

**SUBSTITUTE
TEACHER**
Handbook



WELCOME TO THE APW CENTRAL SCHOOL DISTRICT

At APW Schools, substitutes are an essential and valuable part of our Rebel family and educational team. For those who choose to substitute in APW, we appreciate your flexibility, patience, and willingness to provide service and support to our students, teachers, and staff.

The following pages provide general information about the district, and the expectations of our substitutes. Hopefully it will assist you professionally and present important guidelines to make the substitute role and experience in APW rewarding.

Our goal is to work together to provide APW students and staff with the best possible educational environment and support that we can. We look forward to working together towards a successful school year.

Should you have any questions or need for discussion, please feel free to contact me as I am here to support you in your substitute role.

Sincerely,

Patrick Vrooman
Director of Personnel and Instruction
315-625-5274
pvrooman@apw.cnyric.org



APW SUBSTITUTE TEACHER GUIDE

ELEMENTARY SCHOOL CONTACTS

Name	Position	Phone Ext
Dawn Cooley	Principal	5293
Danielle Wheeler	Assistant Principal	5261
Shelly Stone	Secretary	3191
Brittany Nicholas	Secretary	3190
Shayla LoBello	Nurse	5203

JR/SR HIGH SCHOOL CONTACTS

Name	Position	Phone Ext
Jennifer O'Malley	Principal	5221
Shannon Tanner	Assistant Principal	5201
Sara Sheerin	Secretary	3291
Michelle Fowler	Secretary	3290
Becky Rossman	Nurse	5203

HOURS

	APW Elementary	APW Jr/Sr High
AM ½ Day	8:40-12:00	7:15-11:30
PM ½ Day	12:00-3:40	11:15-2:30
Full Days	8:40-3:40	7:15-2:30

Daily Process

1. Report to the main office to sign in and pick up sub plans, keys, class rosters, and your teacher's schedule. At the Elementary, you will be required to turn in a personal key to receive an ID badge and indoor key for the building. Your personal key will be returned when you hand in the ID badge when you leave for the day.
2. Report to your classroom and read lesson plans, drills, and seating charts.
3. At the start of each class, introduce yourself to the class and share the day's lesson.
4. Take attendance for each class and call ext. 3190 (Elementary) or 3290 (Jr/Sr. High) with the names of absent students.
5. If there are any major discipline issues that need to be addressed, call Mrs. Wheeler at ext. 5261 (Elementary) or Mrs. Tanner at ext. 5201 (Jr./Sr. High).
6. If a student needs to leave the classroom for any reason, give them a pass and call the adult they are going to by phone.
7. At the Elementary walk students to specials and lunch. At the Jr/Sr High School dismiss students at each bell to their next class.
8. During planning periods, contact the main office to see if your help is needed in another area of the building.
9. In the Elementary at the end of the day check with your grade level team to see which students go to the parent drop off loop.
10. At the end of the day leave a note for the teacher describing what progress was made on assignments and if there were any positive and/or negative behaviors to note. Be specific.
11. Before leaving the building, return materials and keys to the main office and sign out.



CLASSROOM MANAGEMENT

DO	DON'T
<ul style="list-style-type: none">• Provide clear and specific instructions• Keep students working from bell to bell• Move throughout the room all period• Publically praise positive behavior• Privately and specifically address negative behavior• Be kind• Call an administrator if necessary	<ul style="list-style-type: none">• Go “off the script” the teacher left you• Allow free time and off-task behavior• Sit at the desk all period• Speak to or punish the whole class in response to the behavior of individuals.• Yell, insult, make threats, or touch a student.• Be a student’s friend.• Let a situation escalate out of control.

