WELCOME

Thank you for applying to be a substitute teacher at Calhan School

- PK-12<sup>th</sup> grade school
  - Jobs may include any grade level, subject, or paraprofessional
  - We cannot make any guarantees that a job will become available for you or that you will be assigned a job
- 7:45am-4:15pm
- Tuesday – Friday (with an occasional Monday)
- Parking – Please park in the large lot southwest of the school
The PROCESS

• Before you are approved...
  ▫ Online application www.calhanschool.org
  ▫ Current CDE License
  ▫ Interview
  ▫ School Board recommendation – annually
The PROCESS cont...

- After you are approved...
  - Substitute Teacher Orientation – annually
  - Accepting a job
    - Always check into the office first to sign in, get your name badge, and/or lesson plans
  - Any paperwork not completed will be given to you on the morning of your first assignment
    - W-4
      - Direct Deposit
      - PERA
- You get paid on the 25th of the following month of work
AESOP

- This is our substitute system
  - www.aesopeducation.com
- Username & PIN
- Accepting the job from an AESOP phone call
- Accepting the job online
- Cancelling a job
- Cheryl Cofer – 719-347-2766 x399
INSTRUCTION

• Substitute Notebook
  ▫ Every teacher has a substitute notebook which contains
    • Schedule
    • Class lists / seating charts
    • Important information about the class

• Lesson plans
  ▫ Can be found on AESOP, from Cheryl, or on the teacher’s desk
  ▫ Notify the office immediately if there are no lesson plans

• Written feedback for teachers is necessary
  ▫ How did your day go?
  ▫ What did you cover? What did you not cover?
  ▫ Any celebrations, problems, concerns, notes or money turned in, or anything a teacher should know?
SAFETY & SUPERVISION

• As a staff member, you are obligated, just like our full time employees, to maintain supervision of your students at all times and keep them safe
  ▫ Attendance
  ▫ Knowing where each student is at all times – Hall passes
  ▫ Don’t leave the room
  ▫ Call the office or ask a neighboring teacher to help you before you leave the classroom.
  ▫ Duties may include playground, lunchroom, etc.
  ▫ Accident reports must be filed on every accident that is on school property or is school sponsored
DISCIPLINE

- Authority to correct, control, & monitor student conduct
  - It is expected that our students treat you with respect
  - Maintaining a learning environment
  - You cannot assign detention, suspension, etc.
  - Call for support if you need help with a student
    - Cheryl x399
    - Brittany x400
    - Linda S. x410
    - Dave x409
CONFIDENTIALITY

• All school employees (including substitutes) are required by law to maintain confidentiality
  ▫ Of Students & their families
    • Mandatory DHS Reporting will be done by the administration
    • Student programs, plans, & issues are on a need to know basis. You will be informed if there is something you need to know about a student
  ▫ Of Staff
  ▫ Of controversial school events
SAFETY NOTEBOOKS / DRILLS

- Green safety notebook in every classroom
  - Carry with you during and emergency / drill
  - Class list / schedule
  - Guide of what to do in each type of emergency
  - Red & Green cards
- Orange Bucket
- Treat every drill as the real event
TECHNOLOGY

• Cell phones
  ▫ Only during breaks & passing periods for both staff and students
• Internet
  ▫ Staff Use of Technology
  ▫ Student Use of Technology
• If you are asked to take a class to the computer lab
  ▫ Monitor screens CLOSELY
  ▫ Call for assistance before attempting to fix a problem
  ▫ Make sure chairs & equipment is orderly & back in place
OTHER

• Professional Dress
• We have a nurse on staff one day a week and a nurse’s aide Tuesday - Friday
HANDOUTS

• Using AESOP successfully
• Substitute Teachers Handbook
• Best Practices for Guest Teachers
QUESTIONS

Thank you