

# **SUBSTITUTE HANDBOOK**



## **ROSELLE PUBLIC SCHOOLS Office of Human Resources**

**710 Locust Street  
Roselle, NJ 07203  
(908) 298-2040 Main**

Created: March 2015  
*Last Updated: February 2017*

**Roselle Public Schools  
Substitute Handbook**

---

**TABLE OF CONTENTS**

Welcome	2
District Office Directory	3
School Directory	4
Qualifications	5
Procedures of Appointment	5
Obtaining Substitute Teacher Credentials	6
Expectations	7
Evaluation & Disciplinary Process	9
Substitute Assignment Procedures (AESOP)	10
Substitute Arrivals & Departures by School	11
Compensation & Payroll Schedule	12
Classroom Management	13

**Roselle Public Schools  
Substitute Handbook**

---

**WELCOME**

Dear District Substitute,

***The Vision of the Roselle Public Schools is to prepare ALL of our students for college, work, and life in high achieving schools.*** This vision is not attainable unless we obtain the best and brightest minds to lead our students to strive for greatness.

The Roselle Public Schools and the Office of Human Resources are committed to the recruitment and retention of highly qualified teachers, administrators, and support staff to help build a learning environment that promotes hard work, and fosters career and college readiness for each of our students.

This Commitment to Excellence not only holds true for our permanent teachers and staff, but also for our district substitutes. We are continually looking for qualified substitutes who are committed to positively interacting with our students, working collaboratively with our staff, and keeping our classrooms and programs moving forward while our staff is absent.

The Roselle Public Schools appreciates your interest in being a substitute within our district. We hope this handbook provides you with the adequate details necessary to be a successful substitute within our district. If you have any questions and/or concerns, please do not hesitate to contact the Office of Human Resources. Thank you for your continued support for our schools and students.

Educationally yours,

*Office of Human Resources*

**Roselle Public Schools  
Substitute Handbook**

**DISTRICT OFFICE DIRECTORY**

**Roselle Board of Education**  
 710 Locust Street  
 Roselle, NJ 07203  
 (908) 298-2040 Main  
 (908) 298-3353 Fax

Dr. Richard Corbett, Interim Superintendent of Schools  
 Dr. Dana E. Walker, Assistant Superintendent of Curriculum & Instruction  
 Ms. Rhonda Curry, School Business Administrator

**Regular Board Office Hours:**  
 8:00am-4:00pm (Monday through Friday)

Primary District Contacts	Department Duties
<p style="text-align: center;"><b><u>Human Resources</u></b></p> <p>Mr. Dorian Timmons            Ext. 4001                      Ms. Pamela Pittman            Ext. 2044</p> <p style="text-align: center;">(908) 620-1189 Fax</p>	<ul style="list-style-type: none"> <li>Substitute Certifications</li> <li>Criminal History Review</li> <li>Drug Screenings</li> <li>AESOP</li> <li>Substitute Policies</li> <li>Substitute Relations &amp; Grievances</li> </ul>
<p style="text-align: center;"><b><u>Payroll</u></b></p> <p>Ms. Shirley Lingenfelter            Ext. 2038</p> <p style="text-align: center;">(908) 298-1852 Fax</p>	<ul style="list-style-type: none"> <li>Pay Check Inquiries</li> <li>Approved Timesheets Collection</li> <li>Payroll Deductions (<i>Form W-4</i>)</li> <li>Annual Tax Statements (<i>Form W-2</i>)</li> </ul>

Other Support Staff	Department	Extension
Ms. Renay McCall-Green	Executive Secretary to Superintendent	2041
Ms. Doreen Temple	Executive Secretary to Business Administrator	2036
Ms. Nimfa Gehman	Secretary to Assistant Superintendent	1502
Ms. Diya Camacho	Purchasing	2033
Ms. Dorothy Miller	Budgeting	2039
Mr. Jonathan Johnson	Enrollment & Data Systems	2045
Ms. Vivian Quinones	Accounts Payable	2037

