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# Substitute Teacher Handbook

Avoca School District 37 - Welcome Page

Avoca West Elementary School • Marie Murphy Middle School • Avoca Community Preschool  
2010-2011

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Dear Substitute Teacher,

Welcome to Avoca! We are glad you have chosen to serve as a substitute teacher in our district. The job you have agreed to do is an important part of the everyday management of our schools. When a teacher cannot be in the classroom for a day or even for an extended period of time, it is a relief to our staff to know their classrooms are in good hands.

This handbook will assist you in learning more about Avoca and more about the schools and classrooms you will be working in. In addition, you will find resources for your use such as payment schedules and forms for your feedback. Our web site is an excellent source to find answers to most of your questions about our schools. Our staff are also friendly and willing to help you during your work day.

Specific questions and / or concerns can be directed to the substitute coordinators. Thank you once again for your valuable service.

Sincerely,  
Kat Cetrone

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)  
Substitute Coordinator

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# Substitute Teacher Handbook

Avoca School District 37 - Communication Page

## AESOP

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We are very excited to announce that in August, Avoca 37 will begin using Automated Substitute Placement & Absence Management - AESOP. We spent a great deal of time learning about the system, polling surrounding school districts who are using the system as well as polling a sample demographic of teachers and substitutes. The end result is that AESOP delivers a user-friendly, comprehensive, efficient and cost-effective service.

One of the main reasons we like this system is the number of options for accepting substitute positions. You will be able to customize how, when and where you would like to be contacted. You may also choose to only log in to view and accept substitute positions. You will easily have access to all of your accepted position dates, you can view substitute notes and / or plans and can also leave notes to teachers on the system.

We will support you with the transition to Aesop. Contact us with user issues that cannot be handled with support from Aesop. You will also be able to schedule a session to set up if you are having difficulty with navigating the system.

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# Substitute Teacher Handbook

Avoca School District 37 - Communication Page

## AESOP

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### **Using Aesop Successfully** **Proactively fill your schedule\***

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800- 942-3767 or log in online at

[www.aesopeducation.com](http://www.aesopeducation.com).

### **Manage your preferences**

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non- Work Days, specify preferred schools\* and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

### **Find out about available jobs**

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on the district's settings, substitutes can discover available jobs days, weeks, or even months in advance.

Aesop can alert substitutes to new jobs through both phone and e-mail\* services. Substitutes can then choose to accept or reject the assignment.

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)

Substitute Coordinator

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# Substitute Teacher Handbook

Avoca School District 37 - Assignments

## DIRECTORY OF ASSIGNMENTS

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District 37 needs substitutes in teaching and non-teaching positions. Some assignments may appeal more to you than others. Please keep in mind, our staff does an excellent job at drafting plans to accommodate most interests and skill levels. You have been offered a freedom of choice when replying to requests but we ask you to keep an open mind as all of our positions are challenging and fulfilling.

### Assignments

- Pre-K classroom teacher or assistant
- K-5 classroom teacher
- 6-8 classroom teacher (by subject)
- K-5 specials (P.E., music, art, spanish, etc.)
- 6-8 allied arts (music, art, creative tech, speech theatre, world culture, language, P.E.)
- K-8 Special education resource teacher
- K-8 Special education paraprofessional
- K-5 General education paraprofessional

For specific duties related to these positions, contact the substitute coordinator.

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)

Substitute Coordinator

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# Substitute Teacher Handbook

## Avoca School District 37 - Payment Information

### PAYMENT GUIDELINES

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The half day time requirements are for assignments in the morning or afternoon. At times, a staff member may need to leave during the day due to an illness or a family emergency. In these cases you will be paid based on the hours worked so if you are here for more than a half day but less than a full day you will be paid at the full day rate.

When reporting for a substitute assignment, please go to the principal's office to sign in on the attendance sheet and check full or half day. This sheet is a record of your attendance and is used to process your paycheck. You should also report to the principal's office during any free periods (other than your lunch) to see if coverage is needed elsewhere in the building.

**Avoca West Full-Day - 8:20-3:00**

**Avoca West Kindergarten - 8:50-2:00**

**Avoca West Half-Day - 3 hours, 20 minutes**

Substitutes working in kindergarten are expected to stay until regular dismissal at 3:00 for full-day pay. You may report to the main office for end of day duties. If serving a half-day in kindergarten, follow the same protocol and stay until half-day hours are reached.

**Marie Murphy Full-Day - 7:55 - 3:20**

**Marie Murphy Half-Day - 3 hours, 40 minutes**

Note: These are actual school arrival and dismissal times, please plan on arriving early(see workday guidelines page).

### **Rate of Pay**

Full Day Rate \$100.00

Full Day Rate after working 10 days \$110.00 (This is a one time requirement.)

Half Day Rate \$55.00

### **Mandatory Pension Contributions**

Certified Position – TRS 9.4% THIS .88% Medicare 1.45%

Non-Certified Position – FICA – 6.2% Medicare 1.45

### **Pay Dates for the 2011-2012 School Year**

Teachers are paid on the 15<sup>th</sup> and the last working day of the month and have the option of being paid over ten or twelve months. All other employees are paid on the 15<sup>th</sup> and the last day of the month. If a payday falls on the weekend, the payday will be on Friday. I have listed below the pay dates for the 2010-2011 school year:

September 15, 2011	April 13, 2012
September 30, 2011	April 30, 2012
October 14, 2011	May 15, 2012
October 31, 2011	May 31, 2012
November 15, 2011	June 08, 2012 <b>Teachers Only (This is your end of the month check)</b>
November 30, 2011	June 15, 2012
December 15, 2011	June 29, 2012 <b>(Not Teachers)</b>
December 16, 2011	July 13, 2012
January 13, 2012	July 31, 2012
January 31, 2012	August 15, 2012
February 15, 2012	August 31, 2012
February 29, 2012	
March 15, 2012	
March 23, 2012	

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# Substitute Teacher Handbook

## Avoca School District 37 - Workday Guidelines

### ABOUT YOUR WORKDAY

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While your experiences will vary with each position, your daily routine should follow a regular pattern.

