

SYRACUSE CITY SCHOOL DISTRICT

2018-2019 Substitute Teachers HANDBOOK



725 Harrison Street, Syracuse, NY 13210 | (315) 435-4499
www.syracusecityschools.com



Board of Education

As approved by the Board of Education at the Annual Organization Meeting on May 8, 2018, the **Board of Education Officers** are as follows:

President: Derrick Dorsey

Vice President: Katie Sojewicz

Commissioners of Education: Pat Body
David Cecile
Mark D. Muhammad
Rita Paniagua
Dan Romeo

This information should be included on publications such as graduation and school event programs, newsletters, brochures, etc. The following Central Office Administrative Staff, **as well as an appropriate Assistant Superintendent/Executive Director**, should also be included:

Administrative Staff: Jaime Alicea, Superintendent
Patricia Clark, Chief Ombuds/Student Support Services Officer
Dean DeSantis, Chief Operations Officer
Christopher Miller, Ed.D., Chief Human Resources Officer
Timothy Moon, Chief Accountability Officer
T.B.D. ,Chief Academic Officer
Suzanne Slack, Chief Financial Officer
Monique Wright-Williams, Chief of Staff

Finally, the following **Notice of Non-Discrimination** must also be included:

Notice of Non-Discrimination

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer
Syracuse City School District
725 Harrison Street, Syracuse, NY 13210
(315) 435-4131
Email: CivilRightsCompliance@scsd.us

Handbook created by: Office of Human Resources



SYRACUSE CITY SCHOOL DISTRICT

Superintendent's Office

725 Harrison Street, Syracuse, NY 13210

Phone (315) 435-4161 Fax (315) 435-4015

Jaime Alicea

Superintendent of Schools

Main Switchboard: (315) 435-4499

2018-19 SCHOOL START AND DISMISSAL TIMES

ELEMENTARY SCHOOLS

Bellevue Elementary School

(At Shea)

PK – Grade 5

Address: 1607 S. Geddes St., 13207

Phone: (315) 435-4520

Hours: 8:50 a.m. – 4:00 p.m.

Principal: Sarah Cupelli

Delaware Academy

Grade 5

Address: 900 S. Geddes St., 13204

Phone: (315) 435-4540

Hours: 8:00 a.m. – 2:00 p.m.

Principal: Margaret Wilson (Acting)

Delaware Primary Elementary School

PK – Grade 4

Address: 900 S. Geddes St., 13204

Phone: (315) 435-4540

Hours: 8:00 a.m. – 2:00 p.m.

Principal: Eliezer Hernandez

Dr. King Elementary School

PK – Grade 5

Address: 416 E. Raynor Ave., 13202

Phone: (315) 435-4580

Hours: 8:50 a.m. – 4:00 p.m.

Principal: Andrea Ellis-Smith

Dr. Weeks Elementary School

PK – Grade 5

Address: 710 Hawley Ave., 13203

Phone: (315) 435-4097

Hours: 8:30 a.m. – 4:10 p.m.

Principal: Diane Vitello

Elmcrest Children's Center

Address: 960 Salt Springs Rd., 13224

Phone: (315) 435-6244

Principal: Debra Mastropaulo

Franklin Elementary School

PK – Grade 5

Address: 428 S. Alvord St., 13208

Phone: (315) 435-4550

Hours: 8:50 a.m. – 3:50 p.m.

Principal: Kimberly Coyne

LeMoyne Elementary School

Grades 2–5

Address: 1528 LeMoyne Ave., 13208

Phone: (315) 435-4590

Hours: 9:00 a.m. – 3:00 p.m.

Principal: Jason Armstrong

Montessori at LeMoyne

PK-1

Address: 1528 LeMoyne Ave., 13208

Phone: (315) 435-4590

Hours: 9:00 a.m. – 3:00 p.m.

Principal: Jason Armstrong

McCarthy @ Beard

Special Education

Address: 220 W. Kennedy St., 13205

Phone: (315) 435-5855

Hours: 8:00 a.m. – 2:00 p.m.

Principal: Maria Ann Cimino

McKinley-Brighton

Elementary School

PK – Grade 5

Address: 141 W. Newell St., 13205

Phone: (315) 435-4605

Hours: 8:00 a.m. – 2:00 p.m.

Principal: Mayra Ortiz

Meachem Elementary School

PK – Grade 5

Address: 171 Spaulding Ave., 13205

Phone: (315) 435-4610

Hours: 9:00 a.m. – 3:00 p.m.

Principal: Kathryn Moulton

Porter Elementary School

PK – Grade 5

Address: 512 Emerson Ave., 13204

Phone: (315) 435-4625

Hours: 8:50 a.m. – 3:50 p.m.

Principal: Jennifer King-Reese

Salem Hyde Elementary School

PK – Grade 6

Address: 450 Durston Ave., 13203

Phone: (315) 435-4570

Hours: 9:00 a.m. – 3:00 p.m.

Principal: Patricia Floyd-Echols

Seymour Dual Language Academy

PK – Grade 5

Address: 108 Shonnard St., 13204

Phone: (315) 435-4645

Hours: 8:50 a.m. – 4:00 p.m.

Principal: James Nieves

Syracuse Latin Elementary School

Grades PK-5

Address: 345 Jamesville Ave., 13210

Phone: (315) 435-4606

Hours: 9:00 a.m. – 3:00 p.m.

Principal: Kelly Manard

Van Duyn Elementary School

PK – Grade 5

Address: 401 Loomis Ave., 13207

Phone: (315) 435-4660

Hours: 8:50 a.m. – 4:00 p.m.

Principal: Eva Williams

Webster Elementary School

PK – Grade 5

Address: 500 Wadsworth St., 13208

Phone: (315) 435-4670

Hours: 9:00 a.m. – 3:00 p.m.

Principal: Iverna Minor

PK – 8 SCHOOLS

PK – 8 SCHOOLS

Edward Smith PK – 8 School

(At Levy)

PK – Grade 8

Address: 111 Fellows Ave., 13210

Phone: (315) 435-4650

Hours: 9:00 a.m. – 3:00 p.m. Elem

8:00 a.m. – 2:50 p.m. Middle

Principal: Samuel Barber

Frazer PK – 8 School

PK – Grade 8

Address: 741 Park Ave., 13204

Phone: (315) 435-4555

Hours: 8:00 a.m. – 3:30 p.m.

Principal: William Mecum

H.W. Smith PK – 8 School

PK – Grade 8

Address: 1130 Salt Springs Rd., 13224

Phone: (315) 435-4490

Hours: 7:45 a.m. – 3:25 p.m.

Principal: Theresa Haley

Huntington PK – 8 School

PK – Grade 8

Address: 400 Sunnycrest Rd., 13206

Phone: (315) 435-4565

Hours: 9:00 a.m. – 3:00 p.m. Elem

8:00 a.m. – 2:50 p.m. Middle

Principal: Joanne Harlow

Roberts PK – 8 School

PK – Grade 8

Address: 715 Glenwood Ave., 13207

Phone: (315) 435-4635

Hours: 9:00 a.m. – 3:00 p.m. Elem

8:00 a.m. – 2:50 p.m. Middle

Principal: John Devendorf

MIDDLE SCHOOLS

Clary Middle School

Grades 6-8

Address: 100 Amidon Dr., 13205

Phone: (315) 435-4411

Hours: 7:50 a.m. – 2:26 p.m.

Principal: Lisa Costanzo

CORE (At Elmwood)

Grades K-8

Address: 1728 South Ave., 13207

Phone: (315) 435-6226

Hours: 8:00 a.m. – 2:00 p.m.

Principal: Rebecca Groat

Danforth Middle School

Grades 6-8

Address: 309 W. Brighton Ave., 13205

Phone: (315) 435-4535

Hours: 7:50 a.m. – 3:10 p.m.

Principal: Richard Richardson III

Expeditionary Learning Middle School

Grades 6-8

Address: 4942 S. Salina St., 13205

Phone: (315) 435-6416

Hours: 7:50 a.m. – 2:26 p.m.

Principal: Kevin Burns

Grant Middle School

Grades 6-8

Address: 2400 Grant Blvd., 13208

Phone: (315) 435-4433

Hours: 7:50 a.m. – 3:10 p.m.

Principal: Bruno Primerano

Lincoln Middle School

Grades 6-8

Address: 1613 James St., 13203

Phone: (315) 435-4450

Hours: 7:50 a.m. – 3:10 p.m.

Principal: Lajuan White

Westside Academy @

Blodgett Middle School

Grades 6-8

Address: 312 Oswego St., 13204

Phone: (315) 435-4386

Hours: 7:50 a.m. – 3:10 p.m.

Principal: Vanessa Hopkins

HIGH SCHOOLS

Corcoran High School

Grades 9-12

Address: 919 Glenwood Ave., 13207

Phone: (315) 435-4321

Hours: 7:50 a.m. – 2:26 p.m.

Principal: Tara Jennings

Henninger High School

• P-TECH

Grades 9-12

Address: 600 Robinson St., 13206

Phone: (315) 435-4343

Hours: 7:50 a.m. – 2:26 p.m.

Principal: Matthew C. Williams, Ph.D.

Institute of Technology @

Syracuse Central

• P-TECH

Grades 9-12

Address: 258 E. Adams St., 13202

Phone: (315) 435-4300

Hours: 7:50 a.m. – 2:26 p.m.

Principal: Donna Formica

Johnson Vocational Center

Grades 9-12

Address: 573 E. Genesee St., 13202

Phone: (315) 435-4135

Hours: 7:50 a.m. – 2:26 p.m.

Principal: John Dittmann, Jr.

Nottingham High School

Grades 9-12

Address: 3100 E. Genesee St., 13224

Phone: (315) 435-4380

Hours: 7:50 a.m. – 2:26 p.m.

Principal: David Maynard

Public Service Leadership Academy

@ Fowler

• P-TECH

Grade 9-12

Address: 227 Magnolia St., 13204

Phone: (315) 435-4376

Hours: 7:50 a.m. – 2:26 p.m.

Principal: Margaret Taru

AUGUST 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

OCTOBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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DECEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

JANUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

FEBRUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

18 President's Day
18-22 Winter Recess

18 Superintendent Conference Day (no school for students)

2-4 NYS ELA Assessments
15-19 Spring Recess
22 Contingency Weather Day

1-3 NYS Math Assessments
22-31 NYS Science Assessments
23 Contingency Weather Day
24 Contingency Weather Day
27 Memorial Day
28 Contingency Weather Day

3 Regents Examinations
18-25 Regents Examinations
25 Last Day for Students (Half Day for Students)
26 Superintendent Conference Day (no school for students)

UNUSED SNOW DAYS

If 4 remain: April 22, May 23, 24 & 28
If 3 remain: May 23, 24 & 28
If 2 remain: May 24 & 28
If 1 remain: May 28

Syracuse City School District Substitute Teacher Handbook

Welcome to your assignment as a substitute teacher in the Syracuse City School District! Your time in our district will be both challenging and rewarding.

Your role as a substitute teacher will be to provide quality instruction as well as ensure the safety of all students in your care. You will be an integral part of student learning and achievement. The high standards and accountability expected from our permanently assigned teachers will also be expected from you.

This handbook will help:

- Clarify procedures
- Describe expectations
- Present best practices

Your role will include the following key points:

- Continuation of student learning established by the permanent teacher(s)
- Establish authority and demonstrate confidence
- Procedures in each school and classroom that need to be quickly learned and implemented

You are a valued member of our team and we wish to support you in your endeavors here. Thank you in advance for your commitment to the Syracuse City School District.

Sincerely,



JAIME ALICEA
Superintendent of Schools

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Getting Started: The Syracuse City School District is one of the five (5) largest city school districts in New York State. It was established in 1848 and has been in continuous operation since that time. The current number of employees is approximately 4,200. The District operates 36 schools including, 16 Elementary, 5 K-8, 6 Middle, 5 High Schools, and 4 Alternative Schools/Programs. Our District serves the educational needs of children residing in the city of Syracuse, which consists of four quadrants: North, South, East and West.

Today, the district is comprised of thirty-six schools as listed on page 34. The schools service approximately 21,500 students in pre-k through twelfth grades.

Applicants for substitute positions are required to submit online applications via <https://platform.teachermatch.org/jobsboard.do?districtId=264888318>. Submission of the online application benefits the applicant by immediately making the application accessible to all district administrators.

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

ID Badge: Once interviewed, accepted and hired as a Syracuse City School District substitute teacher, a Personnel Memorandum will be emailed to your SCSD email account which will require a signature. Once the Personnel Memorandum has been signed you will be issued an official photo identification badge by visiting the security department in Central Office room 201 between 8:00am to 3:30pm. This badge must be worn at all times in the SCSD schools.

Email: Each substitute will be provided with an SCSD email address. The Office of Human Resource will contact you via email. Please be sure to check your email on a daily basis to keep up with important messages and updates. It is a violation of Board Policy 4526 to use your SCSD email for personal use. It is to be used only to view and accept assignments related to your substitute teaching position. Questions regarding setup and password assistance please contact (315) 435-6274. Please see page 81 on how to setup your District email.

