



Wallenpaupack Area School District 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-6
- ▶ 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

- ▶ \$ 95 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

- ▶ \$ 85 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- LPNs

- ▶ \$ 85 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 3:00 p.m. to 8:30 p.m.
- ▶ 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

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

Next!

Once you have brought the require 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.frontlinek12.com/sub/videos/SubTrainingVideo/SubTrainingVideo.html>

FAQs

- ▶ **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.wallempaupack.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 of 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.

Questions may be directed to:

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Questions?