**Roselle Public Schools  
Substitute Handbook**

---

**SCHOOL DIRECTORY**

<p style="text-align: center;"><b>Abraham Clark High School</b> 122 East 6<sup>th</sup> Avenue Roselle, NJ 07203 (908) 298-2000 Main (908) 259-0782 Fax</p> <p>Mr. Rashon Mickens, Principal Ms. Victoria Lih, Vice Principal Ms. Sheila Williams, Vice Principal Ms. Linda Howlett, Secretary</p>	<p style="text-align: center;"><b>Grace Wilday Junior High School</b> 400 Brooklawn Avenue Roselle, NJ 07203 (908) 298-2066 Main (908) 298-2068 Fax</p> <p>Mr. Erik Leite, Principal Ms. Derithia Williams, Vice Principal Ms. Nicko Rice, Secretary</p>
<p style="text-align: center;"><b>Leonard V. Moore Middle School</b> 720 Locust Street Roselle, NJ 07203 (908) 298-2047 Main (908) 298-3333 Fax</p> <p>Mr. Craig Messmer, Principal Ms. Patrizia Weber, Vice Principal Ms. Victoria Parham, Secretary</p>	<p style="text-align: center;"><b>Harrison Elementary School</b> 310 Harrison Avenue Roselle, NJ 07203 (908) 298-2052 Main (908) 298-3371 Fax</p> <p>Dr. Lissette Gonzalez-Perez, Principal Ms. Audrey Simpkins-Armour, Secretary</p>
<p style="text-align: center;"><b>Washington Elementary School</b> 501 Washington Avenue Roselle, NJ 07203 (908) 298-2072 Main (908) 298-9450 Fax</p> <p>Ms. Marianne Tankard, Principal Ms. Bridgette Clark, Secretary</p>	<p style="text-align: center;"><b>Dr. Charles C. Polk Elementary School</b> 110 Warren Street Roselle, NJ 07203 (908) 298-2061 Main (908) 298-3381 Fax</p> <p>Ms. Andreea Harry, Principal Ms. Lizette Cancio, Secretary</p>
<p style="text-align: center;"><b>Kindergarten Success Academy</b> 150 East 3<sup>rd</sup> Avenue Roselle, NJ 07203 (908) 298-2040 Ext. 2205 (908) 445-4826 Fax</p> <p><b><i>(Building entrance located in parking lot on 4<sup>th</sup> Avenue; Street parking only)</i></b></p> <p>Dr. Nathan Fisher, Principal Ms. Mirlena Cuesta, Secretary</p>	<p style="text-align: center;"><b>Roselle Preschool/Special Services</b> 1305 St. George Avenue Roselle, NJ 07203 (908) 298-2040 Ext. 2555 or 7056 (908) 298-1507 Fax</p> <p>Ms. Monica Ahearn, Director of Special Services Ms. Ivy Hall-Abraham, Secretary of Spec. Svcs.</p> <p>Ms. Angela Robison, Supervisor of Preschool Ms. Jennifer Smith, Secretary of Preschool</p>

**Roselle Public Schools  
Substitute Handbook**

---

**QUALIFICATIONS**

Type of Substitute	Qualifications
<b>Teacher</b>	Must hold one of the following: <ul style="list-style-type: none"><li>• A Standard teaching certificate or Certificate of Eligibility (CEAS or CE) issued by the NJ State Board of Examiners; <b>OR</b></li><li>• A Substitute Teacher Credential issued by any NJ County Superintendent's office</li></ul>
<b>Instructional Aide</b>	Must have obtained at least 60 college credits from an accredited college or university.
<b>Security Guard</b>	Must have obtained a high school diploma or GED.
<b>Secretary</b>	Must have obtained a high school diploma or GED.
<b>Custodian</b>	Must have obtained a high school diploma or GED.

