

Substitute Savvy



CECIL COUNTY PUBLIC SCHOOLS

July, 2008

New Calling System



FRONTLINE
PLACEMENT • TECHNOLOGIES

What a great group of substitutes on CCPS' honor roll! You have managed to come through a VERY hectic school year with mostly smiles on your faces! Cecil County Public Schools values your dedication and perseverance through the trials we've had this year.

As most of you know, the software installation that took place in early September caused MANY problems for our school system. So many in fact, that we've purchased different software for the upcoming school year.

We have contracted with Frontline (AESOP) to provide software that functions more effectively. It is an ASP company. ASP means

“Application Service Provider”. Instead of CCPS having to purchase equipment and do the upkeep, AESOP provides all the equipment at THEIR site and are responsible for keeping everything running smoothly. You will have:

- access to the system through the telephone (toll-free numbers) and through the internet with expanded options
- 24/7 availability to all users
- complete training materials, including online tutorials
- features we have come to expect – skill matching, preference lists and exclusion lists

- access to lesson plans that the teacher can upload to the system
- reminders about upcoming jobs via e-mail messages to your personal InBox
- ability to give feedback to teachers for whom you've subbed about your experience that day.

Substitutes in school systems that use this software indicated that they rely on setting their own schedules by using the internet 80% of the time. This allows them to find jobs more often than just getting telephone calls.

EVERYONE WHO WAS AN ACTIVE SUBSTITUTE AT THE END OF THIS SCHOOL YEAR, IS WELCOME TO RETURN NEXT SCHOOL YEAR

NEW SOFTWARE FOR NEXT YEAR MEANS A NEW PROCESS FOR EVERYONE TO LEARN!

Greetings from the from Human Resources Office

Dear Substitute:

Thank you for giving your time and expertise to the staff and students of Cecil County Public Schools. Providing an atmosphere and environment that are conducive to the learning process is a very important and serious responsibility. We are very appreciative of your services to us in these areas.

As long as you worked at least one day during the school year

just completed (2007-2008), you will automatically be registered as a substitute with Cecil County Public Schools. You do not have to contact us unless you do not want to continue to be a substitute. If that is the case, please contact Barb Snyder at bsnyder@ccps.org or 410-996-1160.

If you recently received a bachelor's degree please submit a copy to this office so

that you may be placed on the appropriate pay scale for substitute teachers. Also, it is imperative that any changes in your status be communicated to this office immediately, i.e., name, address, telephone number, availability, etc.

Sincerely,

Robert L. Davis
Executive Director for Human Resources

Inside this issue:

CHANGE IN SUB SYSTEM	2
WIKIPEDIA	2
SUB DRESS CODE	3
SUB STORIES	4
SUB PICTURES	5
TRAINING DATES	6

Changes in Call System

The AESOP system works much the same as our previous system, but with more enhancements. Your logon and password will be different.

We will be using the telephone number that we have listed in our mainframe computer in Human Resources, for example: 4105551212 for your user logon. If you have changed your phone number, you may email humanresources@ccps.org to let them know the change. If you've moved, you must fill out an Employee Status Change Form (you can download this from the CCPS website: <http://benefits.ccps.org/forms.htm>.) Please send the form to the Human Resources Office, 201 Booth St., Elkton, MD 21921.

Your password for AESOP will be your Employee ID. Some users have a four digit ID and will need to put a zero in front of the number; they will use for example, 01112 (as the PIN has to be 5 digits). Some users have a five digit ID and they will use their whole number.

There are two videos included on the AESOP site that will help you understand the system, "Basic Training Video" and "Advanced Training Video". CCPS is in the process of loading the data into the system and no one can logon yet.

Another change is that substitutes have to set up their own profile—schools where they'll work, days they'll work, etc. This is why it is VERY important that you attend a workshop as we will be unable answer hundreds of individual questions at the start of the school year.



Works with ALL
Cell phones!

Wikipedia - Substitute Teacher

Often, during discussions in the Technology Department, opinions will be voiced and someone will invariably say – “no way – let’s Google it”. While Googling something else, I found ‘Substitute Teacher’ in Wikipedia. For those of you that don’t know, Wikipedia is a free online encyclopedia that anyone can edit and add to the articles.

While checking Wikipedia, it verified what we already knew – some systems require certified teachers, while other systems (like us) will use substitutes with a high school diploma. I found that Cecil County Public Schools wages for substitutes were currently at the national average!

