
Wayne Township Public Schools



Substitute Teacher Handbook 2020-2021

50 Nellis Drive
Wayne, New Jersey 07470
(973) 633-3000

REVISED 9/15/20

Disclaimer

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Unless you have a written contract stating otherwise, your employment with the Wayne Township Public School District is at-will. The District and its at-will employees have the absolute right to terminate the relationship at any time, with or without good cause or notice. While the district expects to abide by the policies and procedures described in this handbook, regardless of what the handbook states and regardless of your employment status, it does not constitute or contain a contract or a promise of any kind. The District is free to and has the absolute right to change, alter or amend the contents of this handbook, wages, or working conditions without consultation with anyone or mutual agreement.

Wayne

Township Public Schools

Mission Statement

Wayne Public Schools, a community of learners, inspires and empowers each individual to value the pursuit of knowledge and become a contributing member of our changing society through a challenging, well-balanced program that recognizes individual needs, talents and strengths. Furthermore, it is expected that all students achieve the New Jersey Core Curriculum Content Standards at all grade levels.

Welcome from the Superintendent of Schools, Dr. Mark Toback

Welcome to the Wayne Township Public School District. On behalf of the Board of Education, I am pleased you are joining us; your role is critical in fulfilling the mission of the district to inspire and empower each student to value the pursuit of knowledge and to become a contributing member of our changing society.

The following information is designed to serve as an introduction to the district and to provide resources that will help you make a smooth transition to your new role.

Your immediate supervisor and the Human Resources Department are available to answer any questions you have about the following policies or other employment-related matters.

Once again, I welcome you and look forward to your success in the Wayne Township Public School District.

Important Telephone Numbers

Dr. Mark Toback, Superintendent	973-633-3032
Donna Reichman, Assistant Superintendent	973-633-3030
Dr. Joseph Borchard, Director of Technology	973-317-2140
Dawn Auerbach, Director of Elementary Education	973-317-2188
Dr. Dana Sir, Director of Student Support Services	973-317-2155
Paula Clark, Director of Human Resources	973-317-2129
Lisa Hogan, Human Resources Manager	973-633-3037
Kathy Brusco, Benefits	973-317-2126
Kathy Diglio, Payroll	973-317-2124
Donna Reichman, Affirmative Action Officer	973-633-3030

School Directory

Elementary Schools/Address/Principal:

James Fallon, 51 Clifford Drive - Ethan Maayan	973-633-3125
Lafayette, 100 Laauwe Avenue - Matthew Kriley	973-633-3165
Randall Carter, 531 Alps Road - Jeff Wojcik	973-633-3145
Ryerson, 30 McClelland Avenue - Deborah Foti	973-633-3180
Packanack, 190 Oakwood Drive - Roger Rogalin	973-633-3170
Pines Lake, 511 Pines Lake Drive - Jose Celis	973-633-3175
John F. Kennedy, 1310 Ratzler Road - Kolleen Myers	973-633-3160
Theunis Dey, 55 Webster Drive - Necole Jadick	973-633-3155
Albert Payson Terhune, 40 Geoffrey Way - Nicholas Grimshaw	973-633-3150

Middle Schools/Address/Principal:

Anthony Wayne, 201 Garside Ave. - David Aulenbach	973-389-2120
George Washington, 68 Lenox Road - Jack Leonard	973-633-3140
Schuyler-Colfax, 1500 Hamburg Tpke. - Matthew Mignanelli	973-633-3130

High Schools/Address/Principal:

Wayne Hills, 272 Berdan Avenue - Michael Rewick	973-317-2000
Wayne Valley, 551 Valley Road - Ken Palczewski	973-317-2200

Preschool/Address/Principal

Preakness School, 1005 Hamburg Tpke. - Dr. Jessica Hammond	973-968-7400
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ACCEPTING SUBSTITUTE TEACHING ASSIGNMENTS