Reminders on Professionalism

- Do not show up late to your assignments
- Do not use your cell phone while supervising students
- Do not use district technology for personal use
- Do not give the Wi-Fi password out to students.
- Do not interact with or talk about any students, parents, staff, or school business on social media
- Do not allow students to touch teacher’s belongings or use their computer
- Do not leave students unsupervised for any period of time
- Do not spend time alone with a student
- Do not give students food, candy, or medicine
- Do not discuss controversial topics outside of lesson plans including politics, sex, drugs, etc.
- Do not leave the building without signing out or before the end of the contractual school day



FINGERPRINTING

LOCATION LISTING FOR NY

Call toll-free (877) 472-6915 or for TTY/TTD applicants, please call (877) 219-0199

All NYS school employees must be fingerprinted

Location	Address	Days and Times
Fulton	7 Morrill Place, Fulton, NY	Tuesday and Wednesday 8:30 a.m. – 12:30 p.m. and 1:00 p.m. – 3:00 p.m.
Oneida	223 Genesee St., Oneida, NY	Monday-Friday 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.
Rome	111 East Chestnut St., Rome, NY	Monday – Thursday 9:30 a.m. – 12:00 p.m. and 1:00 p.m. – 6:30 p.m.
Pulaski	4917 N Jefferson St., Pulaski, NY	Thursday 8:30 a.m.-4:30 p.m.
Watertown	380 Gaffney Dr., Watertown, NY	Monday – Friday 8:00 a.m. – 3:00 p.m.

- ✓ Schedule an appointment at www.identogo.com or by calling (877) 472-6915
- ✓ Fee for fingerprinting
 - Is approximately \$100
 - Can be paid at the time of scheduling on-line (credit card) – Be aware there will be an additional minimal charge by the bank for credit card use. So, your statement may note a slightly larger amount.
 - Can be paid on-site at the time of fingerprinting appointment (money order, bank check, or personal check)
 - Cash will **not** be accepted
- ✓ Morpho Trust will take a photograph at the time the fingerprints are scanned
- ✓ You must have **two** forms of identification
 - One form of identification must contain a photo
 - Acceptable Photo ID documents
 - U.S. Passport
 - Permanent Resident Card
 - Alien Registration Receipt Card
 - Unexpired Foreign Passport
 - Driver’s License or Photo ID Card issued by U.S. State or Territory
 - U.S. Student ID Card with Photo (high school or college)
 - Unexpired Employment Authorization with photo or a Photo ID Card issued by Federal, State, or Local Government
- ✓ If Morpho asks for an ORI number when you make your appointment, please use the word “TEACH”. The Code for working in schools is 14ZGR7.