Information Changes: If there are any changes in your personal information (contact number, address, name, direct deposit, W2, etc.) please log into Employee Self-Serve on PeopleSoft and update accordingly. SCSD website < Quicklinks < Intranet < <https://scsd.sharepoint.com/SitePages/Home.aspx>

Certification: You must be certified by the state of New York to be considered for long-term assignments. Please keep your certification up to date and keep the District informed about your new certification you obtain. You should also ensure that the District has an official sealed

transcript copies of all degree credits related to your Bachelors and or/Masters. If you have questions regarding certification you can contact Sheba Graham (315) 435-4171. Additional assistance is also provided on page 83-86.

Previous Employment Experience: If you are a certified substitute and are placed in a long-term assignment, you may be eligible to have years added to your SCSD salary calculations based on previous work experience. Previous Employment Verification forms are available and must be completed at the Office of Human Resources Call Center. A copy of this form is located on page 82.

Emergency / Inclement Weather Days: Immediately following notification of a snow day for the district, SmartFind will be shut down. You will receive a phone call that the district is closed. Daily substitutes should always watch the local news stations or listen to the local radio stations for information about closings. **Snow days are not paid.**

Recess Days/Superintendent Days: Please be aware of the school calendar. Recess Days and Superintendent Days are not paid, unless you are in a long term assignment and have reached your 16th day.

Individual School Websites: From the main website on the right hand side there is a link for schools. You can hover over the link to view the individual websites of each school. <http://www.syracusecityschools.com/> click on Schools upper right hand corner. Additional information regarding each school is located starting on page 24.

Retirement: All daily subs and Teaching Assistant subs are eligible to enroll into the NYS Teacher's Retirement System (TRS). Substitutes for other positions are also eligible to enroll in the NYS & Local Retirement System. Please contact the Office of Human Resources Call Center for additional information (315) 435-4171.

Resigning: If at any time you need to resign as a Daily Substitute or Teaching Assistant sub please complete a resignation form. This form is located from the main District website < Quicklinks < Human Resources < Employee Services < ***Retiring or Resigning from the District?*** https://scsd.co1.qualtrics.com/jfe/form/SV_cBZ9CWtU5nPwCH3

Bargaining Unit Contracts: Unit 1 and Unit 8 Contracts are located from the main District website < Quicklinks < Human Resources < *Staff Relations* < ***Bargaining Unit Contracts*** <http://www.syracusecityschools.com/districtpage.cfm?pageid=612>

Further Your Future with SCSD:

Career Ladder Development: Offers Units 6, 8, 9, 10 & 11 employees the opportunity to further their education and progress from entry level positions to higher levels of pay, skill, responsibility, or authority.

Syracuse University Tuition Credit Award: Offers Unit 1 & 2 employees' tuition credits for those interested in taking classes at SU.

Additional information is located on the Main District website < Quicklinks < Human Resources < Recruitment & Selection < Career Ladder Program

<http://www.syracusecityschools.com/districtpage.cfm?pageid=502>

Urban Fellowship Program: In exchange for a 5-year commitment to teacher in Syracuse City School District benefits include:

- Full tuition towards Master's Degree in Education at SU
- Starting salary \$48,500
 - Additional pay for prior experience
 - Opportunity to earn additional \$5,000 - \$8,900 by working in extended learning school
- Assistance with New York State Teacher Certification Process for those who possess comparable teacher certification in another state
 - Includes stipend to assist with expense

Additional information is located on the Main District website < Quicklinks < Human Resources < Recruitment & Selection < SU Fellowship Program

<http://www.syracusecityschools.com/districtpage.cfm?pageid=7848>

NYU EMAT Program: The Embedded Master of Arts Teacher Residency Program (EMAT) marries the rigorous technology-enhanced curriculum developed by NYU Steinhardt's faculty with full-time residencies in the Syracuse City School District.

Residents teach alongside a mentor teacher for a year in a Syracuse City School District (SCSD) school, with a commitment to teach at the SCSD for an additional two years following their year of residence. Residents receive a generous salary and full benefits during their year of residency and learn the craft of teaching through a gradual release model. The course work and fieldwork lead to eligibility for initial teaching certification in New York State and residents will be prioritized for employment at SCSD upon completion.

- 1 Year Program
- 1:1 Mentoring
- Classroom Experience

Additional information is located on the Main District website < Quicklinks < Human Resources < Recruitment & Selection < NYU EMAT Program

<http://www.syracusecityschools.com/districtpage.cfm?pageid=9553>

Who We Want To Help the Success to Our Students Successful SCSD employees are all in for Syracuse students.

Substitute Teachers & Substitute Teaching Assistants:

- Believe strongly that all students can learn at high levels
- Demonstrate commitment to serving urban students, schools and communities
- Are willing to put the interests of students first
- Actively contribute to a culture of high expectations in schools and the district
- Build the relationships needed to serve our students well
- Work a total of either 7 hours or 8 hours per day, depending on the assigned school
- Report to the school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials and sign out.

Daily Substitute Teacher Job Duties Substitute Teachers lead instruction in assigned classrooms in the absence of regular classroom teachers. Substitute Teachers are responsible for helping students build knowledge and skills according to teacher-planned lessons.

Specific Duties Reporting to the Principal and acting as the teacher for the day, the Substitute Teacher must, at a minimum:

- Lead lessons as prescribed in the plans left by the classroom teacher
- Create a classroom environment that is conducive to learning and grade-level appropriate
- Guide the learning process toward the achievement of curriculum goals and objectives as indicated in plans
- Employ instructional methods and materials that are most appropriate for meeting lesson objectives
- Maintain a neat and orderly classroom
- Perform non-classroom duties usually required of the absent teacher (lunchroom duty, hall monitoring, etc.)
- Follow all school and classroom procedures
- Perform other related duties as directed by Principal or Vice Principal

Qualifications

- Bachelor's degree from an accredited college or university – Request official transcript
- Interest in serving Syracuse City students in various schools and programs
- Ability to accept daily assignments in various SCSD schools and programs

Substitute Teaching Assistant Job Duties Substitute Teaching Assistants support instruction and other student needs in assigned classrooms in the absence of regular Teaching Assistants. Substitute Teaching Assistants provide services to students under the general supervision of a teacher.

Specific Duties Reporting to the Principal and acting as the teaching assistant for the day, the Substitute Teaching Assistant must, at a minimum:

- Support instruction as prescribed in the classroom teacher's lessons
- Work with individual students and/or groups of students on instructional projects
- Assist students in the use of available resources and assist in the development of instructional materials
- Utilize own skills and abilities to assist with programming in languages, arts, crafts, music, and similar subjects
- Assist students with specific health related activities as appropriate
- Assist the teacher in maintaining a classroom environment that is conducive to learning
- Follow all school and classroom procedures
- Perform other related duties as directed by principal or vice principal

Qualifications

- High school diploma or GED
- Interest in serving Syracuse City schools and students
- Ability to accept daily assignments in various SCSD schools and programs

Reasonable Job Assurance

This statement is to provide you with reasonable assurance that the Syracuse City School District intends to continue your services as a Substitute after each scheduled holiday /recess breaks*

After each recess, your name will continue to be on the District substitute list. You will be expected to return in the same capacity in which you were employed prior to each recess, unless otherwise notified by the Department of Staff Relations. It is anticipated that sufficient work will be available to you so that you may earn at least 90% of the remuneration earning prior to each break.

Daily Substitute Rate of Pay

\$130 Full Day		
Clary	Corcoran	CORE K-8
Delaware Academy	Delaware Primary	Edward Smith
Elmcrest	Expeditionary Learning	Henninger
Huntington	Institute of Technology	Johnson Vocational Center
LeMoyne/Montessori	McCarthy @ Beard	Nottingham
PSLA @ Fowler	Roberts	Salem Hyde
Syracuse Latin	Webster	

\$140 Full Day	
Dr. King	Franklin
Meachem	Seymour

\$150 Full Day	
Bellevue	Danforth
Dr. Weeks	Frazer
Grant	H.W. Smith
Lincoln	McKinley
Porter	Van Duyn
WSA @ Blodgett	

Substitute Teaching Assistant Rate of Pay

\$12.00 per hour

Substitute Employee Management System



The Substitute Employee Management System is the central operation for substitutes. It is an automated, computerized means to report absences and assign substitutes to cover those absences.

You will register your account by calling (315) 849-3614, follow the prompts. Your access ID and PIN are set to your employee ID number. If there is a zero in front of your access ID, enter in your information without the zero.

The Substitute Employee Management System phone number is: (315) 849-3614. The Help Desk number is: (315) 435-6460.

The web address is: <http://syracuse.eschoolsolutions.com/logOnInitAction.do>.

You can also locate the link from our main home page under Quicklinks < SmartFind Express Absence System.

The system is designed to:

1. Guarantee qualified substitutes are assigned to fill teacher absences
2. Track and compile information on absences and substitute coverage
3. Allow both teachers and substitutes access to the system twenty-four hours per day, seven days per week

The Substitute Employee Management System automatically chooses substitutes to fill absences then places calls to selected substitutes.

You will have the choice to decline jobs. You will still be offered other jobs, both for that day as well as subsequent dates.

If you need to cancel a job for any reason, you must access the system 2 hours prior to the start of the assignment to make the change. If you are unable to cancel contact the school directly. If a job is cancelled by the district, you will receive a call via SmartFind Express and an email to your District email address. If your schedule is set to not receive phone calls a cancellation phone call will not go out. In addition you will also receive an email when you have been assigned to a job.

When you arrive to your assignment you **must have your job number, teacher name, and subject** available when you sign in. Upon reviewing your assignments in SFE teachers/teaching assistants may provide lesson plans and schedules. Review this information as well when you arrive to the building.

*****It is important to check your District email daily*****

Substitute Expectations

Expectations: Syracuse City School District's assumption is that individuals who sign up as a Substitute will make themselves available for as many days, as many positions and as at many schools as possible to maximize SCSD's coverage and provide the most well-rounded learning experience for our students.

If no assignments are accepted for a period of three months, your employment will be terminated unless you are on a long term assignment. Should you determine that you are unable to substitute teach or you are in a long term assignment for another district that will keep you from subbing with SCSD, complete an online resignation form as noted on page 7.

Punctuality: Substitutes are expected to report to duty before the official start of the school day. You will want to allow yourself time to check in to the main office, find the room you will be working in and review plans left by the teacher. You may also want to inquire about school procedures such as sending students to the nurse, bathroom or water fountain. The schools in our district begin at different times. Please make sure to remember the starting time given to you when you accept a job. It is expected to show up prior to the start of school, at least 15 minutes. See page 2 for listings of the school start and end times. Additional details regarding each school is starts on page 35.

Guidance on Dressing Professional and For Success

All employees represent the Syracuse City School District; therefore professional appearance is expected in order to support a positive educational environment.

- Reflective of an employee's position as a role model when representing the Syracuse City School District.
- Conducive to the employees' tasks and/or environment.
- Clothing and apparel that is clean, modest, and safe.

Employees must always consider that their employment placed them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community.

Website Information: Information about individual schools can be learned through visiting our suite of websites. The main website address is: <http://www.syracusecityschools.com/>. At the top right of this web page there is a drop down menu, listing specific schools. By visiting these pages, you will be able to inform yourself about the school you will be working in.

Our expectation is that you will read the Board's policies, including Great Expectations, Code of Ethics, Conflict of Interest, Electronic Information Acceptable Use, Equal Employment Opportunity, Family Medical Leave Act, Harassment, Intimidation, Bulling or Cyber Bulling, Sexual Harassment and Telephone Service and Use, including Cell Phones and Personal Electronic

Devices (PDA). These are accessed via the website listed above under Quicklinks as well as received from your new hire paperwork.

Fire, Evacuation, Lockdown, Lock Out Drills/Procedures: Follow the guidelines within each building.

Parking: Parking procedures at each school vary. Each school may have marked spots for visitor use (please reference the school page at the end of this handbook). Please make sure you do not park your car in a numbered spot, visitor parking, police parking, reserved or handicap unless you have a pass as well as within the bus path unless you have been given specific permission to do so.

Social Media: All substitutes are expected to adhere to professional standards of conduct. The Syracuse City School District provides our students with opportunities to learn through multi-media modalities. These tools are to be used responsibly, by both staff and children and are made available to enrich student learning. Taking pictures and videos of students is strictly prohibited and should never be placed on social media. As well as adding students to your personal media accounts is strictly prohibited. If this information is found there will be consequences to adhere to leading up to and including termination and is a violation of Board Policy 6412.

Electronic Devices: Cell phones and other electronic devices including laptops should be kept on silent mode and out of sight, except in the case of an emergency. Use of any recording function of any device is prohibited. Similarly, no photos of students or the school are permitted and is a violation of Board Policy 8332 & 4526.

Board Policy 8332: Employees shall not conduct personal calls or text messaging on District landline or wireless service during periods of classroom instruction or when supervising students, or while performing responsibilities associated with their District position; except in case of an emergency. Otherwise, no personal phone calls shall be made or received except during lunch breaks, planning periods, or otherwise out of the presence of students and when not obligated to student supervision duties.

Board Policy 4526: Unauthorized or improper use of the SCSD computer systems and network is expressly prohibited. Provide guidance and instruction to student in its use. When using Internet and other electronic information resources in a school setting, students must be supervised by professional staff of Syracuse City Schools. Access is a privilege, not a right.

