



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 the Substitute Teacher Coordinators:

Jennifer O'Brien and Katie Tamsin

subcoordinator@ellingtonps.net • (860) 874-9333

You can call/text between the hours of 5:30 a.m. and 8:00 p.m. Please do not call or text before or after these times.

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.
- Use the lesson plan 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 a substitute folder and Emergency Operation Plan (flipchart) in the classroom, contact the Principal immediately.
- Don't be afraid 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 last minute.
- If you must call out sick, please 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 directly.

System

- If an assignment is for the next day or the same day, you will receive a phone call. Same-day phone calls start around 5:30 a.m.
- If the assignment is two days or more in the future, you will receive an email. Please answer emails within 24 hours. Those substitutes who cannot answer email promptly will not be given assignments in advance.
- The amount of work you are offered depends on many factors including:
 - How well you follow substitute plans
 - The number and seniority of substitute teachers on the list
 - Your availability and flexibility
 - The variety of subjects and grade levels you are willing to teach

General Information

- Sign in and sign 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 plan to check the news for school cancellations.
- Paychecks are distributed every two weeks. If you have any questions about your paycheck, please contact Mary Seal at (860) 896-2300 ext. 129.

Schools

Center Elementary/Preschool (Grades PreK-5)
Trudie Luck Roberts, Principal ~ 860-896-2315

Crystal Lake Elementary School (Grades K-5)
Michael Larkin, Principal ~ 860-896-2322

Windermere Elementary School (Grades K-6)
David Welch, Principal ~ 860-896-2329

Ellington Middle School (Grades 7-8)
David Pearson, Principal ~ 860-896-2339

Ellington High School (Grades 9-12)
Neil Rinaldi, Principal ~ 860-896-2352

School Schedules

Elementary Schools ~

Sub Starts: 8:00 a.m.
Schedule: 8:30 a.m. - 3:10 p.m.
1/2 Day AM: 8:00 a.m. - 12:00 p.m.
1/2 Day PM: 11:10 a.m. - 3:10 p.m.

Ellington Middle School ~

Sub Starts: 7:20 a.m.
Schedule: 7:42 a.m. - 2:20 p.m.
1/2 Day AM: 7:20 a.m. - 11:05 a.m.
1/2 Day PM: 10:40 a.m. - 2:35 p.m.

Ellington High School ~

Sub Starts: 7:20 a.m.
Schedule: 7:35 a.m. - 2:15 p.m.
1/2 Day AM: 7:20 a.m. - 11:05 a.m.
1/2 Day PM: 10:35 a.m. - 2:30 p.m.

Center School Preschool ~

AM Only: 8:20 a.m. - 11:40 a.m.
PM Only: 11:45 a.m. - 3:10 p.m.
Extended: 8:20 a.m. - 1:40 p.m.