

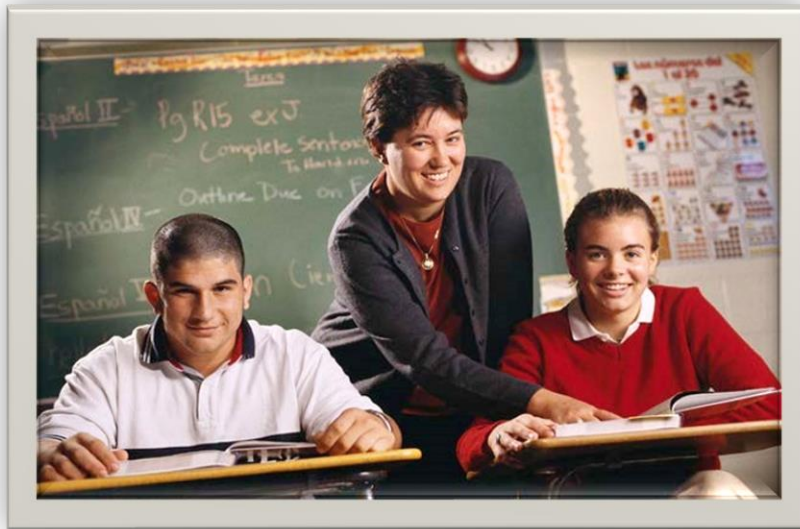


[www.wcsc.org](http://www.wcsc.org)

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Smithville, Ohio 44677

High School  
Phone: 330-669-7000 FAX: 330-669-7001

Adult & Community Education  
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## Certified / Teacher Substitute Handbook

Questions: Contact Chris Boyan, [cboyan@wcsc.org](mailto:cboyan@wcsc.org) or 330-669-7000 ext. 2023

## Preface

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The substitute teacher is an important professional who is ready to go into action when needed because of the absence of the regular classroom teacher. Like any reserve or back-up system, the substitute teacher's role is vital to the continuity of the instructional programs in our school.

You may be asked to help out in many different kinds of situations requiring flexibility, patience, and tolerance on your part. Every effort will be made to call you for only those areas in which you are fully certificated or have ample proficiency.

This booklet contains some valuable information to enhance your success as a substitute teacher. Please keep it handy and refer to it often.

## Index

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### Contents

|  |   |
|--|---|
| Preface.....                           | 1 |
| Substitute Pay Rate Language.....      | 3 |
| Certification/Licensure .....          | 3 |
| Items/documents Needed.....            | 4 |
| Arrival at School.....                 | 5 |
| Leaving at the End of the Day.....     | 5 |
| Common WCSCC Operating Procedures..... | 6 |
| Important Reminders .....              | 7 |
| Daily Schedule .....                   | 8 |

## Substitute Pay Rate Language

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Certified substitute pay rate:

- 0-30 days worked at WCSCC..... \$95.00 per day
- More than 30 days worked at the WCSCC.... \$125.00 per day

Any certified substitute who reports to the WCSCC prior to the scheduled start time and is not needed due to a scheduling error or school cancellation after 8:00 a.m. will receive ½ the pay that would have been earned that day.

Policy 3120.04--A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/O) and will be eligible for fringe benefits provided to regular teachers, including sick leave.

## Certification/Licensure

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The law prohibits local boards of education from paying a teacher unless the teacher is properly licensed. Therefore, you are required to be an approved substitute with Tri-County Educational Services before accepting a teaching assignment.

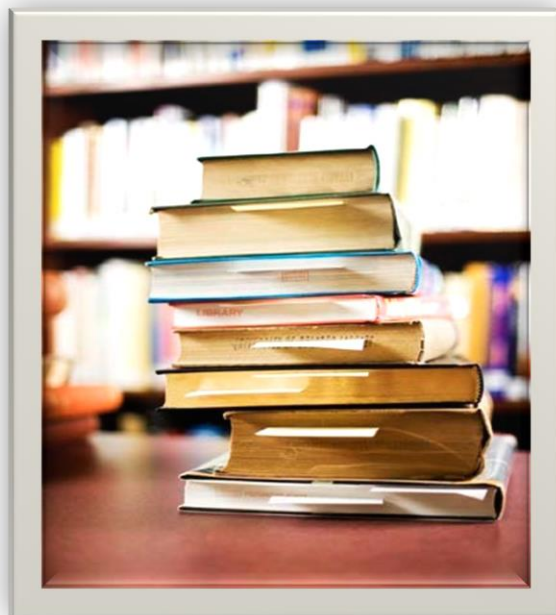
If you need assistance with certificate/license renewal, contact Tri- County Educational Service Center at 330-345-6771 or 800-589-6255 ext. 228.

