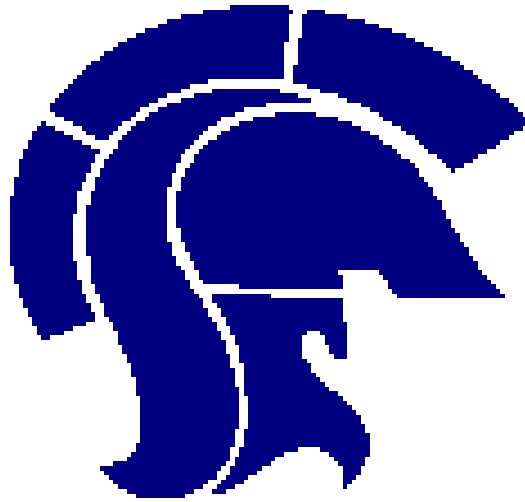


SHALER AREA SCHOOL DISTRICT



SUBSTITUTE TEACHER HANDBOOK 2019 - 2020

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**SHALER AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
2019**

| | |
|-----------------|-------------------|
| President | James Tunstall |
| Vice President | Timothy Gapsky |
| Secretary | Sherry Ludwig |
| Asst. Secretary | Bethany Baker |
| Solicitor | Matt Hoffman |
| Member | Suzanna Donahue |
| Member | James Fisher |
| Member | April Kwitakowski |
| Member | Jason Machajewski |
| Member | Jeanne Petrovich |
| Member | Eileen Phillips |
| Member | James Tunstall |
| Member | Steve Romac |

ADMINISTRATION

| | |
|--------------------------|----------------------|
| Superintendent | Mr. Sean Aiken |
| Assistant Superintendent | Dr. Bryan O'Black |
| Dir. Business Affairs | Ms. Sherry Ludwig |
| Dir. 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 October 3, 2016, the substitute teacher rate will be \$100. After (15) fifteen consecutive days in the same assignment the rate of pay will be \$150 a day while in that assignment (with no Fringe benefits). If a break in service occurs, the substitute will revert back to \$100 per day.

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' work day 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 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

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 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 CLASSROOM PROCEDURES

- Introduce yourself. Write your name on the whiteboard 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

| | |
|--|-----------|
| Mr. Sean Aiken | ext. 2801 |
| Jeanne Hohlweg, Administrative Assistant | ext. 2801 |
| Board Information Line | ext. 2899 |

ASSISTANT SUPERINTENDENT / HUMAN RESOURCES

| | |
|---|-----------|
| Dr. Bryan O'Black, Assistant Superintendent | ext. 2831 |
| Eloise Milligan, Coordinator of Academic Services | ext. 2820 |
| Mary Ann Allen, Administrative Assistant | ext. 2803 |
| Substitute Service | ext. 2809 |
| Job Information Line | ext. 2993 |

BUSINESS OFFICE

| | |
|---|-----------|
| Sherri Ludwig, Director of Business Affairs | ext. 2806 |
| Susan McElhinny, Administrative Assistant | ext. 2807 |
| Nancy Karlovich, Payroll | ext. 2811 |
| Diane Hart, Accounts Payable | ext. 2812 |
| Suzanne Sperling, Benefits | 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 |
| TBD , Computer/Media Technician | ext. 2875 |
| Durke Swartz, Computer/Media Technician | ext. 2873 |
| Tom Wyant, Information Systems | ext. 2845/2006 |
| Brenda Panza, Administrative Secretary | ext.2006 |

NUTRITION, INC. (Food Service)

