



# Wallenpaupack Area School District

## Substitute Information Session

September 15, 2021

DR. JAY STARNES, ASSISTANT SUPERINTENDENT

MR. MARK KIRSTEN, SOUTH ELEMENTARY PRINCIPAL

MRS. JENNIFER MARMELEIRA, DISTRICT OFFICE SECRETARY

# Wallenpaupack Area School District

- 3,000 Students
- \$ 75 Million Budget
- 325 Square Miles
- 10,000 miles per day - 3.7 million per year
- 56 % Reduced and Free Lunch
- 19 % 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
- Bus Drivers

# PA Certified Teachers

- \$ 125 Per Day                      \$ 73 Per Half-Day
- May work in all grade levels/all classrooms-specific to your certification
- 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

- \$115 Per Day                      \$67 Per Half-Day
- May work in all grade levels/all classrooms
- 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

# Registered Nurses/LPN

- \$ 23.03 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

# Cafeteria Workers

- \$ 9.45 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

- \$ 11.40 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

- \$ 9.98 Per Hour
- 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

- \$ 9.60 Per Hour
- 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

- \$ 9.60 Per Hour
- 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

# School bus drivers

- Substitute bus drivers must be at least 18 years old with a CDL license (Bus Endorsement-S), and must possess current clearances (less than one year old).

# Substitute bus drivers

- Pay for your CDL
- Work with local licensing centers to expedite the process.
- Pay \$21.16/hour
  - Time and a half for driving outside of your normal work schedule (if employed at the school)
  - Paid time and a half for the entire duration of the event

# 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 – Jennifer Marmeleira
- Email: [marmelje@wallempaupack.org](mailto:marmelje@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.frontlinek12.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 NOT contact subs. It is recommended that substitutes tune into the news/radio, or check the school website [www.wallenpaupack.org](http://www.wallenpaupack.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** – will enable you to become a day-to-day certified substitute. However, to become a permanent employee you must have a valid PA teaching license.

Questions may be directed to:

Jennifer Marmeleira

[marmelje@wallenpaupack.org](mailto:marmelje@wallenpaupack.org)

# FERPA and Social Media

- Professional Ethics
- Pennsylvania Code of Conducts
- FERPA-sensitive information
- Social Media-gossip, questions, pictures

# Questions?