**PROCEDURES FOR APPOINTMENT**

1. **Substitute Teachers only:** If potential substitute teachers do not have their NJ Substitute Teacher Credentials or NJ Teaching Certificate, Applicants must come to the Office of Human Resources to receive the necessary paperwork and instructions to obtain the Substitute Teacher Credentials.
2. Potential substitutes must apply online for the desired substitute position by clicking on the **Departments** link at the top of the page, then clicking on the Human Resources link from the dropdown, and selecting **Employment Opportunities** from the right menu through the District's website ([www.roselleschools.org](http://www.roselleschools.org)).
3. Upon completion of the online application, Applicants should contact the Office of Human Resources to schedule a time to pick up a Substitute Packet which documents to be completed including (but not limited to):
  - a. Oath of Allegiance;
  - b. Criminal history review instruction;
  - c. Drug screening form;
  - d. Physical examination (with Mantoux test) form; and
  - e. Employment Eligibility Verification (Form I-9).
4. All completed forms should be returned to the Office of Human Resources for review. Applicants must provide their NJDOE criminal history review letter to Human Resources. Substitute Teachers should also provide their valid NJ Substitute Teacher Credentials or NJ Teaching Certificate to Human Resources.
5. Upon successful review, Human Resources will include Applicants' names to the district substitute list to be approved at the next eligible Roselle General Board of Education meeting. *(Personnel items are only approved during the first board meeting of the month.)*

## Roselle Public Schools Substitute Handbook

---

### **OBTAINING SUBSTITUTE TEACHER CREDENTIALS**

The Office of Human Resources will assist Applicants with obtaining or renewing Substitute Teacher Certificates. Once all of the steps below have been completed, the Office of Human Resources will review all items and submit to the Union County Superintendent's Office for processing. *The county review process may take up to 3 weeks.* Applicants can be contacted by phone or email when Substitute Certificates are available for pickup at the Office of Human Resources.

All Applicants must complete the following:

1. **Obtain Criminal History Clearance through NJ Dept. of Education.**

Applicants must go to the NJDOE Criminal History Review Unit website ([https://homerom2.state.nj.us/chr/chr\\_start.jsp](https://homerom2.state.nj.us/chr/chr_start.jsp)). The Criminal History Clearance letter is mailed by the NJDOE to your home in approximately 3 weeks. Bring the original letter to Human Resources to be included in application packet.

2. **Obtain official, unopened College Transcript(s) showing at least 60 college credits. [New Applicants ONLY]**

Applicants who are renewing their Substitute Certificate do not need to provide transcripts again as long as they received their original certificate through Union County. If Applicants received their initial Substitute Certificate from another county, he/she is required to provide official transcripts for processing as an ***initial*** certificate through Union County, not a renewal.

3. **Complete the New Jersey Substitute Teacher's Credential Application.**

This form is available on the district website or Office of Human Resources.

4. **Complete Substitute Oath of Allegiance.**

This form is available on the district website or at the Office of Human Resources. *The Oath of Allegiance must be signed in the presence of a Notary and notarized.*

5. **Obtain a Money Order or Cashier's Check payable to the Commissioner of Education in the amount of \$125.00 for the application processing fee.**

The Union County Superintendent's Office only accepts money orders or cashier's checks as forms of payment. Additionally, the Union County Superintendent's Office does not accept payments more than 30 days old. It is highly recommended that payments are obtained after the Applicant receives the criminal history review letter, college transcripts, and completes both the substitute credential application and oath of allegiance.

6. **Must provide original Substitute Certificate. [Renewal Applicants ONLY]**

Applicants renewing their Substitute Certificate through Union County can do so as early as 6 months prior to the expiration date up until 3 months after the expiration date. For example, if a certificate expires on July 31st, the Applicant can submit for renewal between February 1st and October 31st.