Utilizing the Online Attendance System, AESOP

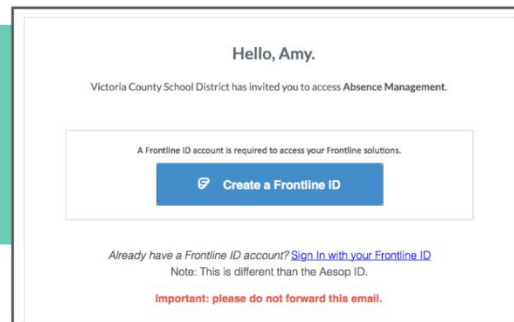
The District uses the automated AESOP (Automated Education Substitute Operator) system by Frontline to record all employee absences and to allow certified and non-certified substitutes to accept daily assignments. You can interact with AESOP on the internet at <http://www.aesoponline.com>.

Creating an Account

You will receive an invitation email to create a Frontline ID account. **It is important that you create your new Frontline ID account. If you do not create the account, you will not be able to access AESOP.**

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.

Click **Create a Frontline ID** within the invitation email.



Your new username must contain 1 alphabet character and at least 4 total characters. **(The district recommendation is to use your email address)** The password must have 1 alphabet character, 1 number or special character, and 8 total characters. Once you are finished, click **Create Frontline ID**.

How to Sign-on

Go to the District website > click on Quicklinks > select **FRONTLINE**, enter your new username and password, and click Sign In. When you log in, you will see your AESOP account.

Once you log in, you may find a quick start user guide, basic training video, and advanced training video by clicking on the "?", click Frontline Support, and enter desired training. A review of these programs will enable you to easily use the system.

The AESOP service will be available to you 24 hours a day, 7 days a week, and can be accessed via internet and phone.

If you have any questions, concerns, or comments, please contact Lisa Hogan, Human Resources Manager at lisahogan@wayneschools.com.

Please be advised that if you cancel a job, you will not be able to accept another job in the district for 24 hours. If you need to cancel a job within two hours of the start of the school day, please contact the school principal in addition to canceling the job in AESOP.

*In an effort to streamline all Frontline applications, please make sure that all your **personal information is only changed through HR.**

Signing In and out for assignments at the schools:

Each school will have kiosk available for substitutes to sign in/sign out each school day. To sign in please enter your telephone number and numeric (4 to 5 digit) pin from Aesop. Then click the blue "Log In" button.

Please select the assignment for which you are signing in/out.

Click on the green "Clock In" button to sign in.

You will see a new screen appear that says "SUCCESS."

To sign out, please complete the same steps above and click on the green "Clock Out" button.

You will see a new screen appear that says "SUCCESS."

If you are working at more than one school for the day, please be sure to sign in and sign out at each school.

SCHOOL CLOSINGS AND DELAYED OPENINGS

When schools are closed or delayed for any reason (i.e. inclement weather) and you have a substitute assignment for the day, you can access the district's website (www.wayneschools.com) for updated information on the closure or delay. The District also makes this information available on Channel 12 News, WABC TV and Fox 5 News. We will also post a web alert on AESOP. A delayed opening is ninety (90) minutes later than the school's regular start time, but please check the District Regular and Delayed Opening Schedule on www.wayneschools.com/CalendarsandSchedules for each school.

SCHOOL CALENDAR AND SCHOOL HOURS

A copy of the school calendar for the current school year is available on the district's website: www.wayneschools.com. The calendar also indicates the hours of operation for the elementary, middle and high schools.

POLICY ON NON-DISCRIMINATION

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discipline, compensation, training, transfer or other term, condition, or privilege of employment solely because of his/her handicap/disability, provided an employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

SEXUAL HARASSMENT

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of the Board is encouraged to report the harassment to the building principal.

WORKER'S COMPENSATION

Any injury or illness sustained as a result of the substitute teacher staff member's assigned duties should be immediately reported to the school nurse.