Medical Issues: Refer all students with injuries (even those that are minor) to the school nurse so that normal school procedures can be followed. Student prescriptions are required to be given to the school nurse by a parent. Do not dispense medication (prescription or over-the-counter) to any student. Encourage students to wash their hands before meals and after using the bathrooms to reduce germ exposure.

Lesson Plans: Please be aware that in most cases, teachers will leave ‘sub plans’ for you. If a teacher has taken the time and energy to write and leave plans for you, we expect that you will follow them. Do your best to complete the assignments/activities with the students and to stay on schedule. If for any reason this is not possible, please note the changes and the reasons (where applicable). Lesson plans may be attached to the sub assignment in SmartFind Express, please take the time to review the plans. If you would like the plans to be printed please ask the school Lead Secretary to print.

Extended Learning Time Schools: ELT schools are those schools that teach for an extended day. These schools include:

Bellevue Elementary School	Lincoln Middle School
Danforth Middle School	Meachem Elementary School
Dr. King Elementary School	McKinley – Brighton Elementary School
Dr. Weeks Elementary School	Porter Elementary School
Franklin Elementary School	Seymour Elementary School
Frazer K-8 School	Van Duyn Elementary School
Grant Middle School	Westside Academy @ Blodgett Middle
H.W. Smith K-8 School	

FAQ

- Due to unforeseen circumstances in emergency situations the school may need to change your assignment to fit the needs of the building and students.
- If the teacher you are subbing for has a planning period the school may need to have you cover another classroom.
- Do not leave early, if the teacher you are subbing for does not have class the last period, please check with the building secretary for an assignment/location to help cover.
- If you are leaving the building for your half hour lunch please notify the school secretary when leaving and returned.
- We understand that emergencies happen, if you need to cancel your assignment SmartFind Express will allow you to cancel within 2 hours of the assignment starting.
Example: job starts at 8am, cancel by 5:59am.
 - If you are unable to cancel due to the time contact the building immediately.
 - If you are unable to reach the building contact Human Resources 315-435-4171

Confidentiality

Confidentiality refers to your obligation not to disclose or transmit information to unauthorized parties.

Privacy is a uniquely personal right that refers to an individual's freedom from intrusion. Protecting privacy means ensuring that confidential information about individuals is not disclosed without their consent.

Syracuse City School District is committed to providing an environment that promotes trust and confidence for staff, students, families and the greater community. We maintain a respectful workplace that honors those who work, serve and live in the district.

As a substitute teacher, you will be in a unique position of having access to and being aware of an array of highly sensitive personal, medical, educational and workplace information. You are responsible for upholding high standards.

You are expected to keep student information confidential from all persons except the classroom teacher as well as school administrators, where appropriate. Observations and opinions teachers make during the course of your day should similarly be kept confidential. Please be mindful that you are working with our children and their families. Even seemingly innocuous stories overheard can be misconstrued.

Similarly, you may be exposed to information regarding staff members. Personal and professional information shall also be kept confidential. Your conduct should be guided by integrity, discretion and dignity for all.

Family Educational Rights and Privacy Acts (FERPA) The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

Mandated Reporting of Suspected Child Abuse or Neglect All teachers, nurses, and administrators who work in public schools are mandated reporters, which means that they are required by law to report suspected cases of child abuse or neglect to Child Protective Services. Recent changes to legislation (§A3053-A) have amended the mandated reporting requirements, which took effect on October 1, 2007.

Under the previous provisions of the mandated reporting law, school personnel who, in the course of performing their professional responsibilities, had reasonable cause to suspect child abuse or neglect were required by law to inform a school official, who would then contact the New York State Child Abuse and Maltreatment Registry. Under the amended mandated reporting law, "school official" has been specifically defined to include "teachers, guidance

counsellors, psychologists, social workers, school nurses, and any other school personnel required to hold teaching or administrative license or certification.”

As a result of this change, individual staff members who are mandated reporters and who have reasonable cause to suspect child abuse or neglect must be the person who directly contacts the New York State Child Abuse and Maltreatment Registry to report the suspected abuse or neglect. After making the report to the New York State Child Abuse and Maltreatment Registry, staff members must then inform the building principal, who is responsible for all subsequent administration necessitated by the report.

The amended mandated reporting law further provides that (1) school districts shall not take any retaliatory personnel action in response to a report being made to the Child Protective Services registry, and (2) school districts shall not impose any conditions, including prior approval or prior notification, upon a staff member who is required to report cases of suspected abuse or neglect.

In the event of suspected child abuse or neglect, staff members who are mandated reporters must contact the New York State Child Abuse and Maltreatment Registry at **1-800-342-3720 or 1-800-635-1522**.

More information may also be found at the Onondaga County Child Protective Services website: <http://www.ongov.net/cfs/childwelfare.html>

***Contact the Office of Human Resources with any questions: 315-435-4171
Syracuse City School District Policy # 5460***

Classroom Management

Effective classroom management will be key to a successful day, both for you and for the students you will serve. If disruptive behavior occurs, be prepared to act appropriately. You will need to familiarize yourself with the rules of the school as well as disciplinary procedures should you need them. Students are relying on you to create a positive atmosphere and safe environment in which best learning can take place. You will want to project confidence and capability.

Tips for Promoting Positive Behavior:

- Focus on your instruction
- Learn students name as quickly as possible....including saying the name correctly
- Become familiar with the structure and plans for the day
- State your behavior expectations clearly and simply
- Prior to each lesson, post or state the goal of the lesson as well as what you want students to understand
- Make assignments reasonable and clear
- Provide opportunities for each student to feel successful
- Be supportive and encouraging
- Limit time spent on each portion of the lesson to maintain overall structure
- Welcome student participation
- Use names of students whenever possible
- Verbal praise, a smile, a 'thumbs up' go a long way in creating a bond with students
- Be friendly, yet remain professional
- Remain flexible with students and also with the time allowances of your daily schedule
- Make sure you have extra grade appropriate materials/worksheets for when students are finished with the required work.

Board Policy 0210 Goals for Instructional Program:

The District instructional program will help each student to:

1. Read with comprehension;
2. Think critically and reason competently;
3. Communicate effectively through writing, speaking, observing, and listening;
4. Function creatively through cultural and literary activities;
5. Develop skills for vocational success;
6. Act with poise, self-confidence, and good physical coordination; and
7. Use mathematical skills.

Furthermore, the instructional program will assist each person to:

1. Appreciate and respect authority and the law within a democratic process;
2. Assume a fuller sense of responsibility for himself/herself and others;
3. Achieve satisfaction in working to accomplish worthy goals;
4. Exhibit fair play and good sportsmanship; and
5. Participate in family life and worthwhile leisure activities.

The District fully accepts the concept that learning is a lifelong process, and toward this end actively encourages people of all ages to participate in a wide range of activities.

Policy Adoption: September 18, 2002

Board Policy 4000 Instructional Goals:

The instructional programs of the Syracuse City School District are based on the following precepts:

- To prepare students for living in our multi-ethnic society by encouraging the concept of learning as a meaningful lifelong process which goes beyond formal structured learning;
- To prepare students for life in a democratic society, and instill a desire to participate actively in affairs of the community;
- To provide each student with fundamental academic, technological and critical thinking skills and knowledge required for his/her educational advancement;
- To develop a sense of self-worth for all students through respect for individual dignity and capabilities;
- To nurture and develop character attributes, such as good work habits, self-discipline, respect, responsibility, cooperation, honesty and self-confidence;
- To develop an awareness of the aesthetic and pleasurable aspects of the visual, performing and practice arts; and
- To provide a well-balanced extracurricular program designed to promote the intellectual, physical and social growth of students.

Policy Adoption: October 16, 2002

Important Questions to Ask Upon Arrival

1. What are the procedures for fire, lock down, lock out and evacuation drills?
2. Is there a school-wide behavior modification program, including specific terms to use with students?
3. How will I notify the office of absences and/or changes in dismissal?
4. What are the procedures for students requesting to visit the bathroom, water fountain or nurse?
5. What are arrival procedures?
6. What are dismissal procedures?
7. How can I contact the main office when class is in session if necessary?
8. Do I have additional responsibilities such as bus, cafeteria, hall or homeroom duty?
9. Are there students with medical issues or special education needs in the class I will be working in?
10. If I am subbing a whole day, when is my lunch time?
11. Is there a teacher I can go to with any further questions?
12. As a reminder to Sign In with the School Secretary upon arrival and Sign Out with the School Secretary at the end of your assignment.

Administrative Tasks

You will be required to maintain student information. Make sure to document student absences and/or tardiness. Check the teacher's plan to see if she/he additionally requests any further information. It is an expectation that you will leave the teacher communication regarding student performance as well as student anecdotes where appropriate.

Maintenance of records is important, but should not take priority over student instruction. Substitutes may use downtime during the periods to complete the following:

- Daily attendance and dismissal changes. Return to the main office or attendance.
- Checking homework and assignments
- Handing in forms for the school nurse, etc.

At the end of the day, take a moment to reflect on your experiences. Determine what you did that was successful and what challenges remain. Return all classroom materials to their proper places and leave the classroom in tidy order. Remember to leave a note to the teacher informing them of how the day went and on the student behavior. Remember to thank any colleagues and/or office staff for their assistance. Sign out with the Lead Secretary prior to leaving for the day and verify if you are needed for any future jobs if you have not already accepted another job for the next day and future dates.

School Policies and Closing Information

School Policies: Please be aware of emergency routines at each school. Ask in the main office when you check in for written instructions on expectations for fire drills, lock down drills, lock out drills and evacuation drills.

School Closing Information: In the event that schools are closed due to severe weather or other emergency situations, announcements will be made on local television and radio stations and you may also be notified on your home phone via our notification system. Announcements by the news media generally begin airing at 6:00 a.m. School closing updates will also appear on our website at www.syracusecityschools.com and on our social media channels (Facebook @SyracuseCitySchools; Twitter @SyracuseSchools).

Substitute Teaching in Special Education

Social Learning Supports

We Believe...

- Everyone wants to be accepted by his or her peers
- All individuals need social interaction, and when obstacles like behavior and communication are overcome, everyone benefits.
- Adults supporting students with disabilities can assume that all students want and deserve to make friendship connections, and have a responsibility to help students achieve this.

We Expect...

Many of our students present significant behavioral, academic, and communication challenges. As we respond to these needs, we must be sensitive to the ways in which our interactions support or hinder students' interactions with their peers. The following sections offer some ideas for achieving this complicated balancing act.

DO...

- Highlight student similarities
- Help students to invite each other to socialize
- Provide behavioral instruction and supports that are social in nature. (i.e. asking for help, turn taking, using communication devices)
- Provide responsibilities that are interactive and collaborative
- Encourage independence and interdependence between peers
- Highlight/Call attention to students' strengths – things they are good at that other students will admire and that might form the basis for an interaction (i.e. drawing, reading, math, running fast)
- Encourage students to communicate directly with each other. Redirect conversation to the student and try to avoid becoming the center of interaction with the peer
- Help other students to understand unusual or challenging behavior

DON'T...

- Sit or place a chair meant for adults next to a student with a disabilities
- Remove a student during social and recreational times unless a non-disabled peer is invited to go also
- Program for adult comfort (i.e. if the class is going outside, be prepared)
- Talk in a negative or disrespectful ways about or to students with disabilities around other adults and their peers

General Academic Support Strategies

- Assume Competence and Maintain High Expectations
 - When students are unable to demonstrate their knowledge or comprehension through typical verbal or motor responses, it can be difficult to assess what they understand. It is important to be sensitive to how you speak to and about students, assume they are listening to and understanding everything you say.
- Teach/Support quietly; give students “wait time”
 - Individual student will require different amounts of “wait time” before they can respond to a question or a direction. When it is clear they are not able to respond, try a visual or gestural prompt before repeating the verbal direction.
 - As we focus on independence, it is important that students attend to the instruction of the lead teacher and not become dependent of automatic repetition from an adult nearby
 - Be conscious of minimizing your conversations with your students and other adults during instructional or task completion times. When students are expected to be quietly working or listening, adults must model that behavior.
- Break Tasks down into smaller steps and provide clear end points
 - Many of our students are overwhelmed when presented with a lot of work at once or lengthy instructional sessions
 - It is helpful to present students with written or pictorial agendas or lists to make things more manageable. For some students, a “First _____, then _____” visual is a good place to start
 - Others do well with a countdown visual. If there are 5 math problems, cross off a number on the countdown sheet as each one is complete
- Be Prepared
 - Preview the schedule, lessons, and tasks for the day. Organize the students’ work space and materials so everything is readily accessible and free of distracting clutter. Always have a white board and marker or paper and pencil available for on the spot academic or communication choices.
- Offer Support from the least to most intrusive types of prompts. Allow students’ maximum independence. Encourage peer support and interaction by creating space around the student.