## Roselle Public Schools Substitute Handbook

---

### EXPECTATIONS

#### **What is expected of you as Substitute...**

- Once you accept an assignment, be sure to follow through and complete the assignment. If for any reason you have an emergency that requires you to cancel your assignment, please do so in AESOP. ***If it is past the cutoff time to cancel in AESOP, leave a voicemail with the appropriate school secretary AND the Office of Human Resources immediately.***
- Accept assignments whenever possible. Continuous refusals will affect the number of assignments offered to you.
- Appropriate professional dress, appearance, and demeanor are required for this professional responsibility. ***Sneakers, jeans, mini-skirts, flip-flops, and other inappropriate attire is strictly prohibited.***
- Arrive 30 minutes before school begins and sign in at the main office. Do not leave sooner than designated substitute departure time specified by each school. (See **Substitute Arrivals & Departures by School** section below.)
- You will need to review all emergency procedures upon entering the school for your assignment. Review all evacuation locations as well as fire drill and lock down protocols **prior** to the start of your assignment.
- During Prep Periods, when you do not have students in your class, please go to the Main Office to ask if they need assistance with anything during that non-instructional time.
- Carry out to the best of your ability the responsibilities of the person in whose position you are working. This includes following the teacher's plans that were left for you carefully and completely. You will also be expected to cover all duties of the teacher - before school, lunch, and/or after school.
- Be directly responsible to the building principal to which you are assigned.
- Keep the classroom doors locked during class sessions as well as when it is not in use for the safety of everyone's belongings.
- Leave a brief report of the day's activities for the regular classroom teacher. You may mention how the students may have reacted to the assignment, any behavioral or disciplinary problems, etc. Positive feedback of your experiences that day are of course always welcome.
- Leave the classroom neat and orderly at the close of each day.
- Only use school property for school business (i.e. computers, phones, gym equipment, etc.).
- Be receptive to teachers who try to assist you.
- Be positive with students, office personnel, and staff.



## **Roselle Public Schools Substitute Handbook**

---

- Circulate around the classroom to monitor students' progress and to provide assistance when needed.
- If a student is using a cell phone or any other unauthorized device during class, take it away and turn it into the Main Office with the name of the owner attached.
- Adhere to any practices and procedures not listed that may be specific to each school.

### **Please DO NOT...**

- ***Violate the confidentiality of information concerning students or staff members.***
- ***Leave students unsupervised.***
- ***Administer medication to students.*** Medication should only be administered by the school nurse or appropriate health personnel, not by any other staff or faculty member.
- Use personal cell phones while students are present.
- Take pictures students without prior written permission from their parents. It is unlawful.
- Touch the students or verbally demean them in any way. Do not yell at students or threaten them with punishments. Do not criticize students or their work. If a student is being difficult, notify the Main Office and an administrator will assist you.
- Read a book, magazine, or newspaper in the classroom.
- Accept money from or give money to any students.
- Be late for assignments.
- Allow students out of their seats unless the lesson plan calls for collaborative groups.
- Leave the building without checking in with the school secretaries.

### **What you should expect from Roselle Board of Education...**

- A cordial welcome from the school staff.
- Help in locating your assigned room.
- Seating charts, lesson plans, teaching materials, and/or a detailed schedule for the day.
- Safety information about crisis management/drills and medical alerts for students.
- Information concerning the restrooms, lounges, break schedules, lunch assignments and any other particular procedures for that specific school (i.e. fire/safety drills).
- Cooperation from all the school staff and help from the administration in handling disciplinary problems.

## **EVALUATION & DISCIPLINARY PROCESS**

Substitutes are reviewed by building principals and other administrators on a case-by-case basis for satisfactory and unsatisfactory performance based on feedback from classroom teachers, administrators, and staff. The review is based on the following criteria:

- **Professional Qualities**
  - Skill in Teaching
  - Knowledge of Subject Matter
  - Success with pupils
  - Punctuality/attendance
  - Sensitivity to students
  
- **Classroom Procedures**
  - Resourcefulness
  - Discipline
  - Skill conducting lessons
  - Teaching technique at this grade level
  - Following lesson plans
  
- **Personal Characteristics**
  - Attitude towards students
  - Personal appearance
  - Poise and self-control

### **Preferred Substitute List**

If a substitute receives an exceptional evaluation by a building principal and/or classroom teacher, the substitute may be added to the district's "Preferred Substitute List".

