

Welcome to District 41.....

and thank you for requesting placement on our roster of substitute teachers/aides. We value your role as a vital one in maintaining the high caliber of instruction, which is the foundation of District 41's reputation for and tradition of excellence.

Our staff and administrators understand and appreciate the opportunities that are inherent in serving as a substitute. This handbook has been developed to provide basic information and assistance that will make your time in our classrooms an effective experience for our students and a professionally satisfying endeavor for you.

We appreciate your interest in District 41, and we are confident you will find your duties as a substitute teacher/aide to be rewarding.

**Dr. Ann Riebock,
Superintendent of Schools**

General Procedures

Glen Ellyn School District 41 uses an automated service, called AESOP (**A**utomated **E**ducational **S**ubstitute **O**perator) that utilizes both the telephone and the Internet to assist you in locating jobs in the school district for which you work. The administrative office has selected the following hours as standard call times when the AESOP service may

call for substitutes: (06:00-10:00; 16:00-22:30).

Things to note: You may interact with the system either on the Internet at <http://aesoponline.com> or by way of a toll-free automated voice instruction menu system at 1-800-942-3767. The AESOP system will call you within the call times specified above.

Please refer to the AESOP Substitute Letter for further information.

Guidelines for Substitutes

Time

Substitutes assigned to any of the Elementary Schools (K-5) should report for duty as indicated on the AESOP System. Please allow yourself time for parking and reviewing lesson plans.

Substitutes may leave 15 minutes after the dismissal time, provided all students have left the room. At the end of the day, please remember to sign out with the school secretary.

Teacher Subs

- Do not share student or teacher information outside the classroom.
- In all activities and at all times, cooperate with students, fellow teachers and school office in maintaining a positive learning environment.

- Contact the office if you have difficulty with lesson plans or should you need support in discipline of students.
- Take attendance carefully, send a child to deliver it to the office. Leave a note for the teacher stating any absent students.
- Follow lesson plans as completely and thoroughly as possible.
- Feel free to ask fellow teachers questions regarding lesson plans or materials.
- Correct student papers when appropriate and when time permits.
- Leave student papers clipped together with notes explaining any problems, (i.e. indicating student who failed to complete assignments).
- Leave classroom teacher any written communications received during the day and copies of notices distributed to students to be taken home.
- Advise the classroom teacher in writing of discipline problems.
- Leave classroom, desks and materials in order.

NOTE: Substitute teachers employed on a daily or short-term basis are not required or expected to attend staff or team meetings. Substitutes employed on a long-term assignment, may be

requested to attend such meetings at the direction of the building principal.

Teacher Aide Subs

- Check in with classroom teacher upon arrival to receive information regarding duties or specific student(s).
- Teacher Aide lunches vary, check with secretary or building principal.
- At the end of the day, spend time with classroom teacher evaluating the day.

Substitute Pay Rate

\$95/Day - Teacher
\$100/Day - After 21 Cumulative Days
\$110/Day - District 41 Retirees
\$125/Day – Long-term assignments of 30-90 consecutive days in the same assignment. Long-term assignments are made by building principal only.
\$80/Day; \$40/Half Day - Aide

AESOP Phone Line:

1-800-942-3767

AESOP Web Site:

<http://www.aesoponline.com>

About Each School

Lunch schedules vary. Please check with the school office.

Abraham Lincoln

380 Greenfield Ave.-790-6475

Grades K-5

Shannon Walston-Cross, Principal

Linda Schweikhofer, Asst. Principal

Donna Kelly, Administrative Asst.

School Day: 9:00-3:25

Benjamin Franklin

350 Bryant Ave.-790-6480

Grades K-5

Kirk Samples, Principal

Linda Schweikhofer, Asst. Principal

Cindy Johnson, Administrative Asst.

School Hours: 9:00-3:25

Churchill

240 Geneva Rd.-790-6485

Grades Pre K-5

Scott Klespitz, Principal

Tim Lofgren, Asst. Principal

Kathy Maxon, Administrative Asst.

School Hours: 9:00-3:25

Forest Glen

561 Elm St.-790-6490

Grades EC-5

Mary Hornacek, Principal

Tim Lofgren, Asst. Principal

Karen Mullenax, Administrative Asst.

School Hours: 9:00-3:25

Hadley Junior High

240 Hawthorne Blvd.-790-6450

Grades 6-8

Dr. Chris Dransoff, Principal

Matthew Adelman, Asst. Principal

Jill Amrhein, Asst. Principal

Leigh Ann Vock, Administrative Asst.

School Hours: 8:30-3:25

Substitute Handbook

Teachers & Aides

2011-2012



**Glen Ellyn
School District 41
793 N. Main Street
Glen Ellyn, IL 60137
630.790.6400**