



Weston Public Schools



Substitute Handbook

Welcome!

We appreciate you wanting to work at Weston Public Schools as a teacher and/or para-educator substitute.

We have created this handbook as a helpful resource for you while subbing in our schools. We hope you enjoy your time in our classrooms and with our students.

This is only an overview about working at Weston Public Schools, if you have a question about a particular class or school, please start at the school level.

Weston Public School's Vision

Our commitment to excellence and continued, purposeful innovation will make Weston Public Schools the standard in designing educational pathways and environments that cultivate empowered citizens of the global community.

Weston Public School's Mission Statement

The mission of the Weston Public Schools, as a caring and supportive community partnership, is to empower each student to achieve success and contribute to our global society by developing and cultivating character, knowledge and creativity through a dynamic learning experience that challenges each student to continually pursue personal excellence.



Contacts:

Human Resources

Jen Ryan HR Specialist jenryan@westonps.org • 203-221-6553
--

Hurlbutt Elementary School

Laura Kaddis Principal laurakaddis@westonps.org • 203-221-6302	Kim Kus Assistant Principal kimkus@westonps.org • 203-221-6304
Elaina Braddick Administrative Assistant to the Principal elainabraddick@westonps.org • 203-221-6303	

Weston Intermediate School

Pattie Falber Principal pattiefalber@westonps.org • 203-221-6332	Nicole Wilhelm Assistant Principal nicolewilhelm@westonps.org • 203-221-6334
Cheryl Churchill Administrative Assistant to the Principal cherylchurchill@westonps.org • 203-221-6333	Lisa Russo Administrative Assistant Main Office lisarusso@westonps.org • 203-221-6335

Weston Middle School

Dan Doak Principal dandoak@westonps.org • 203-221-6362	Dru Walters Assistant Principal druwalters@westonps.org • 203-221-6364
Nancy Darling Administrative Assistant to the Principal nancydarling@westonps.org • 203-221-6363	

Weston High School

Lisa Deorio Principal lisadeorio@westonps.org • 203-221-6502	Matt Filip Assistant Principal matthewfilip@westonps.org • 203-221-6505
Juliane Givoni Assistant Principal julianegivonia@westonps.org • 203-221-6504	Jodi Sacchetta Administrative Assistant to Principal jodisacchetta@westonps.org • 203-221-6503
Kellee Boccanfuso Administrative Assistant Main Office kelleeboccanfuso@westonps.org • 203-221-6530	

The Weston Board of Education is an Equal Opportunity Employer. The Weston Board of Education ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, veteran status, sexual orientation, gender identification, transgender status, or disability. The Weston Board of Education has a policy of active recruitment of qualified minority teachers, administrators, and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

What does it mean to be a substitute?

Your goal as a substitute teacher or para-educator at Weston Public Schools is to guide our students in their education and instruction in the absence of our regular staff. In most cases, instructions will be left for you by our teachers and we ask that you follow their lesson plans in order to provide the best experience for our students.

We ask that you be flexible as once an assignment is accepted, the school may need to change the job, according to the larger need.

Have fun and be positive with the students, while maintaining professionalism.

Qualifications:

For a teacher substitute (certified staff member)

Must possess and provide proof of a bachelor's degree from an accredited university or college.

For a para-educator substitute

Must possess and provide proof of a high school diploma.

Terms of Employment:

On an as needed basis.

After an interview with the human resources office takes place the following will occur, once all items are completed you may begin to work at Weston schools!

1. Must submit to federal and state background checks.
2. Must submit to State of Connecticut Department of Children and Families (DCF) background check and EEV (Educational Employer Verification form).
3. Must provide two (2) professional/personal references
4. Must complete Connecticut DCF Mandated Reporter online training.
5. Must sign Student Confidentiality agreement.

AESOP FRONTLINE ONLINE ABSENCES MANAGEMENT SYSTEM

Weston Public Schools is currently using the online/telephone system called AESOP.

This system connects you to the schools that you would like to teach at and allows you to “job shop” online or via telephone for teaching assignments that fit your schedule.

You can access the website at <https://www.aesoponline.com/login2.asp>. On the website, you can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times.

You may also interact with the AESOP system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. The system is set up to call out to available substitutes when a job has opened. You may also dial in and proactively search for jobs and manage existing jobs.

The system is currently set up to call for the following times:

- o Morning calls are from 6am -10am (though the school’s front office may call after that time should they need more substitutes that day)
- o Evening calls are from 5pm- 9pm

You can deactivate the automated calls by going to the AESOP website and accessing the preferences tab.

If you elect to keep the automated telephone calls activated, the system will keep calling until you REJECT the assignment.

Important Notes:

If you accept a job, AESOP will issue a confirmation number. **Please remember that your transaction is not complete until AESOP supplies you with a confirmation number.**

Please understand that upon arriving at the school, your job assignment may be changed depending on the school’s need for that day. We ask that you be flexible and patient.