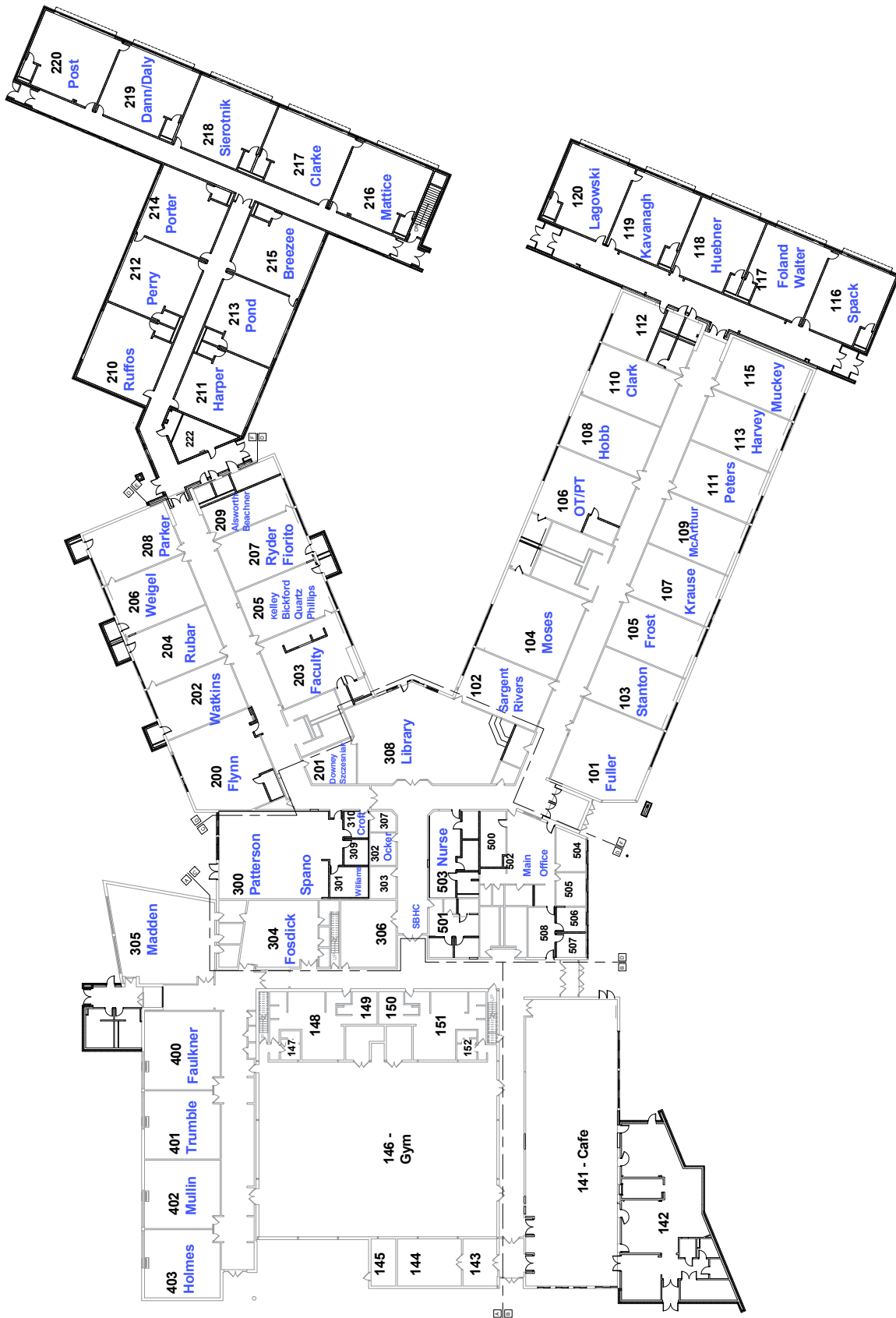


SUBSTITUTE PAY RATES

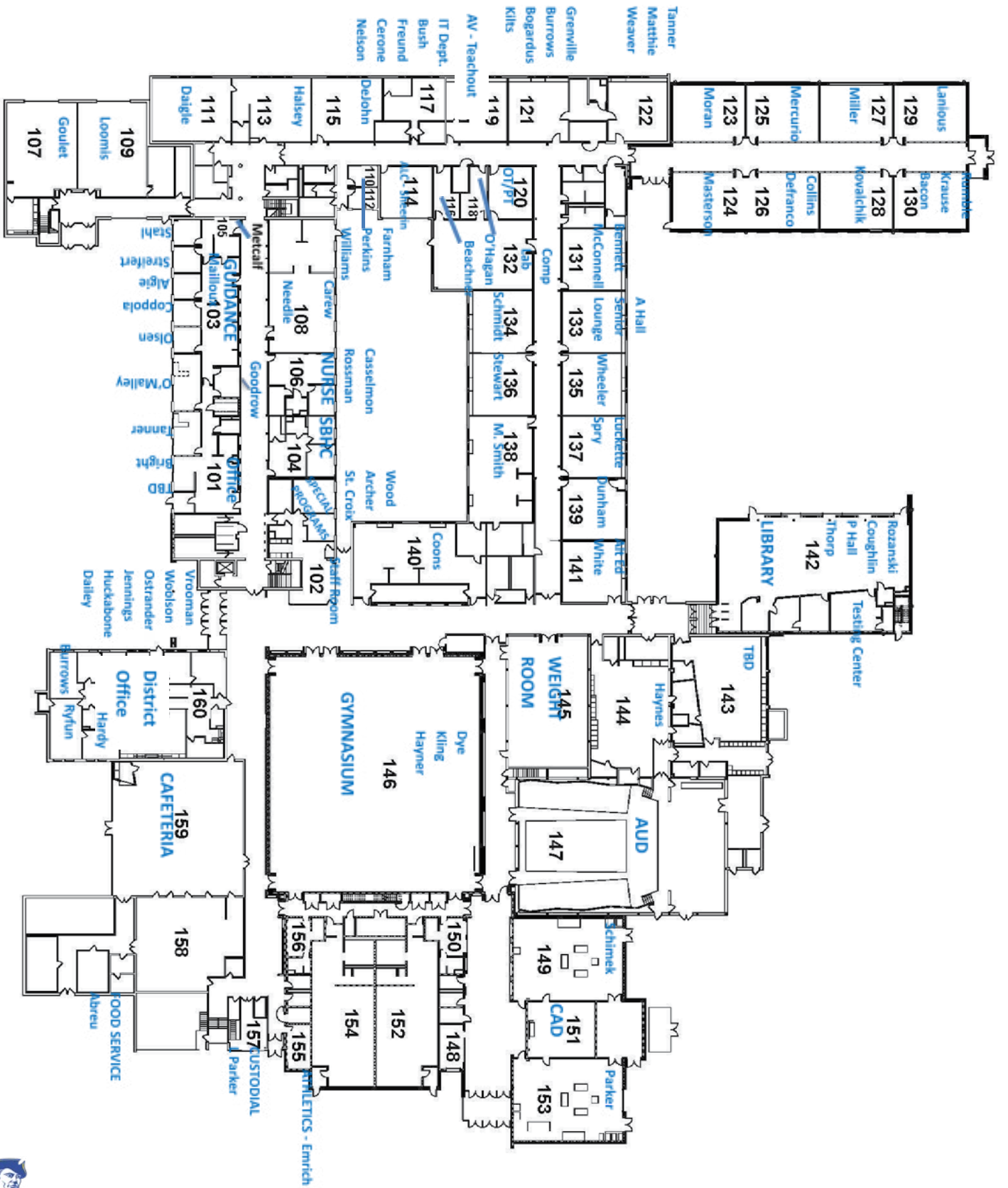
	Position	2022-2023 Rates
1	Bus Driver	\$22.00/Hr
2	Certified Teacher, Retired APW Teacher	\$150.00/Day
3	Certified Teacher 1-20 Days	\$125.00/Day
4	Certified Teacher 21-50 Days	\$135.00/Day
5	Certified Teacher 51+ Days	\$145.00/Day
6	Uncertified Teacher	\$120.00/Day
7	Certified Teaching Assistant	\$115.00/Day
8	Teaching Assistant	\$110.00/Day
9	Teacher Aide	\$105.00/Day
10	Nurse	\$135.00/Day
11	Cleaner	\$15.00/Hr
12	Custodial Worker	\$15.90/Hr
13	Clerical	\$14.20/Hr
14	Dispatcher	\$14.20/Hr
15	Food Service Helper	\$15.00/Hr
16	Grounds Worker	\$15.90/Hr
17	Maintenance Mechanic	\$16.86/Hr
18	Mechanic Helper	\$15.90/Hr
19	School Bus Attendant	\$15.00/Hr
20	School Lunch Monitor	\$15.00/Hr
<p>NOTE: Min wage law impacts hourly wages: Effective 12.31.2022 the district will adopt the new minimum wage increase as set by NYS DOL.</p>		