SAFETY AND SECURITY

A substitute teacher staff member must report immediately to the building principal any accident or safety hazard the member detects. In case of a life safety issue, a substitute teacher should immediately call 911. Please familiarize yourself with the attached handout entitled "School Safety and Security Drills", which will provide detailed information on how to proceed in the event of a classroom/building emergency.

HARASSMENT, INTIMIDATION AND BULLYING

The importance of protecting students from bullying is emphasized through the New Jersey anti-Bullying Bill of Rights Act of 2011 and Wayne BOE Policy 5512 "Harassment, Intimidation and Bullying" ("HIB").

All school employees who have contact with students – including substitutes – must verbally report to the school Principal or the school Anti-Bullying Specialists any information witnessed or learned about an alleged incident of HIB – on the same day they learn of it.

HIB refers to any gesture, written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that:

*Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that

*Takes place on school property, at any school sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of school or the rights of other students; and that

*A reasonable person should know that, under the circumstances, the act will have the effect of physically or emotionally harming a student or damage the student's property, or place the pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property, or

*Has the effect of insulting or demeaning any student or group of students, or

*Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

STUDENT RECORDS

Student Records are considered private and confidential and are to be secured at all times.

PAYCHECK DISTRIBUTION

Effective July 1, 2014, all employees, including substitutes, will be required to have direct deposit for their paychecks. The Board is authorized to grant an exemption for the mandatory direct deposit requirements on such terms and conditions as the board may deem necessary. Paychecks are available on the fifteen and the thirtieth of each month. If the pay day falls on a Saturday, paychecks will be issued the Friday before. If the pay day falls on a weekend, paychecks will be issued the Friday before, and if on a holiday, checks will be issued the day before the holiday. Substitute teaching staff members are responsible for signing in and out for each assignment at the dedicated computer in the front office at each school using their phone number and numeric pin. Changes of name and/or address must be submitted to Human Resources via the online Change of Information form on the District's website.

Substitute teaching staff members who work from the first to the fifteenth of the month will be paid for those hours worked on the paycheck of the thirtieth; days worked from the sixteenth through the end of the month will be paid on the fifteenth. All hours worked will be recorded electronically in Time and Attendance (VeriTime) through Frontline.

SUBSTITUTE TEACHER RESPONSIBILITIES

A substitute teacher is expected to work a full school day unless informed differently by the building principal.

A substitute teacher is expected to perform all the duties of the regular teacher unless the principal releases the substitute from a particular responsibility.

A substitute teacher may seek assistance from a Lead Teacher or from the building principal.

A substitute teacher should NEVER leave a class/classroom unattended and should never leave the school building during the regular school hours without checking with the building principal.

SUBSTITUTE EVALUATION PROCESS (See District Policy #3125.2 "Employment of Substitute Teachers"; all District policies are available on the District's website – www.wayneschools.com)

If a Building Principal or Assistant Principal determines that a substitute employee's performance does not meet District standards or if the substitute's behavior is not consistent with District policies, the Principal or Assistant Principal will contact Human Resources to block the substitute from receiving assignments in that school building. When a substitute has been excluded from three (3) District school buildings, the substitute will be ineligible for further employment in the Wayne Township School District. The District retains the right to discharge a substitute from employment with the Wayne Township School District prior to the substitute's exclusion from three Wayne schools if the Superintendent determines that such action is in the best interests of the district. The Human Resources Department will notify the substitute of his/her inability to continue to be employed in the District.

CANCELLATION OF SUBSTITUTE WORK ASSIGNMENTS/PRORATED SUBSTITUTE WORK ASSIGNMENTS (See District Policy #3125.2 "Employment of Substitute Teachers").

When a substitute employee reports to a school building to fill a vacancy which is an error or the substitute is not needed for another reason, the Principal/Assistant Principal will make an effort to re-assign the substitute to another assignment.

If such re-assignment is not possible, the substitute will be sent home and paid only for time actually worked if the substitute is paid hourly or in half-day increments if the

substitute reported for a teaching assignment. Payment for traveling from home to the original school site prior to commencing work on an assignment is not compensable.

