

SPENCERPORT CENTRAL
SCHOOL DISTRICT



SUBSTITUTE
SUPPORT STAFF
HANDBOOK
2023-24 School Year

INTRODUCTION

It is the hope that this handbook will be personally helpful to substitutes and that it will help promote coordination and continuity throughout the school district.

Since we are always confronted with support staff absences due to sickness and emergencies, the substitute plays a vital role in the continuity of our education program.

A substitute is a member of the professional staff and as such, professional confidences and observations with regard to students and colleagues must be observed and honored.

WELCOME

We wish to welcome you to the Spencerport Central School District. The Board of Education and administrative team consider your daily work an important contribution to the instructional program of our schools. It is an expectation of the District that you perform the daily responsibilities of the absent staff member to the best of your ability.

You are encouraged to submit suggestions, which might contribute toward the improvement of our schools to the principal of the building in which you are working.

QUALIFICATIONS FOR SUBSTITUTES

It is the responsibility of the school district to employ substitutes.

Substitutes may render service for any number of days in any number of school districts.

PROCEDURE FOR CALLING

Absence Management, our automated calling system, will place phone calls between the hours of 5:30am-11:59am and 5:30pm-10:00pm. Absence Management will not call on Friday night, Saturday, or Sunday morning. You will also be able to search for assignments any time of day by logging on to <http://app.frontlineeducation.com> or by calling 1-800-942-3767 using your phone ID# and PIN #. Please report to the appropriate school office indicated by Absence Management upon entering the building. **You will be required to complete a time card.** Should you be called by anyone other than Absence Management and report to work, the school district may not pay you, depending upon the circumstances.

It is the responsibility of the substitute to observe the regular support staff's schedule. In case the substitute is delayed for any reason, a call should be made to the school's office.

PLEASE NOTE: An employee may leave detailed notes regarding the assignment on the Absence Management system. This can be viewed once you have accepted the position.

CONTINUATION ON SUBSTITUTE LIST

Substitutes who are on the current substitute list as of June 1 of each school year shall be notified in writing during the month of June regarding their employment status for the next school year.

In the event that a substitute wishes to be removed from the substitute list during the school year, the substitute shall notify the Human Resources Office in writing of their desire to be removed.

SALARY

The rate of pay for per-diem substitutes is approved yearly by the Board of Education. For those clerical substitutes who worked at least 240 hours in the current year, the rate will be higher for the following school year only.

QUESTIONS

Please feel free to call the Human Resources Office at (585) 349-5124 should you have any questions.

CONCERNS

Please feel free to contact the building principal if you have any questions or concerns relative to your individual assignment within your building.

RESPONSIBILITIES OF SUBSTITUTES

It is the obligation of the substitute to:

1. Become familiar with building routines and school policies. A visit to the school would be helpful to familiarize yourself with the surroundings. Visits should be arranged by contacting the building principal's secretary.
2. The substitute should be prompt on arrival and wear their Spencerport ID badge. Time should be allotted to assemble materials, if needed, and make other preparations for the day.
3. The substitute is required to work the same hours as the person in the building for whom they are substituting. Absence Management will provide the substitute with this information.
4. Check with the office at the end of the school day.
5. Always adhere to the Spencerport Code of Ethics for All District Personnel, policy 6110. The policy is available on our website at the bottom of the Human Resources page.

PROCEDURE IN CASE OF ABSENCE

In the event you are unable to fulfill an assignment that you have accepted, the following procedure should be followed:

You may either call 1-800-942-3767 or log on to <http://app.frontlineeducation.com> to cancel your absence. To cancel on-line, click on the "scheduled jobs" tab and then click on the "cancel" button next to the assignment you wish to cancel.

Also, you must call the building for which you were scheduled and notify them of your absence if you are cancelling within 24 hours of the start time of the scheduled absence. See attached School Directory. Please inform them that you have already cancelled the assignment with Absence Management.

SCHOOL DIRECTORY

Human Resources

71 Lyell Avenue
Spencerport, NY 14559
Phone: 585-349-5124
Fax: 585-349-5012

Directory of Schools:

Bernabi Elementary School

1 Bernabi Road
Spencerport, NY 14559
Mr. David Caiazza, Principal
Ms. Linda Barnard, Principal's Secretary

Gr. Pre-K-5
585-349-5401

Canal View Elementary School

1 Ranger Road
Spencerport, NY 14559
Ms. Denise Lemcke, Principal
Ms. Andrea Pitcher, Principal's Secretary

Gr. Pre-K-5
585-349-5701

Munn Elementary School

2333 Manitou Road
Spencerport, NY 14559
Mr. Michael Canny, Principal
Ms. Elizabeth Maier, Principal's Secretary

Gr. Pre-K-5
585-349-5501

Taylor Elementary School

399 Ogden Parma Town Line Road
Spencerport, NY 14559
Ms. Danielle Hoch, Principal
Ms. Kristine Cerami, Principal's Secretary

Gr. Pre-K-5
585-349-5601

Ada M. Cosgrove Middle School

2739 Spencerport Road
Spencerport, NY 14559
Mr. James Centola, Principal
Ms. Jamie Hill-Dougherty, Assistant Principal
Mr. Thomas Burger, Assistant Principal
Ms. Karen Lamirande, Principal's Secretary

Gr. 6-8
585-349-5301

Spencerport High School

2707 Spencerport Road
Spencerport, NY 14559
Mr. Sean McCabe, Principal
Natalie Kirisits, Asst. Principal
Ms. Ingel Schmidt, Asst. Principal
Mr. Tyler Torres, Asst. Principal
Ms. Jessica Silsby, Asst. Principal
Ms. Julie Hill, Principal's Secretary

Gr. 9-12
585-349-5201