



# Wallenpaupack Area School District

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## Substitute Information Session

SEPTEMBER 13, 2017

MR. KEITH GUNUSKEY, ASSISTANT SUPERINTENDENT

# Wallenpaupack Area School District

- 3,120 Students
- \$ 69 Million Budget
- 320 Square Miles
- 10,000 miles per day - 3.7 million per year
- 54 % Reduced and Free Lunch
- 17 % Special Education

# WASD Organization

- Comprehensive High School 9 – 12
- Middle School 6 – 8
- North Intermediate School 3 – 5
- North Primary School K – 2
- South Elementary K – 5
- Hawley Center

# Substitute Categories

- PA Certified Teachers
- Registered Nurses
- Guest Nurses
- Guest Teachers
- Cafeteria Workers
- Custodians
- Teacher Assistants    Regular Education
- Teacher Assistants    Special Education

# PA Certified Teachers

- \$ 105 Per Day                      \$ 57 Per Half-Day
- May work up to five days per week
- All Buildings 7:30 a.m. to 3:00 p.m.
- Must provide a copy of current PA Certificate

# Registered Nurses

- \$ 20 Per Hour
- May work up to five days per week
- All Buildings 7:30 a.m. to 3:00 p.m.
- Must provide a copy of current PA Certificate

# Guest Teachers

- \$95 Per Day                      \$51 Per Half-Day
- May work up to five days per week
- All Buildings 7:30 a.m. to 3:00 p.m.
- Generally work in the High & Middle Schools
- Must provide sealed transcripts
- Shadowing opportunities

# Guest Nurses – LPN's

- \$ 95 Per Day                      \$ 51 Per Half-Day
- May work up to five days per week
- All Buildings 7:30 a.m. to 3:00 p.m.
- Must provide sealed transcripts
- Shadowing opportunities



# Cafeteria Workers

- \$ 8.06 Per Hour
- Four Hours Per Day
  - High School 10:00 a.m. to 2:00 p.m.
  - All other buildings 9:30 a.m. to 1:30 p.m.
- May work up to five days per week
- Wear comfortable clothing and sneakers
- On the job training

# Custodians

- \$ 9.25 Per Hour
- May work up to five days per week
- All Buildings - All Shifts Average 5 ½ Hours
- Wear comfortable clothing, sneakers/work shoes
- On the job training
- Cleaning/operating small machines
- Light maintenance

# Secretarial

- \$ 8.51 Per Hour
- Maximum of four days per week
- All Buildings - 7:45 a.m. to 2:45 p.m.
- Office/Professional Attire
- General office work
- Basic computer skills required
- On the job training

# Regular Teacher Assistants

- \$ 8.18 Per Hour
- Maximum of four days per week
- All Buildings – 7:45 a.m. to 2:45 p.m.
- Casual Attire (No jeans)
- Sneakers or low heeled shoes
- Playground/Cafeteria/Bus Duties
- Assisting in the classroom or office
- Other duties as assigned

# Special Education Teacher Assistants

- \$ 8.18 Per Hour
- Maximum of four days per week
- All Buildings – 7:45 a.m. to 2:45 p.m.
- Casual Attire (No jeans)
- Sneakers or low heeled shoes
- Classroom assistance
- One on One Assignments

# How to become a substitute!

[www.wallempaupack.org](http://www.wallempaupack.org)

- Click on employment tab
- Under SUBSTITUTE complete the appropriate application
- Apply for the three required clearances

Act 34 PA State Criminal Record Check

Act 151 PA Child Abuse History Check

FBI Clearance

\*All clearances issued within the last year will be accepted.

- When you have all of these items come to the District office any day between 8:00 a.m. to 3:00 p.m.

Questions:

- Call 226-4557 – Karen Alikas
- Email [aliskaska@wallempaupack.org](mailto:aliskaska@wallempaupack.org)

# Next!

Once you have brought the required items to us we will explain the next steps:

- Act 126 Mandatory 3 hour Child Abuse Recognition & Reporting Webinar
- Act 168 Sexual Misconduct/Abuse Disclosure Form  
(Applicants who have had direct contact with children in a former job)
- Physical and TB Test
- School Board Approval

# I'm approved! Now What?

- The district uses a web based program called AESOP for employees to submit absence requests
- Substitutes may receive notification via an automated phone call from AESOP (Will not show as a WASD number)
- Or go to the AESOP website and view available positions



# AESOP Training Video

<https://help.frontlink12.com/sub/videos/SubTrainingVideo/SubTrainingVideo.html>

# FAQ's

- **Notes & File Attachments** – Teachers may leave notes and/or files (lesson plans, seating charts, classroom rules, etc.) for their substitute teacher. When a teacher leaves notes/files, the substitute teacher will receive a notification that there are notes associated with the absence when accepting a job via the phone, and they will see a paperclip icon signifying there are files associated with the absence when accepting jobs via the web.
- **Snow Days** – On Snow Days, AESOP will contact any subs that were scheduled to report on that day. However, as a back up, it is recommended that substitutes tune into the news/radio, or check the school website [www.wallenzaupack.org](http://www.wallenzaupack.org) for school closings due to inclement weather.
- **Late Starts/Early Dismissals** – AESOP does not presently have the late starts/early dismissal functionality, nor the ability to notify subs in the event on a late start or early dismissal. It is the responsibility of the substitute to tune into the news/radio, or check the district website for information on late starts/early dismissals.
- **Out of State Licenses** – must be converted to PA for substitute teacher/nurse. If not guest teacher/nurse would apply.

Questions may be directed to:

Karen Alikas

[alika@wallenzaupack.org](mailto:alika@wallenzaupack.org)

# Questions?