If you **accept a full day assignment**, please know **you will be scheduled for a full school day and must remain at work for the duration of the day.**

If you sign up and report for an assignment that has been cancelled without reasonable notice, as determined by human resources, you will be either re-assigned to another position or school. If no other assignments are available you may be sent home. At that point, you will be paid at the original job assignment rate. *

***This does not apply to school closure due to inclement weather or other campus issues. AESOP will not be able to notify you of a cancellation or delay, so we ask that you please listen to the radio, news, or check our website at www.westonps.org for the most up to date decisions.**

Day of Your Teaching Assignment

Once you accept a job, either online or through the telephone, we ask that you follow the below steps:

1. Please arrive 10-15 minutes before the start of an assignment to allow ample time to park and check in at the main office to receive the day's directions, keys, and any other needed information.
2. **All members of staff, as well as substitutes are required to check in and must wear visible ID tags.**
3. Review all lesson plans and schedules.
 - a. Special duties, such as recess, cafeteria or bus arrival/dismissals will be explained to you by the front office upon check in.
4. Follow attendance, lesson plans, and schedule to the best of your ability.
 - a. Should anything occur that you need help with, please don't hesitate to ask another teacher or para-educator, or the front office.
 - b. If you are not able to follow the prepared plans consult an administrator or the front office.
5. If there is a free period in your schedule (outside of your allotted lunchtime) we ask that you check back in with the front office to see if you are needed elsewhere for that timeframe.

Please note it is our expectation that you remain at your school for the length of the assignment you accept, unless otherwise directed by the school. Should a personal emergency occur during the work day, please notify and check out with the front office, before you leave the school.

Rate of Pay

Para-educator substitutes are paid \$12.00 an hour. If you work more than ten (10) days (does not need to be consecutive) at either Hurlbutt Elementary or Weston Intermediate, please email Jen Ryan, jenryan@westonps.org. Once confirmed, your hourly rate for para-educator substitute will

increase to \$14.25 at both Hurlbutt and Weston Intermediate School for the remainder of the school year.

Teacher substitutes are paid \$100 a day. If you work more than ten (10) days (does not need to be consecutive) at Hurlbutt Elementary, please email Jen Ryan, jenryan@westonps.org. Once confirmed your daily rate for Hurlbutt teacher jobs will increase to \$110 a day for the remainder of the school year.

For anything less than a full day, the rate for a teacher substitute job are as follows:

0-1 Hour - \$17.50

1-2 Hours - \$35.00

2-4 Hours - \$70.00

4-6 Hours - \$80.00

6 and above - \$100.00

Paycheck Schedule:

Weston's payroll is every two weeks on the Thursday. Substitute payroll checks will be mailed out to your home address on file. **Please be sure to notify the district should you address change.**

Paychecks are issued based on the sign-in sheets at the front office of each school. Please make sure you sign in and out your correct times. AESOP will be used as a back-up to the sign-in sheets.

- When you are subbing for a teacher
 - If the teacher is on professional development or school business please sign in on the blue sheet
 - Any other teacher absence reason, please sign in on the pink sheet
- When you are subbing for a para-professional
 - Please sign in on the yellow sheet, and;
 - You must also complete a timesheet (one for each school) and return it filled out to the Principal's administrative assistant.

Timesheets will be made available at the front offices and on our website under human resources.

Should you have an issue with your paycheck, please contact the front office of the school where the error was. If you are not able to determine the error, please email Marisa Forchione, Payroll Coordinator at marisaforchione@westonps.org

Miscellaneous

- Be positive!
- Maintain an appropriate level of professional formality between you and the students.
- Trust your own judgement. If you have questions please do not hesitate to contact the front office, a neighboring teacher, or an administrator
- Do not permit behavior that is unacceptable. Be reasonable but fair. Contact an administrator or the front office for help.
- Maintain strict confidentiality in accordance with the Board of Education policies which you have been given.
- Board of Education policy prohibits commercial activity on school grounds. Solicitation of students and staff is not permitted.
- Personal opinions or beliefs of a religious or political nature may not be expressed to students. This includes distribution of any religious or political materials.
- Removing supplies from schools without the permission of an administrator is STRICTLY prohibited.
- Substitute teachers are at-will employees on the dates on which they work. Substitutes may be removed from the list at the discretion of the Superintendent or designee.

Emergency Situations and Simulations (ie. Fire Drills, Evacuation, Lockdowns etc..)

Each school follows a District Crisis Response Plan. Every classroom should have a red “Emergency Procedure Manual”. The school may also provide you, upon check-in, a more detailed guide to follow in case of a drill, or actual emergency.

When you are new to the system and schools, we ask that you please take a moment to locate and familiarize yourself with the information and location.

Our main goal in these procedures are to keep our students and staff safe.

If you see something or have a concern please speak up!

Weston Board of Education Policies and Regulations can be found on our website at:

<http://www.westonps.org/page.cfm?p=4923>

and

<http://www.westonps.org/page.cfm?p=2775>

Discrimination

[Title IX Notice 2019-2020](#)

[Non-Discrimination Policy and Regulations – Personnel](#)

[Sexual Harassment Policy - Personnel](#)

[Sexual Harassment Complaint Form - Personnel](#)

[Non-Discrimination Policy and Regulation - Students](#)

[Discrimination Complaint Form – Students](#)

[Sexual Discrimination and Sexual Harassment Policy - Students](#)

[Sexual Discrimination and Sexual Harassment Regulations - Students](#)

[Sexual Discrimination and Sexual Harassment Complaint Forms - Students](#)

[USDA Nondiscrimination Statement](#)

Bullying

[Bullying Prevention and Intervention Policy- Students](#)

[Safe School Climate Plan](#)

[Bullying Reporting Forms](#)

Child Abuse Reporting, Suicide Prevention, and Civility

[Reporting of Child Abuse Policy](#)

[Student Suicide Prevention](#)

[Civility Policy](#)