## Documents Needed for Substituting at The Wayne County Schools Career Center

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These documents must be filed with the Tri-County Educational Service Center:

- Completed ESC application
- State regulations require school staff, including substitutes, to obtain and keep current BCI/FBI checks for all staff (This is completed at the ESC.)
- A WCSCC signed contract
- Copies of your college transcript
- Copy of your current **OHIO** teaching certificate/license
- Must hold a "long term" substitute certificate/license if in the same assignment for more than 4 consecutive days
- Board of Education policy requires substitutes to use direct deposit. The Treasurer's Office will require a voided check and deposit form for this purpose
- Signed Network User Agreement forms to obtain computer access and log on instructions
- TB test verification may be required



## Calls for Service (Frontline Aesop)

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The Wayne County Schools Career Center uses an automated service, called Frontline Aesop, to notify substitutes of available jobs. Each substitute will receive an email with instructions for Frontline Aesop. This email will also include your assigned ID and PIN number to access the Frontline Aesop system. If you know of a planned period of time that you will be unavailable to sub, please enter it into Frontline AESOP. Should you experience difficulty using the Frontline Aesop system in any way, please contact the Principal's Administrative Assistant at 330-669-7000 ext. 1021 or the Director of Operations Administrative Assistant by phone 330-669-7000 ext. 6000.

## Arrival at School

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Parking is available in the front of the building. Go immediately to the Main High School Office upon your arrival at school and sign in. Sign in/out sheet in front office is used as the record of pay for the day. Some teachers leave specific plans/instructions in Frontline AESOP and/or on their classroom desk. You will receive the Substitute Folder in the front office with the following information:

- Check-in/out procedures
- Lesson plans, keys, and location / school map
- Emergency procedures and contact
- Details about the day and the classroom, copy codes, computer logon info, notes to the sub, student safety and expectations, and a teacher report form
- Daily routine (changes) and schedules
- Special duties or assignments
- Teacher folder with class roster, seating chart, etc. (Sometimes this is located on the teacher's desk.)
- Telephone directory and emergency procedures

## Leaving at the End of the Day

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Be sure to stop at the front office before leaving and follow checkout. Be prepared to:

- Share any unusual experiences with the Principal or Supervisor
- Inform the Principal or Supervisor if proper plans, charts, or instructions were not provided by the regular teacher (or fill out appropriate forms)
- Complete the Substitute Teacher Report form and place in the mailbox of the teacher you for which you subbed. *The mailboxes are in the mail room off the front office.*
- Give substitute folder with keys to the Attendance/Receptionist in the front office or place in designated Substitute folder/tray in High School Office by 3:00