I clicked around in a couple links on Wiki and found this ‘Do’s and Don’ts’ for Substitute Teachers:

Do's

- Be fair
- Be consistent
- Be positive
- Keep kids busy
- Keep your cool
- Follow lesson plans
- Stop disruptions early
- Talk to kids individually if there is a disruption
- Move around the class
- Learn each child's name
- Be on time, even better, be early
- Be self-confident
- Know the Emergency procedures
- Introduce yourself, even better, write it on board
- Leave the room picked up and clean
- Greet class as they enter
- Dress appropriately.

Don'ts

- Scream or lose control of yourself
- Threaten any child
- Embarrass a disruptive child
- Ignore the rule breakers
- Leave class unattended
- Punish all the class for one child's disruption
- Assign "lines" to be written, or any other mindless distraction
- Sit at the desk all day
- Criticize anything about the absentee teacher
- Get offended easily
- Tell students if the lesson plans are poor
- Make things up, if you don't know, tell them so
- Discuss your school kids outside of class
- Discuss your personal life
- Use negativity.



<http://www.education-world.com/classmanagement.shtml>



The good thing about dressing for substituting is, you're not usually in front of the same students everyday—a huge wardrobe is not necessary!

Substitute Savvy

Substitute Professional Dress Suggestions

The following language is contained in the Cecil County Classroom Teacher's Association Agreement:

“The Board of Education of Cecil County seeks to foster high academic achievement, promote good citizenship, provide an environment conducive to learning, and prepare students for a lifetime of success. The Board believes that employees serve as role models to students and should exercise good judgment by presenting an appropriate, professional appearance in the workplace. Just as overall attitude and instructional competency contribute to a productive learning environment, so do dress and grooming. Dressing appropriately makes a positive statement to students, parents, and the general public and engenders their respect.

All employees shall:

- Reflect and model standards that will encourage student understanding and compliance with the student dress code.
- Dress appropriately according to position and work setting, or environment.
- Avoid clothing or accessories that distract or disrupt the educational process and/or administrative setting.
- Next in-line administrators shall have the final determination of appropriate dress and appearance for employees working under their supervision.”

The following suggestions are guidelines for what is considered nationally as professional dress for substitutes:

Your first few times as a substitute teacher can be nerve racking and scary. One of the many worries that may be on your mind is how you should dress for the job. The fact is every school district has a different dress code. In some schools you may find teachers in blue jeans while in another school they all wear skirts or slacks to work. If you are not sure what to wear, here are a few tips!

Professional: If you have no idea what the dress code is, dress professionally. Do not wear blue jeans on your first day. This does not mean that you need to wear a dress, skirt, or anything fancy. A nice pair of black or khaki pants matched with a nice button down or polo shirt will do. This will avoid the awkward situation of being the only school employee wearing blue jeans.

Avoid Low Cut: No matter what everyone else is wearing, make sure that you wear a shirt that is not too low cut or revealing. When working with children you may spend a lot of time leaning over their

desks to help them with work. Low cut shirts are not appropriate.

Comfortable: As a substitute teacher you will spend a lot of time standing, sitting, and leaning over to get on the children's level. Wear clothes that are comfortable. Do not wear pants that are too snug and hard to bend down in. Make sure that you can sit in a chair without a huge gap forming between the bottom of your shirt and the top of your pants. Wear something that makes you feel confident and you will have an easier day. You don't want to feel self conscious all day when you should be worrying about your 20 or 30 students.

Shoes: Being comfortable is especially true for shoes. You will be amazed at how much time you actually spend on your feet all day. The wrong pair of shoes can leave your feet in pain. Do not try to break in a new pair of shoes when substituting and wear shoes that you know will get you through the day.

Casual Friday: Cecil County Public Schools do not support casual Fridays. Dress as you would the other four days of the week.

Jacket or Sweater: Always bring a jacket or sweater. It does not matter if it is 100 degrees outside, that does not mean it will be 100 degrees inside. Think about your own childhood in school. Where you sometimes freezing inside during the summer, and too warm inside during the winter? Things haven't changed. The temperature inside school buildings varies and even in the heat of the summer you may find that the classroom feels like you are in a cold climate. Carry a jacket or sweater to ensure that you are comfortable. Once you get into that classroom, you are there for the day. You don't want to be cold from 8 am until the final bell rings.

Once you teach in the same school a few times, it won't take long to figure things out. Every school is different, every teacher is different. Follow these tips for your first few times in a school and pay attention to what everyone else is wearing.

CECIL COUNTY PUBLIC SCHOOLS' WAGES FOR SUBSTITUTES ARE CURRENTLY AT THE NATIONAL AVERAGE!