Table 1. A Range of Supports (Listed From Most Intrusive to Least Intrusive)

Type of Support	Definition	Example
Full physical	Direct and physical assistance used to support a student	Hand-over-hand assistance while a student writes his or her name
Partial physical	Physical assistance provided for some of the total movement required for the activity	Putting a zipper into the bottom portion and beginning to pull it up; the student then pulls the zipper up the rest of the way
Modeling	A demonstration of what the student is to do	The paraprofessional does an art project; the student uses the art project as a model
Direct oral	Oral information provided directly to the student	"Josh, stand up now."
Indirect verbal	A verbal reminder that prompts the student to attend to or think about what is expected	"Josh, what should happen next?"
Gestural	A physical movement to communicate or accentuate a cue (e.g., head nod, thumbs up, pointing).	Paraprofessional points to the agenda written on the board
Natural	Providing no cue; allowing the ordinary cues that exist in the environment help the student know what to do	The bell rings for class. The teacher asks students to move to the rug. A message on the chalkboard reads "Turn to page 74."

Note. Adapted from *The Paraprofessional's Guide to the Inclusive Classroom: Working as a Team* (3rd ed.) by M. B. Doyle, 2008, Baltimore: Paul H. Brookes. Copyright 2008 by Paul H. Brookes. Adapted with permission.

Communication Supports

The following general techniques are helpful:

- Be as positive as possible
 - Praise often and honestly
 - Notice the good things
 - Be Specific when praising
 - Example:

- “You did a good job washing your hands” is better than “You’re a good boy”
 - Ignore things that don’t matter. Many individuals are conditioned to react negatively to “no” or “don’t”. These words may only trigger a signal that someone is mad or something is wrong, but give no information about how to correct it. Use these words sparingly and only when you must have immediate compliance (such as a safety concern).
 - Tell the student what to do and avoid telling them what not to do, whenever practical.
- Know what you want the student to do
 - Be very clear in your own mind about what you want the students to do and why. Be sure you are making a reasonable request which the students are capable of doing.
 - Example:
 - “We will go to lunch when you show me you are ready”, is too vague. “Ready” must be defined. “Shut the computer off, then we will go to lunch” gives more information.
- Use Language that is as clear and concise as possible
 - Loading too many directions and explanations can create confusion and frustration. When several steps are required, break the directions up to allow the student to complete one step before a second direction is given.
 - Use gestures and sequenced pictures or objects to give information. Draw attention to others who can be modeled.
- Avoid asking questions with a choice unless the student really has a choice
 - Directions are given to be followed or to provide information. Do not ask a person if he or she wants to do something unless you are prepared to accept “NO” as an answer. Clear statements provide information needed to carry out the request.
 - Example:
 - “Go to P.E.” vs. “Are you ready for P.E. class?”
 - “Write your name.” vs. “Can you write your name?”
- Avoid labeling people
 - Usually students know when they have done something “bad”. Criticizing or attaching negative labels to students only reduces self-esteem and self-confidence. Statements that clearly define the expectations, but do not attack

the self-image help students gain a positive picture of themselves. Use the moment to teach, not judge.

- Example:
 - “Go wash your hands” vs. “You are a mess”
 - “Keep your hands to yourself” vs. “Bad boy, you hit Sally.”
- Avoid Reprimands
 - Use set rules that are consistent and neutral. Reprimands have little meaning to most individuals and will not change behavior.
 - Example:
 - Avoid Saying: “You know better than that” or “I’ve told you not to get out of your seat a hundred times”. Use “The rule is, to stay in your seat while taking a test.”
- Avoid Threats
 - Threats are negative ways to give consequences, and often invite a negative response.
 - Example:
 - “Be quiet, then we’ll go to recess” vs. “If you don’t be quiet, you’ll miss recess.”

Behavior and Management

- ❖ General Beliefs
 - Behaviors are responses that students have learned as a reaction to the people and circumstances they have experienced
 - All students can learn to respond to the environment in appropriate and healthy ways given the right support and instruction.
 - Behavior is a form of communication. Behavior may be used to express the need for:
 - Attention
 - Escape/Avoidance
 - Getting something
 - Self-Regulation
 - Play
 - Prevention is the best intervention
 - Behavior interventions must be humane and normalizing.
 - Strategies for dealing with behaviors should be:
 - Gentle
 - Preventative
 - Normalizing
 - Educational

- Individualized

❖ General Expectations for Managing Student Behavior:

- Establish a relationship with the students: it is very important to build a positive, trusting, supportive relationship with the students.
- Model the behavior you want the students to do
- Respectfully give directions to students in the classroom including those with special needs. Give Verbal directions to students in a quiet, calm voice standing near the students (signs, gestures, and visual cues may be used in the same way). Yelling directions across the room tends to be ineffective, disruptive, and focuses negative attention on the students.
- Give age-appropriate directions, support, and rewards. Look at students of similar ages and see how they are given support and rewards. Use similar language and rewards when working with students with disabilities.

Handling behaviors requires teamwork. Students with disabilities can present a variety of different behaviors. All the teachers working with the students need to be aware of the behavior plan.

Substitutes Working with English Language Learners (ELLs)

In the Office of English as a New Language our vision is that ELLs will acquire English language proficiency to prepare and inspire them to innovate locally and contribute globally. The following guiding principles support our vision:

- ELLs are held to the same high expectations of learning established for all students
- ELLs receive instruction that builds on their previous education and cognitive abilities and that reflects their language proficiency levels
- Individual needs are respected and accommodated through the use of various instructional methods fostering high academic achievement
- ELLs reach challenging content and performance standards in all content areas, including reading and language arts, mathematics, social studies, science, the fine arts, health and physical education, consistent with those for all students
- ELL students are proportionately represented in all school programs and services
- The academic success of ELLs is a responsibility shared by all educators, the family, and the community

Who is an English Language Learner?

An English Language Learner (ELL) is a student who is both linguistically and culturally diverse and has achieved an overall English proficiency level of 1-4 on the NYSITELL or NYSESLAT, administered each year. ELLs receive English as a New Language services that support their development of English language proficiency and content knowledge in order to achieve academic success.

General Strategies for Working with ELLs

- Identify who the ELLs in your class are and gain understanding of their English proficiency level. This information can be obtained from the ENL teacher, classroom teacher, guidance counselor, or administrator at the school. You will find information in Table 2 about how the proficiency level of your ENL student can inform the application of appropriate strategies in your instruction.
- Learn to pronounce student names correctly. This will help build a positive relationship with students. If you are unsure of how to pronounce their name, ask the student to model pronunciation.
- Whenever possible, maintain classroom routines and procedures.
- As with all students, hold high expectations for the ELLs in your class.
- Speak slowly and clearly, demonstrating not only the language you want students to use, but also the task(s) you want students to complete.
- Use the background knowledge of your students to make connections with current learning.

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- Utilize “wait time” effectively. Providing students with an adequate amount of time to process information and generate responses will help ensure participation from all.
- Allow for students to extend their understanding of text by providing visuals and graphics that connect to the text directly.
- Whenever possible, modify instruction to appropriately meet the needs of the ELLs in your class. Table 1 provides examples of simple modifications that can be made to achieve a meaningful learning experience for ELLs.
- Allow students to communicate in their native language with peers.

Do	Don't
Model for students what they are expected to do or produce.	Tell students what to do and expect them to do it.
Speak slowly and clearly and allow students time to formulate responses.	Speak quickly, and repeat tasks in a louder voice if they were not completed.
Use visuals, gestures, and non-verbal cues to make language and content more accessible.	Lecture or rely solely on text as a learning tool.
Give verbal and written instructions.	Act surprised or frustrated if students are confused by directions.
Regularly check that students understand the lesson. You can use quick formative assessments such as: a KWL Chart, use of visuals or a Think-Pair-Share to do this.	Simply ask “are there any questions?” as the only means to determine whether students have grasped an idea or task.
Encourage students to share about their culture, or use their native language.	Point out cultural differences, or discourage students from using their native language.

Table 1.

Modifications for ELLs	
Amount: Adjust the amount/quantity of tasks students are asked to complete	Time: Provide ELLs with a longer period of time to complete tasks
Input of material: Use visuals, graphic organizers, and color coded information when possible	Output of material: Allow students to demonstrate understanding in a hands-on assessment, verbal assessment, or by creating a visual
Participation: Place ELLs in a group with models of good English, as well as with native language peers whenever possible	Simplified Materials: Provide students with text at an appropriate reading level, teacher-prepared notes, or graphic organizers to accompany lesson materials
Support: Seek support from individuals within the school who may have a greater understanding of individual students, such as the ENL teacher or other classroom teachers	Resources: Use resources within the classroom, such as dictionaries, calculators, manipulatives, anchor charts, and visuals to support instruction

Table 2.

Informing Instruction Using English Proficiency Levels		
Proficiency Level	Student Behaviors	Teaching Strategies
1. Entering	Able to: observe, locate, label, match, show, classify, name, categorize, recall, draw, list, point out, underline, organize, reproduce, sequence, demonstrate, illustrate	<ul style="list-style-type: none"> • Use manipulatives, visuals, realia, props, games, and gestures • Create climate of acceptance/respect that supports acculturation • Use cooperative learning groups • Require physical response to check comprehension • Display print to support oral language • Model activities for students • Use hands-on activities • Emphasize key vocabulary • Adjust rate of speech and enunciation • Ask yes/no questions • Avoid idioms • Provide repetition and establish routines • Allow pronunciation variables • Simplify language, not content • Ask students questions that require one/two word responses • Scaffold instruction • Pre-teach academic vocabulary and concepts • Allow students to use L1 when appropriate

2. Emerging	Able to: tell, describe, restate, compare, question, dramatize, map, calculate, define, choose, predict	Use Entering teaching strategies and... <ul style="list-style-type: none"> List and review instructions step by step Build on student's prior knowledge Incorporate more scaffolds for developing reading and writing skills Provide more opportunities for student interaction Increase usage of advance organizers
3. Transitioning	Able to: visualize, create, estimate, contrast, predict, express, report, evaluate, explain, examine, question, demonstrate, summarize, illustrate	Use Entering, Emerging teaching strategies and ... <ul style="list-style-type: none"> Have students brainstorm, list, web, use graphic organizers Ask questions soliciting opinions, judgment, explanation (more why and how questions) Develop more academic language (oral and written) Provide meaningful feedback to support student goal setting
4. Expanding	Able to: relate, infer, judge, infer, hypothesize, outline, revise, justify, critique, summarize, suppose, verify, rewrite, assess	Use Entering, Emerging, Transitioning teaching strategies and ... <ul style="list-style-type: none"> Provide scaffolds as needed Continue to develop cognitive academic language, both oral and written Encourage student presentation of work Foster academic independence and inquiry Performs somewhat on an academic level
5. Commanding	<ul style="list-style-type: none"> Proficient in the linguistic demands needed to meet grade level requirements Uses complex grammatical structures Demonstrates comprehension in decontextualized situations Uses academic vocabulary 	<p>Monitor student progress for two years</p> <ul style="list-style-type: none"> Assign grade-level tasks Continue to develop cognitive academic language, both oral and written Occasional extra support needed

Cultural Considerations

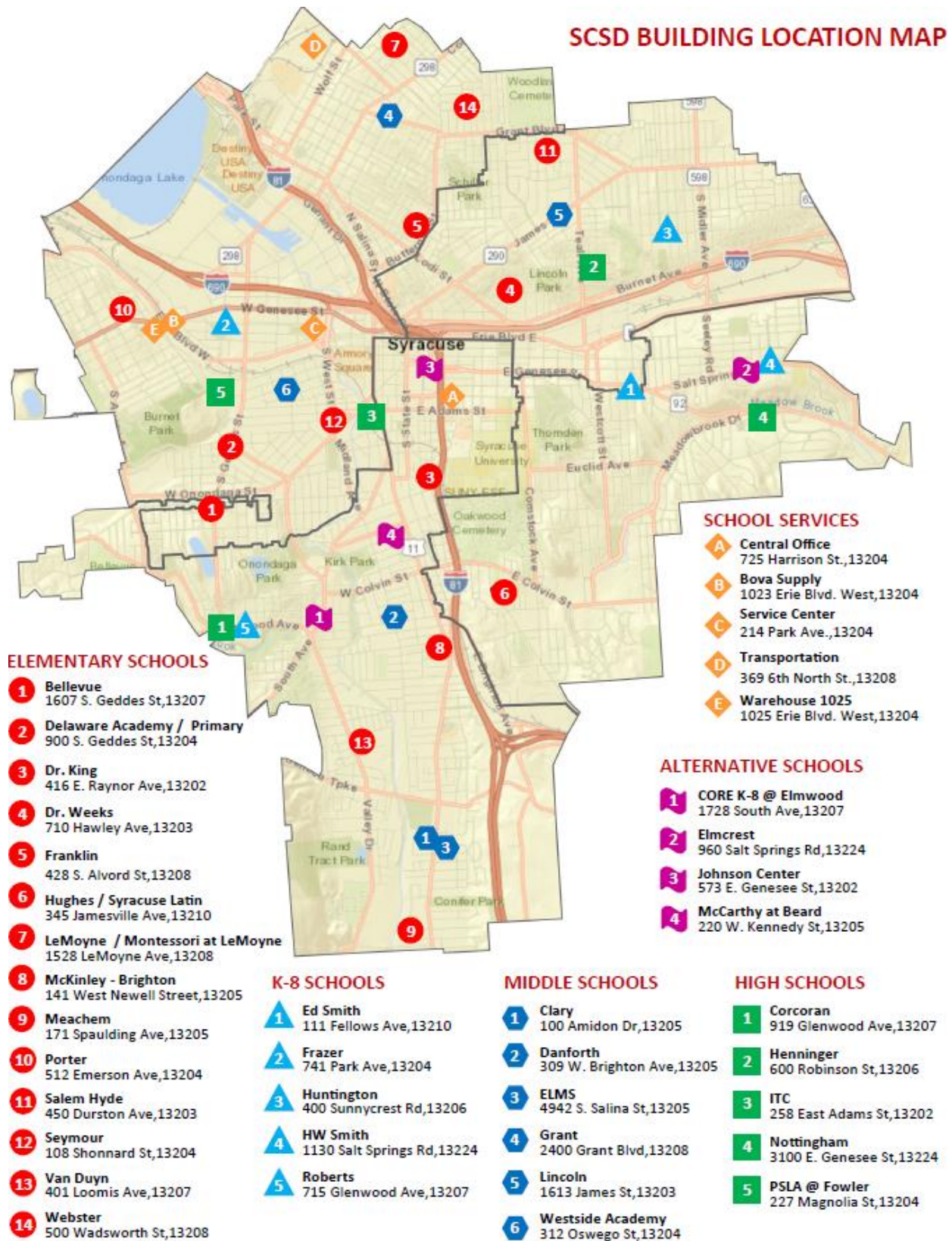
When working with ELLs it is important to keep in mind that many students may come from cultures that differ significantly from your own. It is a good idea to get to know what countries the ELLs in your class may come from, and what cultural practices are common to that region. We should consider this when working with students, and be mindful of the following:

- Culture shock
- Student dietary restrictions
- Cultural dress
- Religious practices and observances
- Class participation
- Educational background
- Use of hand gestures

Resources

The following resources can inform your work with ELLs within the Syracuse City School District.