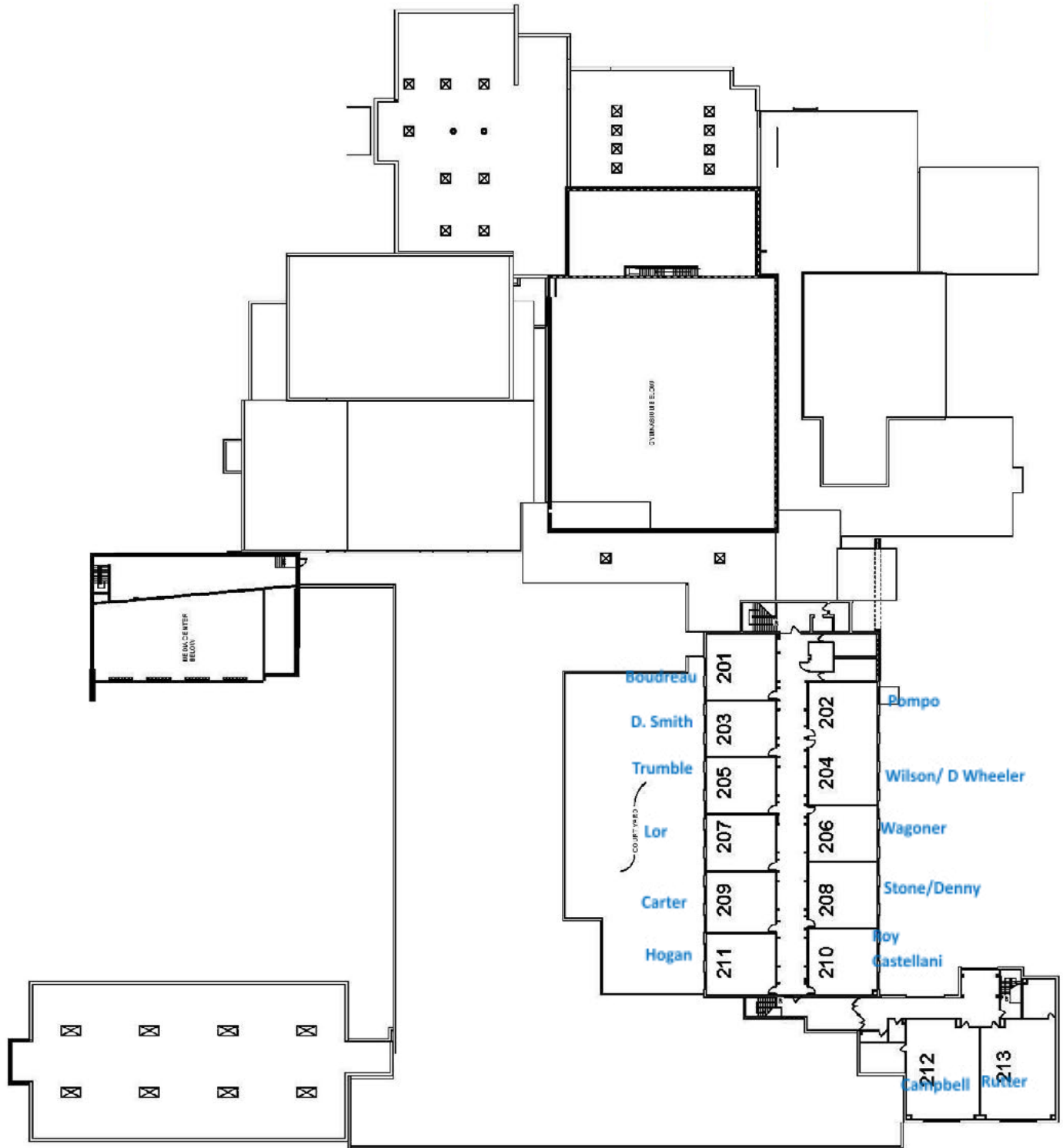
MAP OF ELEMENTARY SCHOOL



MAP OF JSHS, FIRST FLOOR



MAP OF JSHS, SECOND FLOOR



EMERGENCY RESPONSE RUBRIC

Emergency Response Rubric

911 Address - 640 County Route 22, Parish, NY 13131 (315) 625-5260

Colleagues - Please acquaint yourselves with the language and protocols in this document, and, keep it close at hand for reference when needed. If your workspace has been provided a 2-way radio, please activate it when these emergency response conditions have been activated.