### **School Disqualifications**

In the event there is a display of unsatisfactory behavior, building principals may inform the Office of Human Resources to block the substitute from accepting assignments at their respective schools in AESOP. ***If a substitute has been blocked by two (2) school principals, the substitute will be permanently removed from the district's substitute list.*** Substitutes will receive warnings and removal decisions in writing from the Office of Human Resources.

### **No-Shows**

If a substitute **does not** show up for an assignment that they have accepted through AESOP, they will receive a warning. ***If this occurs a second time, the substitute will be permanently removed from the district's substitute list.*** Substitutes will receive warnings and removal decisions in writing from the Office of Human Resources.

*Please note that if there is a last minute emergency that will prohibit the substitute from showing up for the assignment, the substitute should cancel the assignment in AESOP. If it is past the allowable time in AESOP to cancel, the substitute should contact the school secretary and the Office of Human Resources immediately, and leave a voicemail if it is before school hours.*

### **Immediate Removal**

Substitutes can be immediately removed from the approved substitute listing, at the discretion of the Superintendent of Schools.

## Roselle Public Schools Substitute Handbook

---

### **SUBSTITUTE ASSIGNMENT PROCEDURES (AESOP)**

The Roselle Public Schools uses **AESOP** (<https://www.aesoponline.com/login2.asp>), an online system, for substitute teaching assignments. Upon being Board approved, substitutes will receive their AESOP logins from the Office of Human Resources.

When permanent employees are absent, available assignments will be posted to AESOP for substitutes to review and/or accept. Assignments can be posted up until the morning of the assignment if they have not been fulfilled. If positions are not fulfilled, AESOP may conduct automated calls on the evening before or morning of the assignment during the specified call times. The default district call times are set for the following:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>						
<b>No Calls</b>	5:30am – 12:00pm	5:30am – 12:00pm	5:30am – 12:00pm	5:30am – 12:00pm	5:30am – 12:00pm	<b>No Calls</b>
<b>Evening</b>						
4:30pm – 9:30pm	4:30pm – 9:30pm	4:30pm – 9:30pm	4:30pm – 9:30pm	4:30pm – 9:30pm	<b>No Calls</b>	<b>No Calls</b>

*Please note that substitutes can manage and personalize their call times and availability through their AESOP accounts.*

If contacted by the AESOP automated system or by school secretary to fill an assignment, be sure you know the date, the name of the school, time, grade or subject area, the name of the staff member you will be substituting for, and the confirmation number for reference. Starting times may be different at each school.

#### **Assignment Cancellations**

If you find that you have accepted a position in error, or due to an emergency you are not able meet your commitment, you have the ability to cancel out of an assignment **before 6:00 a.m. the day of the assignment**. After that time, you must call the appropriate school secretary **AND** the Office of Human Resources. Please note if the assignment is more than one day this feature cancels you out of the entire assignment, so you will need to contact the Office of Human Resources if you are ill for only one day of a long-term or multi-day assignment.

If you need to cancel on the day of your assignment due to an emergency or illness after the 6:00am deadline, you must call the appropriate school secretary **AND** the Office of Human Resources, to leave a voicemail stating your name, person you are substituting for, and the name of the school.

If you know you are not going to be available for any period of time, please enter your non-work days in your AESOP account. This will eliminate the AESOP automated system making unnecessary calls to you at 5:30am on days that you are unavailable.

**Roselle Public Schools  
Substitute Handbook**

---

**SUBSTITUTE ARRIVALS & DEPARTURES BY SCHOOL**

Substitutes are expected to arrive 30 minutes before school begins and sign in at the main office. Substitute should not leave sooner than designated substitute departure time specified by each school unless instructed by the building principal.