## Common WCSCC Operating Procedures

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- Students and Staff must wear ID cards. *(Students without an ID badge should be given a pass to the front office for a replacement badge.)*
- To access computers use the following: **(Confidential)**  
Username: Substitute      Password: Substitute *(notice capital)*
- Students are permitted to carry electronic communication devices (ECDs) throughout the school day and are permitted to utilize ECDs in the cafeteria during the lunch periods, STAR periods, **and also in the hallways between class changes.** The teacher will leave their ECD classroom policy in the sub folder regarding ECD use in their classroom. Contact the Dean of Students (1025 / 1026) if you have questions or challenges.
- Monitor student computer use carefully.
- All students must be seated at 8:10 a.m. or sent to Attendance in the main high school office to get an admit slip.
- First period attendance must be submitted by **8:15 a.m. (12:15 p.m.** for part-time students.) **Mark only the absent** students on the class list and call ext. 1000 to give the names of absent students OR have a student take the names of absent students to the front office by **8:15 a.m. (12:15 p.m.** for part time students.) **DO NOT** have the students sign in on a piece of paper, it will not be accepted.
- If a student must leave the room, the student must have a signed pass and be wearing the ID card. Only one student should be permitted to leave at a time, and only for an emergency
- In case of illness send the student with a pass and ID card to the School Nurse. **Dial "#3333" in an emergency situation**
- Students should not be permitted to go to guidance, pay fees, etc., unless they have a pass in advance or are called via the P.A. system. Students should be instructed to take care of their responsibilities before school, after school, between classes or during STAR note lunch dismissal time and adhere to the daily schedule.
- Students are to be released from class by the instructor at the scheduled dismissal per time on the classroom computer. Any instructor wishing to release students prior to dismissal must secure permission from the Principal or Supervisor
- If students are disruptive, *(to the extent that removal is necessary)*, please send them to the office. Please call the Dean of Students (1026 or 1025) to ensure student arrival. Please make note of this on the teacher report form so the returning teacher can follow up. **In an emergency situation dial "#3333"**

**DIAL "#3333" IN CASE OF AN EMERGENCY**

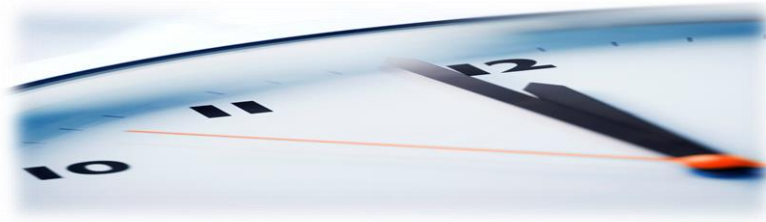
## Important Reminders

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- Arrive on time
- Be Prepared: Be sure to check the Emergency Procedures in the sub folder
- Student safety is JOB 1.
- Be Organized: Use good teaching techniques, review the daily schedule, be adaptive, and be pleasant to students
- Be Responsive: We depend on you as a vital link in the education of our students. Please be ready when called and do the very best job possible
- Be proactive and professional in your substitute duties
- Try very hard to follow the regular routine for the class and lesson plan left by the teacher
- Leave the room and teacher's desk in good order
- Look professional and dress properly
- Leave a list of any problems with students and a detailed summary of your day
- Ask questions!
- Wear your ID Tag
- Use the computers for school-related activities only

*Thank you!*





## Daily Schedule

| <b>Period</b>            | <b>Time</b>          |
|--------------------------|----------------------|
| 1st Period               | 8:05 – 8:55          |
| 2nd Period               | 8:58 - 9:45          |
| 3rd Period               | 9:48 – 10:35         |
| 4th/5th Period           | 10:38 – 11:25        |
| <b>4th Period Lunch</b>  | <b>10:38 – 11:08</b> |
| 5th/6th Period           | 11:11 – 11:58        |
| 6th/7th Period           | 11:28 – 12:15        |
| <b>6th Period Lunch</b>  | <b>11:28 – 11:58</b> |
| 7th/8th Period           | 12:01 – 12:48        |
| <b>8th Period Lunch</b>  | <b>12:18 – 12:48</b> |
| 9th Period/Announcements | 12:51 – 1:41         |
| 10th Period              | 1:44 – 2:31          |

## 2 Hour Delay Schedule

| <b>Period</b>            | <b>Time</b>          |
|--------------------------|----------------------|
| 1st Period               | 10:05 – 10:31        |
| 2nd Period               | 10:34 – 11:00        |
| 3rd Period               | 11:03 – 11:29        |
| 4th/5th Period           | 11:32 – 12:11        |
| <b>4th Period Lunch</b>  | <b>11:32 – 12:02</b> |
| 5th/6th Period           | 12:05 – 12:44        |
| <b>6th Period Lunch</b>  | <b>12:14 – 12:44</b> |
| 6th/7th Period           | 12:14 – 12:53        |
| <b>8th Period Lunch</b>  | <b>12:56 – 1:26</b>  |
| 7th/8th Period           | 12:47 – 1:26         |
| 9th Period/Announcements | 1:29 – 2:02          |
| 10th Period              | 2:05 – 2:31          |