- English as a New Language Homepage
<http://www.syracusecityschools.com/districtpage.cfm?pageid=1576>
- ENL School Supports
<http://www.syracusecityschools.com/districtpage.cfm?pageid=8022>
- ENL Online Resources
<http://www.syracusecityschools.com/districtpage.cfm?pageid=1601>
- Cultural Supports <http://www.syracusecityschools.com/districtpage.cfm?pageid=9227>



District Schools

Elementary

- Bellevue Elementary School
- Delaware Academy
- Delaware Primary
- Dr. King Elementary School
- Dr. Weeks Elementary School
- Franklin Elementary School
- LeMoyne Elementary School
- McKinley-Brighton Elementary
- Meachem Elementary School
- Montessori at Lemoyne
- Porter Elementary School
- Salem Hyde Elementary School
- Seymour Dual Language Academy
- Syracuse Latin
- Van Duyn Elementary School
- Webster Elementary School

K-8 & Middle

- Clary Middle School
- Danforth Middle School
- Edward Smith Pre-K-8 School
- Expeditionary Learning Middle
- Frazer K-8 School
- Grant Middle School
- Huntington Pre-K-8 School
- HW Smith Pre-K-8 School
- Lincoln Middle School
- Roberts Pre-K-8 School
- Westside Academy at Blodgett

High School

- Corcoran
- Henninger
- Institute of Technology at Central
- Nottingham
- PSLA @ Fowler

Alternative Education Programs

- CORE K-8 @ Elmwood
- Elmcrest
- Johnson Center/Adult Education
- McCarthy @ Beard

Syracuse City School District Substitute Teacher Handbook



Bellevue Elementary

Address: 1607 South Geddes Street, Syracuse, NY 13207

Administrators: Ms. Sarah Cupelli, Principal
Ms. Lynelle Francis, Vice Principal
Ms. Amber Davis, Lead Secretary

Hours: 8:15 a.m. – 4:15 p.m.

Important Phone Numbers: Main Office (315) 435-4520
School Nurse (315) 435-4521

General Information: Substitute will receive a packet with class list, teacher schedule, discipline procedures and emergency procedures. Return packet to Lead Secretary at end of day. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: Park in the back parking lot through Grant Avenue.

Sign In: Sign the red attendance book in the main office. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Follow each teacher lesson plan on end of the day plan and check out in the main office once all children have been picked up. Sign out at the end of your assignment. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Clary Middle School

Address: 100 Amidon Drive, Syracuse, NY 13205

Administrators: Ms. Lisa Costanzo, Principal
Ms. Douglas Kasouf, Vice Principal
Ms. Alison Dupree, Administrative Intern
Ms. Leslei Greene, Lead Secretary

Hours: 7:40 a.m. – 2:40 p.m.

Important Phone Numbers: Main Office (315) 435-4411
Security (315) 435-4411
School Nurse (315) 435-4053

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office.

Parking: The parking spots in the lot are not reserved.

Sign In: Sign the attendance book upon arriving with the Lead Secretary. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: See the substitute's guide provided by the Lead Secretary. Do not leave the building until 2:40 p.m. and sign out with the school Lead Secretary. The classroom key must be returned to the Main Office at the end of the day. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Corcoran High School

Address: 919 Glenwood Avenue, Syracuse, NY 13207

Administrators: Ms. Tara Jennings, Principal
Mr. Hugh Hogle, Vice Principal
Mr. Richard Linzy, Vice Principal
Mr. Daniel Straub, Vice Principal
Ms. Meghan Snell, Administrative Intern

Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4321
School Nurse (315) 435-4326

General Information: Substitutes should enter the main doors in the front of the building at the attendance office, then proceed to the main office to SIGN IN. Subs will receive a schedule with general information about the building and specific teacher support needs. Schedules are open to change to best serve the needs of the building. Sub plans will be in SmartFind. We ask that you follow the policies and procedures of our school and classrooms, if needed – call for assistance. Exit/fire routes are posted by each classroom door.

Parking: Substitutes should enter at the main entrance on Glenwood and park in the front parking lot. **DO NOT** park in the back parking lot by the loading dock – these spaces are reserved for Administrators and Police **ONLY**.

Sign In: Please SIGN IN at the Main Office upon arrival and return to the Main Office at the end of your day to SIGN OUT. Classroom doors will be opened by a Sentry, Teacher or Administrator. Keys will not be given out.

End of the Day Procedures: Do not leave the classroom until the dismissal bell has rung and ALL student have left the classroom. If the teacher schedule does not have a last period class – check with the Building Secretary, do not assume you can just leave. You can also check for possible assignments for the following day or future dates that may be available.



CORE K-8 @ Elmwood

Address: 1728 South Avenue, Syracuse, NY 13207

Administrators: Ms. Becky Groat, Principal
Mr. Jordan Ashley, Dean of Students
Ms. Tamara Johnson, Lead Secretary

Hours: 7:45 a.m. – 2:45 p.m.

Important Phone Numbers: Main Office (315) 435-6226

General Information: Substitutes should enter the building through the front entrance which faces South Avenue. Sub plans will be in SmartFind or in the sub folder. Exit/fire routes are posted by each classroom door.

Parking: There is a parking lot on the side of the building on South Ave., near the Daycare Center located on the corner of South Avenue and Brighton Street. There is also additional parking in the back of the building on Clyde Avenue. Enter through the front door and report to main office.

Sign In: Check in the main office and sign in on the sub sheet. Once signed in you will be given the attendance sheets, sub folder and room keys.

End of the Day Procedures: Dismissal starts at 2:00 p.m. Sign out with the Lead Secretary and return the room keys and sub folder. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.

Syracuse City School District Substitute Teacher Handbook



Danforth Middle School

Address: 309 West Brighton Avenue, Syracuse, NY 13205

Administrators: Mr. Richard Richardson III, Principal
Dr. Robert Chalwell, Vice Principal
Ms. Sharon Archer, Administrative Intern
Ms. Moshiena Faircloth, Administrative Intern
Ms. Mary Demperio, Lead Secretary

Hours: 7:30 a.m. – 3:45 p.m.

Important Phone Numbers: Main Office (315) 435-4535
Security (315) 435-4527
School Nurse (315) 435-4469

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the main entrance which is located on Lafayette Street (back of building). You may then report to the main office.

Parking: Parking is located directly behind the school in designated lot on Lafayette Street. There is an overflow lot located next to the school in the church parking lot also located on Lafayette Street.

Sign In: Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments. Classroom doors will be opened by either a school sentry or custodian.

End of the Day Procedures: At dismissal, report to the bus lane to assist students. Buses depart at 3:36 p.m. Do not leave the building until 3:45 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Delaware Academy & Delaware Primary

Address: 900 South Geddes Street, Syracuse, NY 13204

Administrators: Mr. Eliezer Hernandez, Principal
Ms. Amy Chandler, Vice Principal
Ms. Uzomaka Unobagha, Vice Principal
Ms. Ann Marie Lawton, Lead Secretary

Hours: 7:30 a.m. – 2:30 p.m.

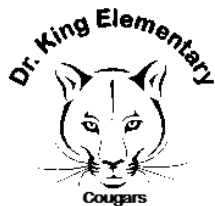
Important Phone Numbers: Main Office (315) 435-4540
School Nurse (315) 435 -6256

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front or parking lot entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: We have parking in the back of the building, across the street in the lot and a few spots on Geddes Street in front of the building. Park only within the designated parking lines. **DO NOT** park in the spots along the fence by the trees. These spots are for our administrative team and those with a handicap parking tag.

Sign In: Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Make sure that all of your students were picked up, went to the after school program or got on the correct bus. Leave all work and any notes for the teacher. Return key to office. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Dr. King Elementary School

Address: 416 East Raynor Avenue, Syracuse, NY 13202

Administrators: Ms. Andrea Ellis-Smith, Principal
Ms. Sherri Finch, Vice Principal
Mr. Mark Mason, Administrative Intern
Ms. Laurie Knowlton, Lead Secretary

Hours: 8:40 a.m. – 4:10 p.m.

Teaching Assistant Time 8:15 a.m. – 4:15 p.m.

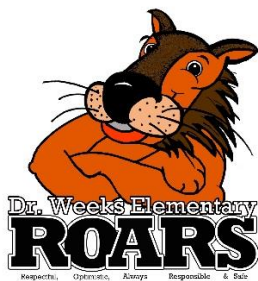
Important Phone Numbers: Main Office (315) 435-4580
School Nurse (315) 435 -4584

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front or parking lot entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: There are two parking lots, you may park in either. **DO NOT** park in the reserved spots or the handicapped spots without a tag. Lots can be entered from Martin Luther King Blvd, Raynor Avenue via S. McBride Street, or Oakwood Avenue. If the lots are full, you may park on the street.

Sign In: Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the teachers plan for any duty assignments.

End of the Day Procedures: Check the teacher's plans for dismissal procedures. Buses depart at 4:00 p.m. Do not leave the building until 4:10 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Dr. Weeks Elementary School

Address: 710 Hawley Avenue, Syracuse, NY 13203

Administrators: Ms. Diane Vitello, Principal
Ms. Jenn Homeyer, Vice Principal
Mr. Matthew Lochner, Administrative Intern
Ms. Nicki Hass, Lead Secretary

Hours: 8:15 a.m. – 4:20 p.m.

Important Phone Numbers: Main Office (315) 435-4097
School Nurse (315) 435 -4091

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance and immediately report to the Main Office. Dr. Weeks is an extended day learning school that coordinates with a SU Enrichment Program where Syracuse University Staff holds lessons, daily, in the individual classrooms. During enrichment, specials (art, music, gym, library), and transitions, it is very important to stay with the students. Substitutes transition their students to and from the cafeteria for lunch and may take their lunch break during that time.

Parking: There is a large parking lot on the side of the school off of Hawley Ave.

Sign In: Proceed to the Main Office and sign in via the "Subs" book. The lead secretary will have your job number, class attendance, and any duty assignments on hand for you. Long Term Subs ONLY should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. Buses depart at 4:10 p.m. Do not leave the building until 4:20 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Edward Smith K-8

Address: 157 Fellows Avenue, Syracuse, NY 13210

Administrators: Mr. Samuel Barber, Principal
Mr. Gregory Lawson, Vice Principal
Ms. Lessie Williams, Vice Principal
Ms. Emily Crain, Lead Secretary

Hours: Middle School 7:50 a.m. – 2:50 p.m.
Elementary School 8:10 a.m. – 3:10 p.m.

Important Phone Numbers: Main Office (315) 435-4650
School Nurse (315) 435-4543

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building either from the entrance off the parking lot on Fellows Avenue or from the entrance off the parking lot on Westmoreland Avenue. You may then report to the main office to sign in.

Parking: There are a few of the parking spaces in the Fellows Avenue lot that are reserved. Please do not park in these spots.

Sign-In: Sign the daily substitute attendance book in the main office. Check with the school Lead Secretary for any lesson plans/duty assignments.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. If not, go to the cafeteria to help with dismissal. Busses depart at 3:10 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Edward Smith Pre-K at Sumner

Address: 215 Bassett Street, Syracuse, NY 13210

Administrators: Mr. Samuel Barber, Principal
Mr. Gregory Lawson, Vice Principal
Ms. Lessie Williams, Vice Principal
Ms. Emily Crain, Lead Secretary

Hours: 8:10 a.m. – 3:10 p.m.

