



Substitute Teacher Guidelines

Welcome and thank you for becoming a Substitute Teacher for the Ellington Public Schools! The following information is an overview of the substitute teaching system.

If you have any questions, please contact Sue Kalagher/Substitute Teacher Coordinator at subcoordinator@ellingtonschools.net • (860) 874-9333

Expectations

Substitute Teachers are expected to:

- Lead by example. Substitute teachers should arrive on time, be well groomed and dressed appropriately (business casual), be organized, and should conduct themselves in a professional manner at all times.
- Building administration will check-in with you and your students to make sure all expectations are followed. Building administration will be reinforcing with you and your students that positive, kind, and respectful communication is occurring between students and substitute teachers at all times.
- Use the lesson plans left by the teacher to guide you through the day. Try to stick as close to the schedule as possible. Circulate through the classroom and assist students as needed.
- Try to arrive early so you can familiarize yourself with the substitute folder. Inside there should be information about the schedule, lunch times, school maps, student allergies, emergency procedures, etc.

If you cannot find the substitute folder (electronic) and Emergency Operation Plan flipchart (in the classroom), contact the main office immediately.

- Don't hesitate to call the office for assistance with behavior problems, or issues with lesson plans.
- Be available and flexible. It is the nature of substitute teaching that things can change at the last minute.
- If you must call out sick, please cancel your assignment in the 'Absence & Substitute' program, and inform the Substitute Coordinator at the earliest possible time so a replacement can be found. If you are unable to reach the Substitute Coordinator, please contact the school office staff directly.
- Our district uses the 'Absence & Substitute' program by Tyler Technologies.
- You will receive an email 'Welcome Letter' from 'A & S' with instructions to set up your account.
- The 'A & S' automated system will call 5:30am-12:00pm and 4:00pm-9:30pm with assignments.

- The amount of work you are offered depends on many factors including:
 - The number of substitute teachers on the list
 - Your availability and flexibility
 - The variety of subjects and grade levels you are willing to teach
 - How well you follow substitute plans

General Information

- Remember to sign in and out in the Main Office.
- Pre-K – 6th Grade classes should be escorted to all destinations (i.e., lunch, music, art, gym).
- During inclement weather, please check the local news for school cancellations.
- Paychecks are distributed every two weeks. If you have any questions about your paycheck, please contact Kim Porter at (860) 896-2300 ext 129.

Schools

<i>School</i>	<i>Center</i>	<i>Crystal Lake</i>	<i>Windermere</i>	<i>Middle School</i>	<i>High School</i>
<i>Grades</i>	K-6	PK-6	PK-6	7-8	9-12
<i>Principal</i>	Mike Verderame	John Powell	Jennifer Hill	Michele Murray and Mike Nash	John Guidry
<i>Admin Assistant</i>	Pam Hannah	Nicole Boske	Mary Ann Blinn	Katie Wojtkowiak	Kimberly Harper
<i>Phone Number</i>	(860) 896-2315 Ext 201	(860) 896-2322 Ext 101	(860) 896-2329 Ext 201	(860) 896-2339 Ext 100	(860) 896-2352 Ext 205

School Schedules

<i>School</i>	<i>School Schedule</i>	<i>Sub Start Time Regular Day</i>	<i>Sub Schedule ½ Day AM</i>	<i>Sub Schedule ½ Day PM</i>
<i>Elementary</i>	8:30 am - 3:10 pm	8:15 am	8:15 am - 12:15 pm	11:15 am - 3:15 pm
<i>Middle School</i>	7:40 am - 2:22 pm	7:25 am	7:25 am - 11:25 am	10:25 am - 2:25 pm
<i>High School</i>	7:35 am - 2:15 pm	7:20 am	7:20 am - 11:20 am	10:20 am - 2:20 pm
<i>Preschool (Crystal Lake and Windermere)</i>	8:40 am - 2:45 pm	8:15 am	8:15 am - 12:15 pm	11:15 am - 3:15 pm

