

CALHAN SCHOOL DISTRICT RJ-1

SUBSTITUTE TEACHER
ORIENTATION



WELCOME

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

- PK-12th 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