Important Phone Numbers: Main Office (315) 435-4634
School Nurse (315) 435-4276

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the main entrance. You must hit the buzzer in order to enter the building and then report to the main office to sign in.

Parking: There is parking in the main lot. There is also off street parking available.

Sign-In: Sign the daily substitute attendance book in the main office.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. Do not leave the building until 3:20 p.m. and sign out. You can also check with the school Lead Secretary by calling (315) 435-4650 for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.

Elmcrest Children's Center

Address: 960 Salt Springs Road, Syracuse, NY 13224

Administrators: Mrs. Debra Mastropaolo, Principal

Ms. Toni Darcy, Lead Secretary

Hours: 7:50 a.m. – 2:50 p.m.

Important Phone Numbers: Main Office (315) 435-6244

General Information: Exit/fire routes are posted by each classroom door. After entering through the door to the school press the call button to your left, wait for door to be released, enter through the second door. Main office is directly on the right.

Parking: **DO NOT** park in the reserved spots or handicapped spots without a tag.

Sign In: Substitute should look for sign in chart attached to clip board. Sign in with your job number.

End of the Day Procedures: Do not leave classroom until all students have exited. Substitute should sign out on chart provided after seeing principal or Lead Secretary in main office. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Expeditionary Learning Middle School

Address: 4942 South Salina Street, Syracuse, NY 13205

Administrators: Mr. Kevin Burns, Principal
Mrs. Robin Smart, Lead Secretary

Hours: 7:40 a.m. – 2:40 p.m.

Important Phone Numbers: Main Office (315) 435-6416

General Information: Substitutes should enter the building through the front entrance, which leads to the main office. Sign in at front counter. (red notebook marked substitute sign-in). Substitute will be given a blue folder with class list, teacher schedule, discipline procedures and emergency procedures.

Parking: Park in the front circle or lot south of the building near the guard rail.

Sign In: Sign the attendance book. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Sign out at the front desk and return the blue folder. You will be notified in the morning if you will be covering bus duty at the end of the day. Substitutes are required to stay until 2:40 p.m. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Franklin Elementary

Address: 428 South Alvord Street, Syracuse, NY 13208

Administrators: Ms. Kimberly Coyne, Principal
Ms. Dawn Kivlehan, Vice Principal
Ms. Chelsey D'Eredita, Administrative Intern
Mr. Bill Erlenback, Lead Secretary

Hours: 8:40 a.m. – 4:00 p.m.

Important Phone Numbers: Main Office (315) 435-4550

School Nurse (315) 435 -4551

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance, door 1, and then report to the main office. Be prompt. Children will come in to the classroom at 8:50 a.m. for breakfast. Classes start at 9:00 a.m. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: There are clearly marked reserved spots in our lot for handicapped and Administrators. Please be respectful. There is 1 lot on the Alvord street side and 2 lots on the Park street side. If there are no parking spaces, please find a spot on the street. Again, please come early enough so that you are in the classroom by 8:20 am.

Sign In: Sign the attendance book across from the Lead Secretary's desk. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments. Keys are in the key boxes behind the mailboxes.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. If not, ask the grade team members what you can do at dismissal time to help. Dismissal begins at 3:45 p.m. Do not leave the building until 4:00 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Frazer K-8 School

Address: 741 Park Avenue, Syracuse, NY 13204

Administrators: Mr. William Mecum, Principal
Ms. Katrina Allen, Principal on Special Assignment
Ms. Latrina Brumfield, Vice Principal
Ms. Abbie Hoffmann, Vice Principal
Ms. Michele Burchill, Lead Secretary

Hours: 7:45 a.m. – 3:35 p.m.

Important Phone Numbers: Main Office (315) 435-4555
School Nurse (315) 435-4104

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the back door if parking in main parking lot off Richmond Avenue or the Wall Street entrance if parking on the street. You may then report to the main office.

Parking: Parking is available in the main lot off Richmond Avenue at the back side of the building. There is also parking available on the neighboring streets. Follow odd/even parking regulations. **DO NOT** park in the small lot on Wall Street. This is designated for office staff and visitors only.

Sign In: Sign the substitute book. Check with the school Lead Secretary for any duty assignments. Leave keys and receive emergency room key.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. If not, help out by staying in the hallways during dismissal. Do not leave the building until 3:35 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Grant Middle School

Address: 2400 Grant Boulevard, Syracuse, NY 13208

Administrators: Ms. Bruno Primerano, Principal
Mr. David Guertin, Vice Principal
Ms. Bohdanna Snihur, Vice Principal
Ms. Cindy Parish, Lead Secretary

Hours: 7:25 a.m. – 3:25 p.m.

Important Phone Numbers: Main Office (315) 435-4433
School Nurse (315) 435-4134

General Information: Exit/fire routes are posted by each classroom door. Enter the building at our Single Point of Entry located in the back parking lot.

Parking: Parking is at a premium and is on a first come first service basis. There is an overflow lot on Kirkpatrick Street. **DO NOT** park in the three reserved spots for Principal and Vice Principals.

Sign In: Sign in with your Job Number and receive information for the day. Please check the teacher's mail box and if they have any duty assignments. Please assist in clearing the halls outside of your room during class transitions.

End of the Day Procedures: Monitor students at their lockers and in the hallway outside of your room. In some cases (depending on the class) walk your students to the bus. Please make sure the room is in order and that materials, etc., are in their proper place. Substitutes are required to stay until 3:25 p.m. Please return to sign out in the Main Office. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



H.W. Smith Pre-K – 8 School

Address: 1130 Salt Springs Road, Syracuse, NY 13224

Administrators: Ms. Theresa Haley, Principal
Mr. Nickolas Scholz, Vice Principal
Ms. Amanda Shepherd, Vice Principal
Ms. Mary Bott, Lead Secretary

Hours: 7:35 a.m. – 3:35 p.m.

Important Phone Numbers: Main Office (315) 435-4490
School Nurse (315) 435-4494

General Information: Exit/fire routes are posted by each classroom door. Enter the building through the front entrance and report to the Office Suite Room A104E.

Parking: Parking is available in the main lot.

Sign In: Sign in the Substitute Sign in binder.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty or hall duty. If not go outside by main entrance and assist supervising students loading buses. Do not leave the building until 3:35 pm and sign out in the Office Suite. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Henninger High School

Address: 600 Robinson Street, Syracuse, NY 13206

Administrators: Dr. Matthew Williams, Principal
Mr. Edward Blasland, Vice Principal
Ms. Shirelle Dowdell, Vice Principal
Dr. A. Najah Salaam Jennings-Bey, Vice Principal
Mr. Jason Cecile, Administrative Intern
Mr. Jeffrey Bellamy, Dean of Students
Ms. Meg Dems, Lead Secretary

Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4343

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the single point and report to the main office.

Parking: There is a large parking lot behind the building. Reserved parking is for the Principal and Vice Principal.

Sign In: Sign the attendance book and check in with the Lead Secretary by 7:40 a.m. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. Do not leave the building until 2:40 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Huntington PreK – 8

Address: 400 Sunnycrest Road, Syracuse, NY 13206

Administrators: Ms. Joanna Harlow, Principal
Mr. Daniel Evans, Vice Principal
Ms. Leanne Kirch, Vice Principal
Dr. Jerome Watts, Vice Principal
Ms. Marguerite Wilensky, Lead Secretary

Hours: Middle School 7:30 a.m. – 3:00 p.m.

Elementary School 8:00 a.m. – 3:00 p.m.

Important Phone Numbers: Main Office (315) 435-4565

Security (315) 435-5664

School Nurse (315) 435-6517

General Information: Exit/fire routes are posted by each classroom door. Check in with the Lead Secretary, get the master key to unlock the room and return the key back to the office immediately. Sub plans are located in the classroom.

Parking: All substitute teachers should park in the front of the building or on street parking.

Sign In: All substitutes are to sign in at the Main Office in the Substitute Sign-In/Out Book; please have your assignment number with you when you sign in. Arrive by 7:50 a.m. for your assignments.

End of the Day Procedures: Check the teacher's plans for dismissal procedures. Do not leave the building until 3:00 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



Institute of Technology @ Syracuse Central

Address: 258 East Adams Street, Syracuse, NY 13202

Administrators: Ms. Donna Formica, Principal
Mr. James Natoli, Vice Principal
Ms. Carol Winchek, Lead Secretary

Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4300
School Nurse (315) 435-6240

General Information: Substitutes should enter the building through the front entrance which faces Adams Street. Sub plans will be in SmartFind or in the sub folder. Exit/fire routes are posted by each classroom door. The teacher's room is located in room 254. There is a copier, refrigerator & microwave in this room.

Parking: Parking is available on all sides of the building; the main entrance faces Adams Street.

Sign In: Check in the main office and sign in on the sub sheet. Once signed in you will be given the attendance sheets.

End of the Day Procedures: Dismissal starts at 2:26 p.m. Sign out with the Lead Secretary and return the sub folder. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.

Johnson Vocational Center

Address: 573 E. Genesee Street, Syracuse, NY 13202

Administrators: Mr. John Dittmann, Principal
Ms. Lorrie Kline, Lead Secretary

Hours: 7:55 a.m. – 2:55 p.m.

Teaching Assistant Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4135
Security (315) 435-6342
School Nurse (315) 435-6283

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance at 573 East Genesee Street.

Parking: Parking lot is located at the corner of East Fayette and South McBride St. When you enter the building through the main entrance you will sign in with the Sentry and give him/her your vehicle information.

Sign In: Sign in the attendance book in the main office and pick up paperwork that will need to be filled out for the day.

End of the Day Procedures: Return the paperwork that you filled out during the day to the office and make sure to sign out with the Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



LeMoyne Elementary & Montessori

Address: 1528 LeMoyne Avenue, Syracuse, NY 13208

Administrators: Mr. Jason Armstrong, Principal
Ms. Rebecca Chynoweth, Vice Principal
Ms. Jackie Frink, Lead Secretary

Hours: 8:10 a.m. – 3:10 p.m.

Important Phone Numbers: Main Office (315) 435-4590

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: The entrance to parking is available off of LeMoyne Avenue or Wadsworth Street. There is one main entrance into the school and a buzzer to get in on the back side of the building near the cafe.

Sign In: Go directly to the main office. All subs must sign the Sub Notebook at the time you enter the building. Be sure to have your job code when signing in. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Subs must remain in the classroom until all students have been dismissed. If there are any students that are still waiting for a bus or have not been picked up by 3:10 p.m. please notify the office for further instruction. All subs must sign out at the end of the day at the time you leave the building.



LINCOLN Lincoln Middle School

Address: 1613 James Street, Syracuse, NY 13203

Administrators: Ms. LaJuan White, Principal
Ms. Lauren Lane, Vice Principal
Ms. Julie Sayles, Vice Principal
Mr. Jason Taylor, Administrative Intern
Ms. Dawn Lavy, Lead Secretary

Hours: 7:50 a.m. – 3:50 p.m.

Important Phone Numbers: Main Office (315) 435-4450
School Nurse (315) 435-4457

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office.

Parking: Parking is available in the main lot off of James Street.

Sign In: Go directly to the main office. All subs must sign the Sub Notebook. Be sure to have your job code when signing in. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Subs must remain in the classroom until all students have been dismissed. If there are any students that are still waiting for a bus or have not been picked up by 3:50 p.m. please notify the office for further instruction. All subs must sign out at the end of the day. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



McCarthy at Beard

Address: 220 West Kennedy Street, Syracuse, NY 13205

Administrators: Ms. Maria Cimino, Principal
Ms. Jennifer DiBello, Vice Principal
Ms. Mary Alice Walrath, Lead Secretary

Hours: 7:45 a.m. – 2:45 p.m.

Important Phone Numbers: Main Office (315) 435-5855
School Nurse (315) 435-4341

General Information: Exit/fire routes are posted by each classroom door. Student arrival and dismissal directions are specific to each classroom so please ask the teacher for directions.

Parking: Parking is located on either side of the building. Ring the door buzzer for entry.

Sign In: Please report to the Lead Secretary in the Main Office upon arrival to sign in and be directed to the assigned classroom.

End of the Day Procedures: At the end of the day please report to the main office to sign out. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



McKinley-Brighton Elementary School

Address: 141 W. Newell Street, Syracuse, NY 13205

Administrators: Ms. Mayra Ortiz, Principal
Mr. Eric Patterson, Vice Principal
Ms. Janel Milana, Administrative Intern
Ms. Susan Ludwig, Lead Secretary

Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4605
School Nurse (315) 435-4000

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: There is a large parking lot and small parking lot on either end of the school. **DO NOT** park in the reserved spaces in the large parking lot. If the parking lot is full, you will have to park on the street.

Sign In: Check in the main office and the Lead Secretary will check you off on her calendar. You will be given a room key and any notices to go home. Check the teacher's mailbox before the end of the day for any important information. Each teacher has a substitute folder that should be on the desk with instructions for the day.

