

SPENCERPORT CENTRAL
SCHOOL DISTRICT



SUBSTITUTE TEACHER
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 teacher absences due to continual professional development, sickness and emergencies, the substitute plays a vital role in the continuity of our education program.

It is the responsibility of the substitute to become familiar with the building routines and general policies of the school district. A visit to the schools would assist you in becoming familiar with the materials used in the classroom. Visits may be arranged by contacting the principal's secretary in the respective buildings.

A substitute teacher 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 Superintendent that you perform the daily responsibilities of the absent teacher 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.

Your selection as a substitute teacher reflects our confidence that you will do everything possible to meet the high standards required for teaching. May you have successful, rewarding experiences in this endeavor.

QUALIFICATIONS FOR SUBSTITUTES

It is the responsibility of the school district to employ substitute teachers.

Substitutes with valid teaching certification(s) may render service for any number of days in any number of school districts. Substitutes without a valid certification but who are completing collegiate study toward certification at the rate of no less than six (6) semester hours per year 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. 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 teacher to observe the regular teacher's schedule. In case the substitute is delayed for any reason, a call should be made to the school's office.

PLEASE NOTE: A teacher may leave detailed notes regarding the assignment and/or lesson plans for the substitute. These can be viewed once you have accepted the position.

SALARY SCHEDULE

The rate of pay for regular per diem substitutes is \$126.00 per day. Substitutes with certification employed in one position for 20 or more consecutive school days will receive a higher rate of compensation based on their degree status.

CONTINUATION ON 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.

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 each 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 so that methods, techniques and various activities could be observed. Visits should be arranged by contacting the building principal's secretary. Substitute teachers are cautioned about expressing personal opinions concerning what has been observed in the classrooms. Plans and teaching procedures of individuals should be respected by all of us as professional people.
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 teacher in the building to which they are assigned. Absence Management will provide the substitute with this information.
4. Get regular teacher's mail, bulletins and keys before going to class.
5. Secure and fulfill complete teaching and supervisory assignments from principal, department chairperson, or resource teacher for whom you are substituting.
6. Record attendance.
7. Have children's written work properly identified and evaluated.
8. Be helpful to the regular teacher by making and recording the assigned work for the day as time allows.
9. List assignments made.
10. Refrain from interfering with the normal plans of the regular teacher.
11. List the name of any child who was not cooperative.
12. Attend staff meeting when employed a week or more.
13. Return teacher's books, materials, keys, etc. at the end of the teaching day or at the end of the teaching assignment.
14. Check with the office at the end of the school day to find out if the regular teacher is returning.
15. Close windows, turn off lights and lock the door before leaving.
16. A brief summary of the work covered by the class, as well as any information on individual pupils which may be helpful to the teacher, should be left with the plan book.
17. Always adhere to the Spencerport Code of Ethics for All District Personnel, policy 6110. The policy is available on our website under District/Board of Education/Board of Education Policy Manual.

Students should:

1. Maintain an atmosphere of courtesy and helpfulness.
2. Maintain the regular routine.

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 <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

Ms. Jessica Silsby, Asst. Principal

Ms. Natalie Kirisits, Asst. Principal

Ms. Ingel Schmidt, Asst. Principal

Mr. Tyler Torres, Asst. Principal

Ms. Julie Hill, Principal's Secretary

Gr. 9-12

585-349-5201