If a substitute job appears for a non-school day (Saturday, Sunday, or holiday), please do not accept it. It is an error. If you do show up on a non-school day, you will not be paid.

CLASSROOM INSTRUCTION

A substitute teacher should endeavor to preserve the regular routine of the classroom. He/she is to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with the building principal.

Focus on instruction immediately. State your expectations clearly and simply. Introduce the goal of the lesson and what you want students to do and understand. Use time limits to maintain the structure of the lesson. Assess continually to ensure understanding – ask students to reinterpret instructions or key ideas.

A substitute teacher should leave the regular teacher a brief summary of the day's activities by class period.

A substitute teacher should be an active part of the classroom instruction. Reading personal material (newspapers, magazines, books), sleeping, working on personal matters, are unacceptable and are reasons for removal from service.

CLASSROOM MANAGEMENT

Learn the names of students as quickly as possible.

Exhibit enthusiasm and confidence.

Be fair, firm, and consistent.

Use praise generously and show respect for students.

Take an active interest; walk around the classroom and give individual attention where needed.

Treat students with dignity.

Vocabulary should be appropriate for the classroom.

Do not administer corporal punishment or physical contact of any kind.

ATTENDANCE

Prompt attendance of substitute teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program.

PROFESSIONAL DRESS AND GROOMING

The Board of Education believes that the appearance and dress of substitute teacher staff members is an important component of the educational program of this school district. The clothing and appearance of all substitute teachers shall be clean and neat. No clothing may be worn that constitutes a danger to the health or safety of the wearer or to others, and no clothing may be worn that interferes with the instructional program. The building principal shall determine whether a violation of this dress code has occurred and shall discuss the violation with the substitute teacher concerned.

INAPPROPRIATE STAFF CONDUCT

The Substitute's conduct in completing their professional responsibilities shall be appropriate at all times. Substitutes shall not make inappropriate comments to students or about students and shall not engage in inappropriate language or expression in the presence of students. Substitutes shall not engage in inappropriate conduct toward or with students. Substitutes shall not engage or seek to be in the presence of a student beyond the substitute's professional responsibility.

USE OF CORPORAL PUNISHMENT

The Board of Education cannot condone an employee's resort to force or fear in the treatment of students. Each student is protected by law from bodily harm and from offense bodily touching. All substitutes must conform to HIB requirements when interacting with students.

USE OF CELL PHONES

A personal telephone call by a substitute teaching staff member on their personal cell phone or smart phone shall not be made while the substitute is performing assigned school district responsibilities. In the event the substitute teacher has an emergency requiring use of their personal cell phone, the substitute teacher shall inform their building principal. Texting is also not an acceptable practice when supervising and/or teaching students.

DISMISSAL

The Board may dismiss a substitute teaching staff member when dismissal is in the best interests of the school district. The Board reserves the right to terminate a substitute teaching staff member without notice when sufficient case warrants.

REQUIREMENT OF NOTIFICATION

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days in accordance with the provisions of NJAC 6A:9-17.1. The report submitted to the Superintendent shall include the date of the arrest or indictment and charges lodged against the certificate holder. Such certificate holder shall also report to the Superintendent the disposition of any charges within seven (7) days of disposition. Failure to comply with these reporting requirements may be deemed just cause for revocation or suspension of certificate pursuant to NJAC 6A:9-17.5.

RESIDENCY REQUIREMENT

Every person holding employment or a position in a school district shall have his/her principal residence in New Jersey as required by N.J.S.A. 52:14-7. A person holding employment or a position has one year from taking the position/employment to satisfy the requirements of principal residency; if such person fails to satisfy the requirement of principal residency in New Jersey after the 365 day period from date of hire, that person shall be deemed unqualified to continue to hold the position.

For the 2020-2021 school year, please also review Board of Education Policy 1648, Return to School Plan, and Policy 1648.02, Remote Learning Options for Families. All policies are available for review on the Board of Education website, www.wayneschools.com.