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

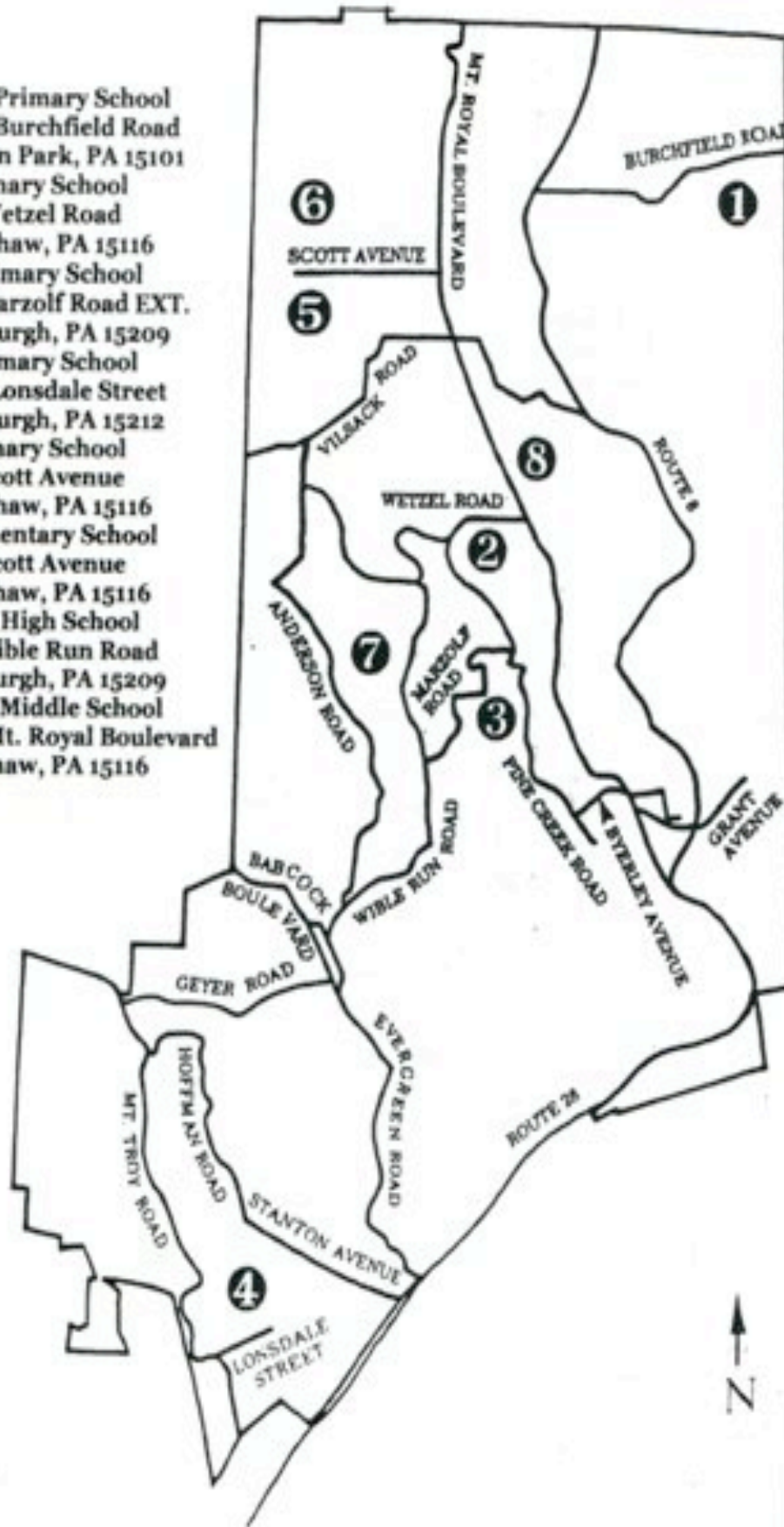
BUILDING AND GROUNDS

| | |
|---------------------------------------|-----------|
| 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 |

1. Burchfield Primary School
1500 Burchfield Road
Allison Park, PA 15101
2. Jeffery Primary School
201 Wetzel Road
Glenshaw, PA 15116
3. Marzolf Primary School
101 Marzolf Road EXT.
Pittsburgh, PA 15209
4. Reserve Primary School
2107 Lonsdale Street
Pittsburgh, PA 15212
5. Rogers Primary School
705 Scott Avenue
Glenshaw, PA 15116
6. Shaler Elementary School
700 Scott Avenue
Glenshaw, PA 15116
7. Shaler Area High School
381 Wible Run Road
Pittsburgh, PA 15209
8. Shaler Area Middle School
1810 Mt. Royal Boulevard
Glenshaw, PA 15116



SHALER AREA SCHOOL DISTRICT

**SHALER AREA SCHOOL DISTRICT
2019-2020**

| 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 |

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. See Early Dismissal times above.

- Friday, September 20, 2019 (Homecoming K-12)
- Wednesday, November 27, 2019 (K-12 Holiday Break)
- Friday, May 22, 2020 (High School Only – Prom)
- June 3rd, June 4th, and June 5th 2020 (End of the School Year)

| 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 | 12:30pm *** | 3:30pm |
| Middle | 6:45am | 7:25am | 11:15am | 12:15pm *** | 3:05pm |
| High | 6:20am | 7:00am | 10:50am | 11:45am *** | 2:40pm |

**PAY DATES
2019-2020**

| PERIOD OF DAYS WORKED | PAYDATE |
|------------------------------|--------------------|
| August 22 - August 30 | September 13, 2019 |
| September 3 - September 13 | September 27, 2019 |
| September 16 - September 27 | October 11, 2019 |
| September 30 - October 11 | October 25, 2019 |
| October 14 - October 25 | November 8, 2019 |
| October 28 - November 8 | November 22, 2019 |
| November 11 - November 22 | December 6, 2019 |
| November 25 - December 6 | December 20, 2019 |
| December 9 - December 20 | January 3, 2020 |
| January 2 - January 3 | January 17, 2020 |
| January 6 - January 17 | January 31, 2020 |
| January 20 - January 31 | February 14, 2020 |
| February 3 - February 14 | February 28, 2020 |
| February 17 - February 28 | March 13, 2020 |
| March 2 - March 13 | March 27, 2020 |
| March 16 - March 27 | April 10, 2020 |
| March 30 - April 10 | April 24, 2020 |
| April 13 - April 24 | May 8, 2020 |
| April 27 - May 8 | May 22, 2020 |
| May 11 - May 22 | June 5, 2020 |
| May 25 - June 5 | June 19, 2020 |