

SHALER AREA SCHOOL DISTRICT



SUBSTITUTE TEACHER HANDBOOK 2022

TABLE OF CONTENTS

• Board of School Directors	3
• Administration	3
• Introduction	4
• General Information	5-7
• Daily Assignment Procedures	7
• Suggested Classroom Procedures	8
• Substitute Teacher's Report	9-10
• Staff Information	11
• District Map	12
• Building Information	13
• Pay Dates	13

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

President	Dr. April Kwiatkowski
Vice President	James Tunstall
Secretary	Sherri Jaffee
Asst. Secretary	Bethany Baker
Solicitor	Matt Hoffman
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 Ludwig
Director of Student Services	Dr. Kathleen Graczyk
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 20th 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 (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.	3:30 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 (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, Pennsylvania Training and Technical Assistance Network (PATTAN), www.pattan.net, and Standard Aligned System (SAS), 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. 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 / 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

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. 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, Assistant Superintendent ext. 2831
Mary Ann Allen, Administrative Assistant ext. 2803
Shelly Langell, Substitute Service ext. 2809

ACADEMIC SERVICES

Eloise Milligan ext. 2820

BUSINESS OFFICE

Sherr Jaffee, Director of Business Affairs ext. 2806
Susan McElhinny, Administrative Assistant ext. 2807
Bonnie Walker, Payroll ext. 2811
Diane Hart, Accounts Payable ext. 2812
Christina Vesel-Kleinhampl, Benefits/Registrar ext. 2813
Rebecca Kusar, 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
Brenda Panza, 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. Kathleen Graczyk, 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	3:30pm
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.

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