End of the Day Procedures: Dismissal starts at 1:45 p.m. The teacher's substitute folder will have directions in it for the dismissal procedure, stay in classroom, take students out who take the bus & so forth. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Meachem Elementary School

Address: 171 Spaulding Avenue, Syracuse, NY 13205

Administrators: Ms. Kathryne Moulton, Principal
Ms. Katie Tymczyszyn, Vice Principal
Ms. Ramona Shorter, Lead Secretary

Hours: 8:05 a.m. – 3:05 p.m.

Important Phone Numbers: Main Office (315) 435-4610
School Nurse (315) 435-4612

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office and wait to speak to the Lead Secretary for sign in/ assignment process. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: The parking spots in the lot are not reserved.

Sign In: Please report to the Lead Secretary in the Main Office upon arrival to sign in and be directed to the assigned classroom. Each teacher's staff handbook, substitute packet, and attendance cards are in the center drawer of their desk.

End of the Day Procedures: Check to see if the teacher you are subbing for has a PM post. If not, in the assigned room, monitoring the students. Buses begin being called at 2:50 p.m., do not leave the building until 3:05 p.m. Sign out with the school Lead Secretary and return the classroom keys. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Nottingham High School

Address: 3100 East Genesee Street, Syracuse, NY 13224

Administrators: Mr. David Maynard, Principal
Mr. Ken Baxter, Vice Principal
Ms. Lyn De Tore, Vice Principal
Ms. Missy Zappala, Vice Principal
Ms. Karen Schneider, Lead Secretary

Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4380

General Information: Enter through the Main Entrance (by the flagpole), come to the Main Office and sign in. You will then receive your assignment, a copy of the teacher's schedule (which includes the classroom number and lunch period) and any plans from the teacher. A copy of the bell schedule is also available as well as any alternate plans for the day. Proceed to Student Support and pick up a copy of the student attendance for the day. Proceed to the assigned class. Make sure attendance is taken before the start of class and please return class attendance to Student Support after each class.

Parking: Everyone should park in the big parking lot at the Main Entrance (the lot where the flagpole and the Bulldog are located). Parking is on a first come first served basis.

Sign In: There is a book on the counter to the left when walking into the main office.

End of the Day Procedures: Be sure all of the attendance sheets are returned to Student Support. Return the staff schedule and any paperwork for the teacher to the Main Office and sign out. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Porter Elementary School

Address: 512 Emerson Avenue, Syracuse, NY 13204

Administrators: Ms. Jennifer King-Reese, Principal
Ms. Jessica Gauda-Lane, Vice Principal
Mr. Andrew Nolan, Administrative Intern
Ms. Kimberly Roche, Lead Secretary

Hours: 8:00 a.m. – 4:00 p.m.

Important Phone Numbers: Main Office (315) 435-4625
School Nurse (315) 435-4943

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: Parking is on the streets around the school.

Sign In: Sign in the gray binder labeled “Subs” in the main office. Check the teacher’s mailbox for any lesson plans, attendance, notices, messages, etc. Check with the school Lead Secretary for any duty assignments.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty or any type of dismissal duty. Buses depart at 4:15 p.m. Do not leave the building until 4:15 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Address: 227 Magnolia Street, Syracuse, NY 13204

Administrators: Ms. Maggie McRobbie-Taru, Principal
Mr. Victor Ciciarelli, Vice Principal
Mr. Antonio Herrera, Vice Principal
Mr. Daniel Killenbec, Administrative Intern
Ms. Shana McMinn, Lead Secretary

Hours: 7:30 a.m. – 2:30 p.m.

Important Phone Numbers: Main Office (315) 435-4408
Security (315) 435-4365
School Nurse (315) 435-4363

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office.

Parking: Parking is available in the main parking lot, on Magnolia Street (do not park in front of residents stairs), as well as parking on the side of the building off Magnolia Street.

Sign In: Sign the substitute attendance book. Check with the school Lead Secretary to confirm duty assignment and classroom. Lesson plans are located in each classroom or will be provided when signing in.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. If not, assist with helping students exit the building. You may also be asked to assist with Hall Duty. Do not sign out until 2:35 p.m. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.

Syracuse City School District Substitute Teacher Handbook



J.T. Roberts PreK-8

Address: 715 Glenwood Avenue, Syracuse, NY 13207

Administrators: Mr. John Devendorf, Principal
Ms. Deanna Daniel, Vice Principal
Mr. Kevin Murphy, Vice Principal
Ms. Donna Buckley-Prell, Lead Secretary

Hours: Middle School 7:55 a.m. – 2:55 p.m.

Elementary School 8:00 a.m. – 3:00 p.m.

Important Phone Numbers: Main Office (315) 435-4635

School Nurse (315) 435-5851

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: There is a parking lot in the back lot. Enter through the back door and report to main office.

Sign In: Check in the main office and sign in on the sub sheet. Once signed in you will be given the attendance sheets.

End of the Day Procedures: Teaching Assistants assistant with bus duty, busses are called at 2:50 p.m., walkers are dismissed at 3:00 p.m. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Salem Hyde Elementary

Address: 450 Durston Ave, Syracuse, NY 13203

Administrators: Ms. Patricia Floyd-Echols, Principal
Ms. Charina Johnson-Turner, Vice Principal
Ms. Susan Kupelian, Lead Secretary

Hours: 8:15 a.m. – 3:15 p.m.

Teaching Assistant Hours: 8:30 a.m. – 3:30 p.m.

Important Phone Numbers: Main Office (315) 435-4570
School Nurse (315) 435-4951
Attendance (315) 435-6382

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: Parking is available on Durston Ave on the school side of the street only as well as the school parking lot.

Sign In: Go directly to the main office. All subs must sign the Sub Verification Sheet. Be sure to have your job code when signing in. Sign affidavit sheet if you will be covering a teacher who takes attendance. Check with the school Lead Secretary for any duty assignments. Do not go to the room and prepare without first signing in and speaking to the Lead Secretary. Check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Subs must remain in the classroom until all students have been dismissed. If there are any students that are still waiting for a bus or have not been picked up by 3:15 p.m. please notify the office for further instruction. All subs must sign out at the end of the day. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Seymour Dual Language Academy

Address: 108 Shonnard Street, Syracuse, NY 13204

Administrators: Mr. James Nieves, Principal
Ms. Sondra Bergquist, Vice Principal
Ms. Susan Angona, Lead Secretary

Hours: 8:45 a.m. – 4:15 p.m.

Important Phone Numbers: Main Office (315) 435-4645
School Nurse (315) 435- 4973

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front on Niagara Street where the bus turnaround is located. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: There are four parking lots, you may park in either. **DO NOT** park in the reserved spots or the handicapped spots without a tag. Lots can be entered from Seymour, West, Shonnard and Niagara Streets, with entrances on those streets. If the lots are full, you may park on the street.

Sign In: Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the teachers plan for any duty assignments.

End of the Day Procedures: Check the teacher's plans for dismissal procedures. Buses depart at 4:00 p.m. Do not leave the building until 4:20 p.m. and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Syracuse Latin School

Address: 345 Jamesville Ave, Syracuse, NY 13210

Administrators: Ms. Kelly Manard, Principal
Ms. Krista Hunter, Vice Principal
Ms. Terri Covey, Lead Secretary

Hours: 8:15 a.m. – 3:15 p.m.

Important Phone Numbers: Main Office (315) 435-4606
School Nurse (315) 435-4563

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: Please Park in any UNRESERVED parking spot, but not in the bus loop.

Sign In: Sign in the substitute book. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments. Check to see if the teacher you are subbing for has bus duty.

End of the Day Procedures: Please remain with students until all have been loaded on busses and/or picked up. Please discuss with principal if any students are have not been picked up by 3:15 p.m. Do not leave the building before 3:15 p.m. and sign out in the same book that you signed in at the main office. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Van Duyn Elementary School

Address: 401 Loomis Avenue, Syracuse, NY 13207

Administrators: Ms. Eva Williams, Principal
Dr. Reba Hodge, Vice Principal
Ms. Suzanne Hodge, Lead Secretary

Hours: 8:15 a.m. – 4:10 p.m.

Important Phone Numbers: Main Office (315) 435-4660
School Nurse (315) 435-4618

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

Parking: The parking spots in the lot are not reserved. There is plenty of parking on the west side of the building.

Sign In: Sign the substitute attendance book. Check with the school Lead Secretary to confirm duty assignment and classroom. Lesson plans are located in each classroom at the teacher's desk.

End of the Day Procedures: Each teacher in the team will have a different responsibility for dismissal. One teacher takes walkers out and has parents sign the students out. The other(s) take busses to the bus. Please talk to the grade level team to know what part of the dismissal plan you are to complete. Leave a detailed note for the teacher and sign out in the office at the end of the day. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Webster Elementary School

Address: 500 Wadsworth Street, Syracuse, NY 13208

Administrators: Ms. Iverna Minor, Principal
Mrs. Elizabeth Bielass, Vice Principal
Ms. Melissa Tooley, Administrative Intern
Mrs. Margaret Dobrovech, Lead Secretary

Hours: 8:15 a.m. – 3:15 p.m.

Important Phone Numbers: Main Office (315) 435-4670
School Nurse (315) 435-4672

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the single point of entry door on Listman Ave. and report to the main office.

Parking: There are two parking lots at Webster. Both entrances are off Berkshire Ave. Berkshire is ONE WAY from the East (Darlington Rd.) from 8:00 a.m. to 4:00 p.m. Otherwise you may park on the street following odd-even parking laws unless otherwise posted. Please be considerate of our neighbors and **DO NOT** block their driveways or park on their lawns.

Sign In: Sign the attendance book on the counter in the main office. Check the teacher's mailbox for any notices, messages, etc. Check with the school Lead Secretary for any duty assignments. Take room keys from metal box on wall and get attendance sheet from Lead Secretary.

End of the Day Procedures: Check to see if the teacher you are subbing for has bus duty. If not, remain in your classroom with the students until all buses have departed. Buses usually depart by 3:10 p.m. Do not leave the building until 3:15 pm, lock your room and sign out with the school Lead Secretary. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.



Westside Academy at Blodgett

Address: 312 Oswego Street, Syracuse, NY 13204

Administrators: Ms. Vanessa Hopkins, Principal
Ms. Charlene Baker, Vice Principal
Ms. Mary Lowe, Vice Principal
Ms. Laura Mitchell, Vice Principal
Mr. Adel Valdes, Administrative Intern

Hours: 7:30 a.m. – 3:40 p.m.

Important Phone Numbers: Main Office (315) 435-4386
School Nurse (315) 435-6526

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students during transitions and pick them up from the cafeteria after lunch.

Parking: **DO NOT** park on the street if you can park in the lot from Otisco Street behind the school and walk to the front of the building, walk up the stairs and ring the bell to be buzzed in and go to the main office door on the left.

Sign In: Sign in the main office toward the back of the office in the red book. Substitutes should wait for the attendance sheets and schedule. Check for hall and other duties and dropping off and picking up students from the cafeteria.

End of the Day Procedures: Do not leave the building until 3:36 p.m. or all children are dismissed. You must sign out with the Lead Secretary. Please come early and call if you are unable to arrive by 7:30 a.m. as the students cannot be without supervision. Your room will be opened for you by a sentry or custodian. You can also check with the school Lead Secretary for a possible assignment for the following day if you have not already accepted another job for the next day.

Daily Substitute

LONG-TERM ASSIGNMENT – FREQUENTLY ASKED QUESTIONS

Teacher substitutes, even those going immediately into long-term assignments, are hired as Daily Substitutes at \$130.00 per diem or \$140.00 - \$150.00 for Extended Learning Time (ELT) schools, depending on the location, per day. Long-term assignments are terminal appointments ending either when the teacher returns or on the last day that teachers are required to work for that school year. Once that assignment is completed, the long-term sub again becomes a Daily Sub and will receive a Job Assurance notification on Employee Self Service inviting them back as a Daily Sub for the next school year. Failure to reply will result in termination of employment.

What makes a job a long-term assignment?

- An assignment becomes long-term when a certified Daily Sub is scheduled to replace a teacher in the **same** assignment for **more than 15 consecutive** days. In addition, holidays, recess breaks and **snow days are not included in the 15 day** calculation as Daily Subs are not paid for those days.

NOTES:

- Any time off during that period, full day or half day, **constitutes a break in service** and the 15 day period begins again. Exclusions include holidays, recess and snow days.
- Daily Subs must work on the 16th day in order for the long-term pay and benefits to be applicable.
- Work performed during normal workdays when students are not in session but teachers would be required to report are paid days. Examples are Superintendent's Conference Day or ½ day with PM testing.
- After school hours requested by the Principal must be on a separate time card and are paid on a PAY ticket entered by the school.

How does a Daily Sub become eligible to be chosen as a long-term substitute?

A list of certified/qualified subs is provided by the Office of Human Resources to the school principal. The principal will make a determination based on the needs of the particular assignment.

To qualify for a long term sub position, you must provide evidence of New York State valid teacher certification.

How can I be sure that my college experience is being used for salary calculations?

The District must have official Bachelor and Master Transcripts that have been received in sealed envelopes from your college/university in order to consider degrees and any graduate credits. The procedures for salary adjustment are outlined on Page 10 of the Unit 1 contract. You are

responsible for ensuring that the District has all of the appropriate documents on file. Salary adjustments cannot be made after the assignment has ended, so be sure that all transcripts are in as soon as possible after an assignment begins if the District does not already have them on file.