- Arrive at your assigned building 20 to 30 minutes prior to the start of school (school start and end times are on the payment page).
- Check in with the building secretary and pick up any plans and sign in. Some teachers will have plans in their rooms.
- Read the lesson plans for the day. Teachers expect you to follow their lesson plans. Become familiar with the plans and schedules for the day.
- Show only videos included in lesson plans or ones checked out from the library.
- Familiarize yourself with the teacher's behavior plan.
- Ask for assistance if you are unable to locate instructional materials. There is a staff list in the substitute folder.
- Familiarize yourself with fire/ disaster/tornado drill procedures.
- Contact the office in case of emergency. There are intercoms in all rooms. Please ask someone to show you how to use them.
- Make sure to read all dismissal directions. Often students are dismissed in various locations. It is important to know whom has been dismissed and where.
- Special education assistants are required by law to be in the classroom with the students they serve. Please do not dismiss paraprofessionals from the classroom.

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)

Substitute Coordinator

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# Substitute Teacher Handbook

## Avoca School District 37 - Resources / Lunch Accounts

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### **YOU WILL NEED YOUR LUNCH PIN # TO SET UP YOUR ACCOUNT**

Click on the Mealtime link found under the Parents & Community section of the Avoca web page at [www.avoca37.org](http://www.avoca37.org)

The first time you enter the site you will need to **Create New Profile**

- **Use the tab key to navigate**
- Make up your own username and password
- Put in your (parent) information
- Select create profile
- Your profile is now created
- You will receive an email confirmation of your account profile

### **Sign in to your account and Select Meal Account Deposits**

- Select Add New Student
- Select Illinois as the state
- Double click on Avoca School District from the drop down menu
- Select the school your child attends
- Enter your child's first name
- If you are new to the district, enter your child's initials + their lunch PIN number for student ID (**NOT POWERSCHOOL PIN #**)
- If your child's PIN number was assigned prior to this year, enter your child's lunch PIN number for student ID (**NOT POWERSCHOOL PIN #**)
- Select add student
- Your child is now added to your account and you can repeat the process if you have more than one child

### **Go to the home page and select Meal Account Deposits**

- There is a \$25 minimum deposit
- There is no fee to make this online payment
- Click make deposit
- Put in \$ to be deposited and click add deposit
- Select continue to billing
- Input your credit card information and select continue
- **You must agree to the terms of use**
- Select deposit funds now (only click once)
- A receipt with a confirmation code will appear
- You will receive an email confirmation of your payment

### **Go to the home page and select Meal Account Deposits**

- Select view details
- Online deposits are listed in the middle section of the page
- MealTime cafeteria transactions are listed at the bottom of the page

Please contact Jackie Savage at [savagej@avoca37.org](mailto:savagej@avoca37.org) if you have any questions

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)

Substitute Coordinator

## TAX DEFERRED ANNUITY/MUTUAL FUND PROVIDERS

Avoca School District No. 37 does not endorse, evaluate or sell any investment product or endorse any investment provider. The ultimate decision of where funds are invested rests with each individual participant using the approved investment providers listed below. The district offers the ability to utilize payroll deduction for these approved investment providers for all employees. If you wish to use this payroll deduction service, you must contact the agents yourself for the types of annuities or mutual funds offered and enrollment information. A signed Salary Reduction Agreement is required before payroll deductions can begin.

### AXA Equitable

Products: Annuity/Mutual Fund

Local Agent: Jon Laven

224-554-8066 - Office

847-236-4123 - Fax

[jonathan.laven@axa-advisors.com](mailto:jonathan.laven@axa-advisors.com)

Website: [www.axa-equitable.com](http://www.axa-equitable.com)

### Lincoln Investment Planning

Products: Annuity/Mutual Fund

Local Agents: Jeff Smith 847-884-8100 ext. 12 - Office

Justin Muro 847-884-8100 ext. 19 - Office

[jmuro@lincolninvestment.com](mailto:jmuro@lincolninvestment.com)

847-884-8692 - Fax

Website: [www.lincolninvestment.com](http://www.lincolninvestment.com)

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)

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# Substitute Teacher Handbook

Avoca School District 37 - Resources

## FEEDBACK

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Aesop will allow you to leave notes in the system or you can leave a note with the completed lesson plans in the classroom. Here is what teachers want to know.

*Thank you for spending the day in my classroom. I truly hope that your experience was a pleasant one. I'd like to know how the day went. I appreciate you being the guest teacher today, and I will follow up on things you tell me! Please take a moment to fill out the following form and leave it on my desk. Your honest answers will help me improve my plans and better deal with students and any problems that arose during your day.*

**Today's date:**

**Name:**

**Contact information (phone / e mail):**

**How was your day?**

Was anything unclear about the lesson plans?

Did the students struggle with any concepts?

Kat Cetrone • [cetronek@avoca37.org](mailto:cetronek@avoca37.org)

Substitute Coordinator

Did you have trouble locating any of the materials noted in the substitute teacher plans?

Did you have problems with any students?

### **Awesome Students**

Please list students who went above and beyond to make your day easier

### **Other Comments Or Suggestions**

Would you be interested in returning to my classroom?

Is there anything that I could have done ahead of time to have made your day more successful?

Please include any comments or suggestions that you'd like to share.

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