May 20 - May 31             | June 14, 2024      |