<u>Shelter-In-Place</u>	<u>Hold-In-Place</u>	<u>Evacuate</u>	<u>Lockout</u>	<u>Lockdown</u>
<p>Used to shelter students and staff inside the building.</p> <ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Students in hallways should return to assigned classroom, if possible. • Classroom teachers, take attendance. • All other staff assist students, as needed. • Move away from windows, if situation warrants. • If instructed, move out of classroom to designated safe area. Stay together at all times. • Take Attendance. • Disregard the bell system until notified otherwise. • Listen for updates. 	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Students in hallways should return to assigned classroom, if possible. • Classroom teachers, take attendance. • All other staff assist students, as needed. • Disregard the bell system until notified otherwise. • Listen for updates. 	<p>Used to evacuate students and staff from the building.</p> <ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Lead students to designated assembly or announced assembly area. Use secondary route, if necessary. • Bring attendance list and class roster. • Close the classroom door after exiting. • Take attendance when safe to do so. • If evacuating off site, take attendance before moving from and upon arrival at off site location. • Listen for Updates. 	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <ul style="list-style-type: none"> • Listen for instructions regarding the situation and your actions. • Lock all exterior windows. • Leave blinds/lights as they are. • Take Attendance. • After initial instructions listen for updates. • Classroom instruction continues as normal. • All outdoor activities are terminated. • Disregard the bell system until notified otherwise. • Listen for updates. 	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <ul style="list-style-type: none"> • When you hear lockdown announced, you should move quickly to execute the following actions. • If safe, gather students from hallways and common areas near your classroom. • Lock your door. Barricade if necessary. • Move students to a safe area in the classroom out of sight of the door. • Disregard the bell system until notified otherwise. • Keep everyone quiet, silence cell phones. • Take attendance, if possible. • Do not communicate through door or answer room phone. • Do not respond to P.A. announcements or fire alarm. • Stay hidden until physically released by law enforcement personnel.



INITIAL REGISTRATION SUB SERVICE

(BY PHONE ONLY)

Note:

An access ID will be emailed to you from the APW School District. This will act as your initial PIN when setting up a substitute account. Use this PIN/Access ID to follow the steps below and set up your Sub Service Account

1. Dial: 315 433 2640
2. Enter your **Access ID** followed by the STAR (*) key
3. Repeat Step 2
4. Record your name followed by the STAR (*) key
(follow prompts)
5. Hear your callback phone number
(follow prompts)
6. Create your own PIN
(follow prompts) PIN criteria: cannot start with zero
must be 4 to 9 digits



Registration is complete after you have created YOUR OWN PIN.
Remember your Access ID and personalized PIN for future use.

Best practice:

Review your profile to ensure your email address is correct.

Common Errors:

Using pound key instead of star key

Not following STEP 3 (ie: use access ID as PIN during initial registration)

Using personal PIN before you have created it

Trying to do your INITIAL registration on website (can only be done by phone!)

Failing to provide your current email address in your profile

SUBSTITUTE QUICK REFERENCE CARD



Web Browser URL <https://subserviceocmboces.eschool solutions.com>
System Operator E-mail subservice@ocmboces.org
System Operator Phone Number **315-433-2606 (6:30 am – 10:00 am)**
Automated Phone Number **315-433-2640**

Write your ACCESS ID here _____
Write your PIN here (CANNOT START WITH "ZERO") _____

REGISTRATION INSTRUCTIONS

Before any features are available, you must register with the system and create a PIN. The ACCESS ID and PIN are used to identify yourself.

REGISTRATION – Can only be done by TELEPHONE. Call 315-433-2640.