The following are the start and end times for the students' school days for all of Roselle Public Schools for both A) **Regular** and B) **Early** Dismissals:

**Regular Dismissal**

	Substitute Arrival	Student Start Time	Student End Time	Substitute Departure
<b>Abraham Clark HS</b>	<b>7:50am</b>	8:00am	3:15pm	<b>3:15pm</b>
<b>Grace Wilday JHS</b>	<b>8:30am</b>	8:30am	2:50pm	<b>3:10pm</b>
<b>Leonard V. Moore MS</b>	<b>8:30am</b>	8:35am	2:55pm	<b>3:10pm</b>
<b>Harrison ES</b>	<b>8:30am</b>	8:45am	2:45pm	<b>3:10pm</b>
<b>Dr. Charles Polk ES</b>	<b>8:30am</b>	8:45am	2:45pm	<b>3:10pm</b>
<b>Washington ES</b>	<b>8:30am</b>	8:45am	2:45pm	<b>3:10pm</b>
<b>Kindergarten Success Academy</b>	<b>8:30am</b>	8:45am	2:45pm	<b>3:10pm</b>
<b>Pre-School Annex</b>	<b>8:30am</b>	8:40am	3:00pm	<b>3:10pm</b>

**Early Dismissal**

	Substitute Arrival	Student Start Time	Student End Time	Substitute Departure
<b>Abraham Clark HS</b>	<b>7:50am</b>	8:00am	12:30pm	<b>12:30pm</b>
<b>Grace Wilday JHS</b>	<b>8:30am</b>	8:30am	12:45pm	<b>12:45pm</b>
<b>Leonard V. Moore MS</b>	<b>8:30am</b>	8:45am	12:45pm	<b>12:45pm</b>
<b>Harrison ES</b>	<b>8:30am</b>	8:45am	12:45pm	<b>12:45pm</b>
<b>Dr. Charles Polk ES</b>	<b>8:30am</b>	8:45am	12:45pm	<b>12:45pm</b>
<b>Washington ES</b>	<b>8:30am</b>	8:45am	12:45pm	<b>12:45pm</b>
<b>Kindergarten Success Academy</b>	<b>8:30am</b>	8:45am	12:45pm	<b>12:45pm</b>
<b>Pre-School Annex</b>	<b>8:30am</b>	8:40am	12:30pm	<b>12:40pm</b>

**Delayed Openings**

Delayed opening start times will be determined by the Superintendent of Schools. Substitute teachers will be expected to arrive 30 minutes prior to the delayed opening start time. (For example, a substitute for Abraham Clark HS should arrive between 9:30-9:45am for a 10:00am start time if there is a 2-hour delayed opening.)

**Roselle Public Schools  
Substitute Handbook**

**COMPENSATION & PAYROLL SCHEDULE**

The following are the daily/hourly rates for substitute employees within the district:

- Substitute Teacher (*per diem*) \$105.00/day
- Substitute Instructional Aide \$70.00/day
- Substitute Secretary/Office Clerk \$13.00/hour
- Substitute Security Guard \$15.00/hour
- Substitute Custodian \$16.00/hour
- Long-term Substitute Teacher\*\* \$195.00/day

*\*\*Long-term substitute teachers must hold appropriate certification in specific content area as well as be approved by the Roselle Board of Education.*

Payroll is run on a **semi-monthly\*\*** (twice/month) basis:

Payroll Cycle	Beginning Pay Period	Ending Pay Period	Pay Date
1	January 1 <sup>st</sup>	January 15 <sup>th</sup>	<b>January 30<sup>th</sup></b>
2	January 16 <sup>th</sup>	January 31 <sup>st</sup>	<b>February 15<sup>th</sup></b>
3	February 1 <sup>st</sup>	February 15 <sup>th</sup>	<b>February 28<sup>th</sup>/29<sup>th</sup></b>
4	February 16 <sup>th</sup>	February 28 <sup>th</sup> /29 <sup>th</sup>	<b>March 15<sup>th</sup></b>
5	March 1 <sup>st</sup>	March 15 <sup>th</sup>	<b>March 30<sup>th</sup></b>
6	March 16 <sup>th</sup>	March 31 <sup>st</sup>	<b>April 15<sup>th</sup></b>
7	April 1 <sup>st</sup>	April 15 <sup>th</sup>	<b>April 30<sup>th</sup></b>
8	April 16 <sup>th</sup>	April 30 <sup>th</sup>	<b>May 15<sup>th</sup></b>
9	May 1 <sup>st</sup>	May 15 <sup>th</sup>	<b>May 30<sup>th</sup></b>
10	May 16 <sup>th</sup>	May 31 <sup>st</sup>	<b>June 15<sup>th</sup></b>
11	June 1 <sup>st</sup>	June 15 <sup>th</sup>	<b>June 30<sup>th</sup></b>
12	June 16 <sup>th</sup>	June 30 <sup>th</sup>	<b>July 15<sup>th</sup></b>
13	July 1 <sup>st</sup>	July 15 <sup>th</sup>	<b>July 30<sup>th</sup></b>
14	July 16 <sup>th</sup>	July 31 <sup>st</sup>	<b>August 15<sup>th</sup></b>
15	August 1 <sup>st</sup>	August 15 <sup>th</sup>	<b>August 30<sup>th</sup></b>
16	August 16 <sup>th</sup>	August 31 <sup>st</sup>	<b>September 15<sup>th</sup></b>
17	September 1 <sup>st</sup>	September 15 <sup>th</sup>	<b>September 30<sup>th</sup></b>
18	September 16 <sup>th</sup>	September 30 <sup>th</sup>	<b>October 15<sup>th</sup></b>
19	October 1 <sup>st</sup>	October 15 <sup>th</sup>	<b>October 30<sup>th</sup></b>
20	October 16 <sup>th</sup>	October 31 <sup>st</sup>	<b>November 15<sup>th</sup></b>
21	November 1 <sup>st</sup>	November 15 <sup>th</sup>	<b>November 30<sup>th</sup></b>
22	November 16 <sup>th</sup>	November 30 <sup>th</sup>	<b>December 15<sup>th</sup></b>
23	December 1 <sup>st</sup>	December 15 <sup>th</sup>	<b>December 30<sup>th</sup></b>
24	December 16 <sup>th</sup>	December 31 <sup>st</sup>	<b>January 15<sup>th</sup> (following year)</b>

*\*\*Please note that there may be exceptions to the above dates if an early payroll is processed due to holiday or school breaks.*

**Secretaries, Custodians, & Security:** Timesheets are due two (2) days after each pay date for the following pay period. If you have any questions and/or concerns regarding your paycheck, contact Payroll.

**CLASSROOM MANAGEMENT FOR SUBSTITUTE TEACHERS**

***Possible Classroom Scenarios***

- After taking attendance, introducing/explaining the classroom assignment, three students refuse to begin work and instead begin talking in the back of the classroom. You correct the students twice. What do you do now?
- After taking attendance, introducing/explaining the classroom assignment, a student refuses to begin work and instead looks out the classroom window. You correct the student twice. What do you do now?
- Five girls simultaneously ask permission to go to the bathroom. How do you respond?
- A student is unprepared for the class because he/she has no textbook and cannot complete the assignment. How do you respond?
- In a 5<sup>th</sup> grade classroom, the student informs you that the assignment left for the substitute was completed yesterday. What procedure do you follow?
- There is a fight in the classroom while you are substituting. What do you do?
- A student becomes very ill in your classroom and needs to be taken to the nurse. What procedure do you follow?

***Guideline #1: Be Prepared by...***

- Arriving early.
- Obtaining needed administrative information.
- Scouting out the classroom.
- Locating needed teaching materials.

***Guideline #2: Take Charge of the Classroom by...***

- Starting the class decisively.
- Taking roll efficiently.
- Giving directions concisely.

***Guideline #3: Clarify Expectations Regarding Student Conduct by...***

- Using a classroom discipline plan.
- Giving specific directions about desired behavior.
- Giving specific feedback about actual behavior.
- Circulating frequently around the classroom.

***Guideline #4: Communicate the Significance of Learning by...***

- Minimizing time spent on procedural matters.
- Requiring student attention and participation.
- Providing feedback to students about their work.
- Providing closure at the end of class.