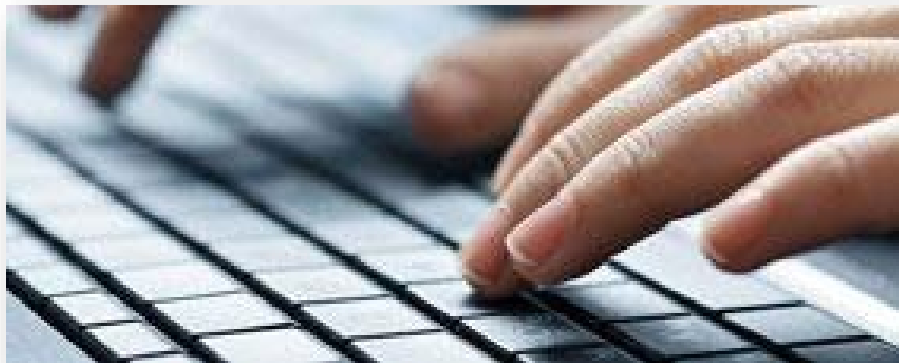




**Wayne County Schools Career Center  
518 West Prospect Street  
Smithville, Ohio 44677**

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

**Adult & Community Education  
Phone: 330-669-7070 FAX: 330-669-7071**



## **Classified Staff Substitute Handbook**

## Preface

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The classified substitute is important in every school. This sub must be ready to go into action when needed because of the absence of regular staff. Like any reserve or backup system, the substitute role is vital to the continuity of the activities in our school.

You are often the first contact our customers (students, parents, business partners, etc.) will have with the school. Whether by phone, in person, email, or other forms of communication, WCSCC strives to keep customer service as one of our top priorities. You may need to answer general questions about the school, assist with emergency situations or be a problem solver when needed. You may be asked to help out in many different kinds of situations requiring planning, patience, and tolerance on your part. Every effort will be made to call you for only those areas in which you are fully qualified.

This booklet contains some valuable information to enhance your success as a Wayne County Schools Career Center Classified Substitute. Please keep it handy and refer to it often.

## Substitute Pay Rate

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The classified sub rate is available upon request from the Director of Operations.

## 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. Should you experience difficulty using the Frontline Aesop system in any way, please contact Principal's Administrative Assistant by phone (330-669-7000) ext. 1021 or Director of Operations Administrative Assistant, ext. 6000.



## Arrival at School

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Parking for substitutes is in the front of the building. Go immediately to the Main High School Office upon your arrival at school. You should inquire about the following:

- Check-in procedures (including name tag)
- Location of assignment
- Emergency procedures, contact, and telephone directory
- Details about the assignment
- Schedule/daily routine
- Sub folder with specific information on the area of assignment *if one is required for your assignment.*

## Leaving at the End of the Day

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Be sure to report to the front office before leaving and follow checkout procedures. Be prepared to:

- Share any unusual experiences with the Principal or Supervisor
- Inform the Principal or Supervisor if proper information was not provided by the regular staff person (or fill out appropriate forms)
- Complete the Substitute Staff report and give it to the Attendance/Receptionist in the front office or place in designated Substitute folder/tray\*
- 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

\*for STAR Monitors

## Common WCCSCC Operating Procedures

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### Phones

- A copy of the phone extensions will be included in the sub folder
- Dial "8" for an outside line and dial the number desired
- If making a long-distance call, dial 8 + 1 + the desired phone number. A tone will be heard to prompt you to dial in the long-distance code number 6697#
- The long distance code will be included in the sub folder
- **In case of an emergency dial "#3333"**

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

## **Copiers**

- Copiers are located throughout the building. Computers are set to print to the most convenient copier in each area
- When printing from a computer, use the default printer on that computer
  - Each staff person has a copy code which corresponds to their ID badge.

## **Computers**

- All substitutes will be given directions on how to log onto the WCSCC computers
- Subs will not have access to the staff user accounts unless the staff person provides the username and password – *(see sub folder)*

## **Emergency Plans**

- A copy of the WCSCC Emergency Plans will be provided in the Sub Folder
- Please review the plans each time you are subbing at a different location
- Fire and Tornado plans are posted in each room. Please locate these plans so you are informed should a drill be called

## **Important Reminders**

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- Arrive on time
- Be Prepared: Be sure to check the Emergency Procedures in the sub folder
- Be Organized: Become familiar with essential duties of your assigned work area
- Student safety is JOB 1.
- Be Responsive: We depend on you as a vital link in the operation of our school. Please be ready when called and do the very best job possible
- Be proactive and professional in your substitute duties
- Leave your area in good order
- Look professional and dress properly
- Leave a list of any problems and a detailed summary of your day (Substitute Report)
- Ask questions!
- Wear your ID Tag
- Use the computers for school-related activities only

## STAR Monitor Common WCSCC Operating Procedures

- 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 (study hall) 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 study hall
- There are no bells to announce class changes. Class dismissal time is per the classroom computer time (*After logging in you will be able to view the time on the computer*). Please 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"**

## Daily Schedule

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<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

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<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