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to create a PIN. Enter a PIN. Your PIN cannot start with a zero "0", must be at least four (4) digits and not exceed nine (9) digits, in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Monday - Friday	Starts at 5:30 am	6:00 pm - 10:00 pm
Saturday / Sunday / Holiday	None	6:00 pm - 10:00 pm

THE SYSTEM CALLS

1. Enter your **PIN** followed by the star (*) key

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set Temporary Do Not Call



SUBSTITUTE QUICK REFERENCE CARD



- If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason followed by the star (*) key
- If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Job Number need for building sign-in sheet.
You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the declination reason followed by the star (*) key
PRESS 1 to Accept the declination reason code
- If you **pressed 2** to Set a Temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION

- Hear "This assignment has been cancelled" and the job information
- PRESS 1** to Repeat the job information
- You must confirm that you heard and accept the cancellation or the system will continue to call. You can log onto the system and confirm the cancellation on your homepage.**

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

- Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
- If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

CHANGE YOUR CALLBACK NUMBER

- Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
- Enter new telephone number followed by the star (*) key.

TO CHANGE PIN or RE-RECORD NAME

- PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

REMINDER: Whenever you have a name change, you need to re-record your name.



WEB BROWSER ACCESS INSTRUCTIONS



WEB BROWSER ACCESS INSTRUCTIONS

Additional Handouts provided

SIGN IN

Open your browser and access the Sign-In page (<https://subserviceocmboces.eschoolsolutions.com>). Enter your ACCESS ID and PIN. We now use CAPTCHA security, so you may need to answer the puzzle box for verification.

PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's ACCESS ID and the security code being displayed must be entered on this page. **Note: You must be registered with an email address entered into the system to use this option.**

PROFILE

Email - Enter or change email address

Callback # - Update the phone # you want the system to use to call to offer you jobs

Change PIN - Enter your current PIN followed by a new PIN twice & Save

Your PIN cannot start with a zero "0", must be at least four (4) digits and not exceed nine (9) digits, in length

SCHEDULE

General

- **Modify your Availability** –
- Selecting days/time you are available to substitute.
- See Handout

Phone Number

- Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
- Specify a Temporary "Do Not Call Until" time if you do not want to be called by the system. [Can be up to three (3) hours]

Classifications and Locations

- This reflects what you have been Board approved for in the District and will be used to "match" you with jobs entered.

Unavailable Dates Tab

- Create Unavailability Schedule
- Will be limited to 30-days.
- See Handout



WEB BROWSER ACCESS INSTRUCTIONS



REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

REASONS - DECLINE / CANCEL

10 – Illness	20 – Jury Duty	25 – Bereavement
45 – Family Illness	55 – Military Duty	65 – Religious Holiday
70 – Other	75 – Already Working	80 – Not Comfortable with Subject
85 – Unavailable	90 – Substitute Assignment Change	

Please remember that the declination reason *is not connected to the call-out cycle*. You will continue to get calls for jobs unless you set a Do Not Call or change your schedule to make yourself unavailable. To set a temporary Do Not Call listen to the entire message and at the end there is an option to set the temporary “Do Not Call”.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect. Selecting the browser's back button or going to another site on the Internet does not disconnect the session. To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

Need Help?

Go to **OCMBOCES.ORG**, there is a quick link on the home page to the Automated Substitute Call-In Service for documents and handouts. Please note that OCM BOCES does not use all features that are available in the SFE, only those in our handouts.

Important Notes:

1. *Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of the screens, such as the Return to List and Continue buttons.*
2. *You MUST have a job number for the when reporting to the building.*
3. ***Make sure your email is in the system for confirming, cancellation and reminder emails***
4. *Review your calendar regularly to ensure accuracy. Some participating districts use to verify payroll.*





639 County Route 22 • Parish, NY 13131 • apwschools.org

Connect with us on the APW Districtwide Facebook Page and more!



APWCSD



apw_rebels



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APW CSD