Substitute Pay Rates

	Daily	Long Term determined by HR
Substitute Paraprofessionals	\$9.79	
Substitute Teacher without degree	\$75.73	\$89.29
Substitute Teacher with Bachelor's Degree	\$89.29	\$115.28
Substitute Nurse	\$103.99	\$122.06



Mr. Bradley Fisher has worked 55 jobs since February 2008



Mr. John (Chris) Dunlap has worked as a substitute since February 2007 with 101 jobs to his credit this year.



Melissa Russell worked 4 jobs since 4/12/08



Darlene McCoy has worked 101 jobs this school year.

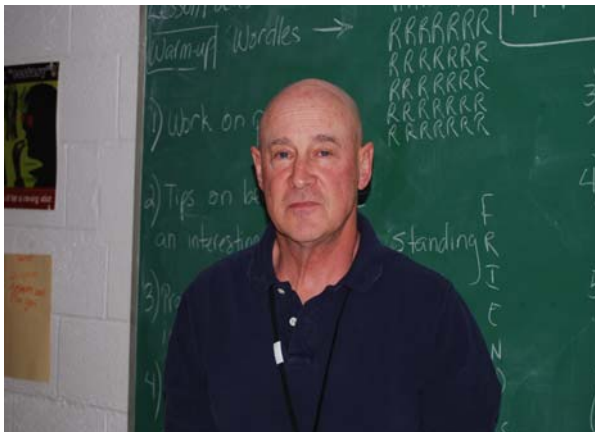


Jennifer Ayers has worked 31 jobs since 1/2/08



Jaimee Ritter has worked 4 jobs since 4/29/08

A BUSY DAY IN MAY FOUND THESE SUBSTITUTES AT BOHEMIA MANOR HIGH, CHARLESTOWN, AND PERRYVILLE HIGH



Mr. George Trow has worked 22 jobs since 4/20/08



Mr. Paul Sands—has worked 59 days this year.

Substitute Savvy

Bill Campbell—Substitute Extraordinaire at 83 yrs young!



MR. CAMPBELL WORKED 104
JOBS FOR CCPS THIS YEAR.

William (Bill) Campbell has been working as a substitute teacher for CCPS since April of 2006. And you're thinking – OK, I do that too . . . BUT Bill is 83 years old! Substitute teaching is Bill's third career since graduating from Dartmouth College in 1948. Although Bill was a WWII veteran, peace happened before he completed training and he was able to finish college instead!

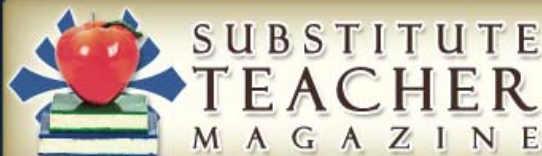
In his early years, Bill worked on Wall Street as a stock broker and regulator for the New York Stock Exchange. He lived in several cities on the I-95 corridor – Boston, New York City, Washington and now Cecil County. When Bill lived in Washington, he

owned a business that placed engineers in jobs for the defense department.

Bill and his wife Carol have 5 children between them, yielding 10 grandchildren ranging in age from middle school to college age. The grandchildren live in New York, Minnesota, California, Washington and Virginia. Bill moved to Cecil County to be near his sisters and nieces and nephews that live nearby.

Bill says that being a substitute teacher is an excellent retirement resource and hopes to continue in the future. Thanks very much Bill for your willingness to take on a VERY tough job at this stage of your life.

MR. NORMAN
(GARY) GREENE
HAS WORKED 187
JOBS DURING THIS
SCHOOL YEAR.
MR. GREEN IS
WORKING IN HIS
THIRD CAREER—HE
TAUGHT AT
ELKTON HIGH
UNTIL 1995



<http://www.substituteteachermagazine.com/>
✓ Check it out!



"Building a Foundation for Lifelong Learning"

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				JULY 31	1	2
3	4	5	Aug 6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	Aug 25	26	27	28	29	30
31						

Training and Welcome Back Dates

Please plan on attending one of two sessions designed to update and train you on the new call system for CCPS.

At both sessions, a letter will be handed out containing your logon numbers and password for the new system. If you do not attend a session, your letter will be snail-mailed to your home. You will not be paid a stipend unless you attend one of the sessions.

Sessions for returning substitutes:

■ On July 31 from 6:00 PM to 8:00 PM at Rising Sun High School Auditorium.

Assistant Principal Anne Gellrich will speak to substitutes.

■ On August 6 from 3:15 PM to 5:00 PM at Elkton High School Auditorium. Assistant Principal Jennifer Hood will speak to substitutes.

Do you have a friend who wants to be a substitute? A training session for NEW substitutes is also scheduled for August 6 from 9 AM to 3 PM at Elkton High School. Please have them contact Human Resources to register.

■ First day of school for Grades 1-12, August 25..