How can I have past work experience reviewed for inclusion in my salary calculations?

- Visit the Office of Human Resources Call Center and complete a Previous Work Experience form. These must be forwarded to your previous employer and then Notarized before returning to Human Resources for relevancy. Only Notarized forms will be considered for relevancy. A copy of this form is located on page 84.

How does the payment process work?

- Daily Subs/Long-Term Subs must use the sign in sheet at the building for every day worked. Just a reminder that there is a one pay period lag on all payments made from the SmartFind Express system.
- Subs in potential long-term assignments will be paid \$130.00 – \$150.00 per day for the first 15 days. A timecard must be completed starting the 1st day when in a long term position and throughout the duration of the assignment. See page 74 for an example on how to fill out a timecard.
- Following day 15 until the assignment ends, the substitute is paid at the teacher rate.
- Although the District will make every effort to make the change to the Long Term sub pay in the payday after the 16th day, there are times when this is not possible. However, our endeavor will be to have the new salary in the following pay day.
- At the end of the assignment the sub will be paid the difference due for the first 15 days. Substitutes must notify the Office of Human Resources when their assignment has ended.

What other benefits apply?

- Once a Daily Sub has surpassed the 15th day in a long-term assignment, he/she will earn 1 sick day and 1/2 personal day for each month completed. The substitute teacher will also be paid for school holidays and recess breaks if their assignment continues after the holiday/break. When an assignment ends for any reason, unused days are terminated.
- The substitute may become eligible for District benefits after 16 continuous days in the same assignment. Benefits would go into effect 1st day following the next month. Once designated as a Long Term sub contact the Office of Human Resources to schedule an appointment to learn about the benefits available. Once the long term assignment has ended, benefit eligibility will end. If entering a long term and reaching the 16th day on April 1st or after benefits are not eligible as the Health plan requires an employee to be hired for 90 days. All questions should be directed to the Office of Human Resources Call Center, Ext. 4171.

How long do assignments normally last?

Each assignment is unique. A projected end date could change at any time as circumstances alter. Even if a substitute is placed in a “long-term” position, personal situations could change the assignment. The District will, whenever possible, give advance notice of the end date. If you are asked to do an approved transition day at the end of the assignment, you are paid at the daily rate of \$130.00 - \$150.00 per diem for that transition day. Note: If you are in a long-term assignment through the end of the school year, there is no guarantee of a long-term position for the next school year. You will, however, be on the eligible list for new assignments in your certification area.

Personal Days

Per Unit 1 contract – Consecutive personal day or personal day before/after holiday/recess require Human Resource Approval.

SCSD Website < Quicklinks < Human Resources < Employee Services < OHR Electronic Forms < [Personal Day Request](#)

Break in Service

What constitutes a break in service once reaching 16 consecutive days is going to an unpaid status, even if the day is approved any unpaid time will break the long term. Any days beyond five (5) sick days, or six (6) cumulative and/or consecutive days, will constitute a break in the assignment, reverting the substitute back to per diem, per day pay rate status. This will occur regardless of the number of leave days earned.

For additional information, contact The Office of Human Resources

*Ext. 4171 * humanresources@scsd.us*

Teaching Assistant Substitutes

LONG-TERM ASSIGNMENT – FREQUENTLY ASKED QUESTIONS

Teaching Assistant substitutes, even those going immediately into long-term assignments, are hired as Teaching Assistants at \$12.00 per hour. Long-term assignments are terminal appointments ending either when the Teaching Assistant returns or on the last day the Teaching Assistant is required to work for that school year. Once that assignment is completed, the long-term sub again becomes a Teaching Assistant Substitute and will receive a Job Assurance notification on Employee Self Service inviting them back as a Teaching Assistant Substitute for the next school year. Failure to reply will result in termination of employment.

What makes a job a long-term assignment?

- An assignment becomes long-term when a certified/qualified Teaching Assistant substitute is scheduled to replace a Teaching Assistant in the **same** assignment for **more than 15 consecutive** days. In addition, sick days, holidays, recess breaks and **snow days are not included in the 15 day** calculation as Teaching Assistant substitutes are not paid for those days.

NOTES:

- Any time off during that period, full day or half day, **constitutes a break in service** and the 15 day period begins again. Exclusions include holidays, recess and snow days.
- Teaching Assistant substitutes must work on the 16th day in order for the long-term pay and benefits to be applicable.
- Work performed during normal workdays when students are not in session but Teaching Assistants would be required to report are paid days. Examples are Superintendent's Conference Day or ½ day with PM testing. During these times you must report!
- After school hours requested by the Principal must be on a separate time card and are paid on a PAY ticket entered by the school.

How does a Teaching Assistant Sub become eligible to be chosen as a long-term substitute?

A list of certified/qualified Teaching Assistant substitutes is provided by the Office of Human Resources to the school principal. The principal will make a determination based on the needs of the particular assignment.

Certifications:

The District must receive evidence of valid New York State Teacher Certification in order to qualify for an additional \$500.00 once the long term position starts after the 16th day. The procedures and salary adjustment are outlined on Page 43 of the Unit 8 contract. You are responsible for ensuring that the District has all of the appropriate documents on file. Salary adjustments cannot

be made after the assignment has ended, so be sure that all certifications are in as soon as possible after an assignment begins if the District does not already have them on file. To see if you have the certification needed, please log into Employee Self Service and verify your certification.

How does the payment process work?

- Teaching Assistant substitutes/Long-Term T/A subs must use the sign in sheet at the building for every day worked. Just a reminder that there is a one pay period lag on all payments made from the SmartFind Express system.
- Teaching Assistant substitutes in potential long-term assignments will be paid \$12.00 per hour for the first 15 days. A timecard must be completed starting the 1st day when in a long term position. See page 78 for an example on how to fill out a timecard.
- Following day 15 until the assignment ends, the substitute is paid at the Teaching Assistant salary \$20,464 without certification or \$20,964 with certification.
- When working at an Extended Learning Time (ELT) school a stipend will be paid through approved pay ticket. The retro for the stipend for the first 16 days will be paid at the end of the long term assignment.
- Although the District will make every effort to make the change to the Teaching Assistant pay in the payday after the 16th day, there are times when this is not possible. However, our endeavor will be to have the new salary in the following pay day.
- At the end of the assignment the Teaching Assistant substitutes will be paid the difference due for the first 15 days. Teaching Assistant substitutes must notify the Office of Human Resources when their assignment has ended.

What other benefits apply?

- Once a Teaching Assistant substitute has surpassed the 15th day in a long-term assignment, he/she will earn 1 sick day and 1/2 personal day for each month completed. The Teaching Assistant substitute will also be paid for school holidays and recess breaks after the first 30 days are completed. When an assignment ends for any reason, unused days are terminated.
- The teaching assistant may become eligible for District benefits after 16 continuous days in the same assignment. Benefits would go into effect 1st day following the next month. Once designated as a Long Term sub contact the Office of Human Resources to schedule an appointment to learn about the benefits available. Once the long term assignment has ended, benefit eligibility will end. If entering a long term, reach the 16th day on April 1st or after benefits are not eligible as the Health plan requires an employee to be hired for 90 days. All questions should be directed to the Office of Human Resources Call Center, Ext. 4171.

How long do assignments normally last?

Each assignment is unique. A projected end date could change at any time as circumstances alter. Even if a Teaching Assistant substitute is placed in a “long-term” position, personal situations could change the assignment. The District will, whenever possible, give advance notice of the end date. If you are asked to do an approved transition day at the end of the assignment, you are paid at the daily rate of \$12.00 per hour for that transition day. Note: If you are in a long-term assignment through the end of the school year, there is no guarantee of a long-term position for the next school year. You will, however, be on the eligible list for new assignments in your certification area.

Personal Days

Per Unit 8 contract – Consecutive personal day or personal day before/after holiday/recess require Human Resource Approval.

SCSD Website < Quicklinks < Human Resources < Employee Services < OHR Electronic Forms < [Personal Day Request](#)

Break in Service

What constitutes a break in service once reaching 16 consecutive days is going to an unpaid status, even if the day is approved any unpaid time will break the long term.

For additional information, contact The Office of Human Resources

*Ext. 4171 * humanresources@scsd.us*

Payroll

In the 2018/2019 school year, Daily Substitutes & Sub Nurses are paid \$130.00 per diem, per day or \$140.00 - \$150.00 per diem, per day at an Extended Learning Time (ELT) school, depending on location. Teaching Assistant substitutes are paid \$12.00 an hour. Payments are made based on the verified report from the SmartFind Express system and the school. It is the substitute's responsibility to track days, names, job number etc, for their own knowledge in case you feel there is a discrepancy in pay. Substitutes can review your jobs on SmartFind Express, if you see a job that is not verified please contact the school you subbed in.

Subs may only work when students are in the building either for a full or half day and are not paid for holidays, half professional development days, recess periods or snow days. Questions regarding payroll please contact (315)435-4191.

<u>2018-2019 Syracuse City School District Pay Schedule</u>			
Deadline Timecard Submittal	Pay Period End Date	Check Date	Exception Reason
7/2/2018	7/15/2018	7/13/2018	15th is on a Sunday
7/16/2018	7/31/2018	7/31/2018	
7/31/2018	8/15/2018	8/15/2018	
8/15/2018	8/31/2018	8/31/2018	
8/31/2018	9/15/2018	9/14/2018	15th is on a Saturday
9/14/2018	9/30/2018	9/28/2018	30th is on a Sunday
10/1/2018	10/15/2018	10/15/2018	
10/15/2018	10/31/2018	10/31/2018	
10/31/2018	11/15/2018	11/15/2018	
11/15/2018	11/30/2018	11/30/2018	Thanksgiving Holiday 11/21-11/23
11/30/2018	12/15/2018	12/14/2018	15th is on a Saturday
12/14/2018	12/31/2018	12/28/2018	31st is a Holiday
12/28/2018	1/15/2019	1/15/2019	
1/15/2019	1/31/2019	1/31/2019	
1/31/2019	2/15/2019	2/15/2019	
2/15/2019	2/28/2019	2/28/2019	
2/28/2019	3/15/2019	3/15/2019	
3/15/2019	3/31/2019	3/29/2019	31st is on a Sunday
3/29/2019	4/15/2019	4/15/2019	
4/15/2019	4/30/2019	4/30/2019	
4/30/2019	5/15/2019	5/15/2019	
5/15/2019	5/31/2019	5/31/2019	
5/31/2019	6/15/2019	6/14/2019	15th is on a Saturday
6/14/2019	6/30/2019	6/28/2019	30th is on a Sunday

2018-2019 Half Day Schedule

2018-2019 Half Day Schedule	Student Start Time	Dismissal Time
Bellevue	8:40 AM	12:30 PM
Clary	7:35 AM	10:30 AM
Corcoran	7:30 AM	11:14 AM
CORE K-8 @ Elmwood	7:50 AM	10:30 AM
Danforth	7:35 AM	10:30 AM
Delaware Academy/Delaware Primary	7:40 AM	10:30 AM
Dr. King	8:40 AM	12:00 PM
Dr. Weeks	8:20 AM	12:30 PM
Ed Smith ES	8:40 AM	11:30 AM
Ed Smith MS	7:40 AM	11:30 AM
ELMS	7:35 AM	10:30 AM
Franklin	8:40 AM	12:30 PM
Frazer	8:00 AM	10:30 AM
Grant	7:35 AM	10:30 AM
Henninger	7:30 AM	11:14 AM
Huntington ES	8:40 AM	11:30 AM
Huntington MS	7:40 AM	11:30 AM
H.W. Smith	7:35 AM	10:30 AM
ITC & P Tech	7:30 AM	11:14 AM
Johnson Center	7:30 AM	11:14 AM
LeMoyne/Montessori	8:40 AM	11:30 AM
Lincoln	7:35 AM	10:30 AM
McCarthy @ Beard	7:40 AM	10:30 AM
McKinley-Brighton	7:40 AM	10:30 AM
Meachem	8:40 AM	11:30 AM
Nottingham	7:30 AM	11:14 AM
Porter	8:40 AM	12:30 PM
PSLA @ Fowler	7:30 AM	11:14 AM
Roberts ES	8:40 AM	11:30 AM
Roberts MS	7:40 AM	11:30 AM
Salem Hyde	8:40 AM	11:30 AM
Seymour	8:40 AM	12:30 PM
Syracuse Latin	8:40 AM	11:30 AM
Van Duyn	8:40 AM	12:30 PM
Webster	8:40 AM	11:30 AM
Westside Academy	7:35 AM	10:30 AM

Email First Time Login Procedure

To access your account for the first time, you must use a district computer. Please follow the below instructions:

User ID (this field is not case sensitive)

First letter of your first name

First five letters of your last name

Last two digits of your Social Security Number

*Alex Brown with a Social Security Number of 111-11-1111 would be entered as abrown11

*If your last name has less than 5 letters, additional letters of your first name will be used (e.g. John Doe would be johndoe)

Password (this field IS case sensitive)

First letter of your first name (Upper Case)

First letter of your last name (Lower Case)

Your date of birth in eight digit format (e.g. April 2, 1994 would be 04021994)

*Alex Brown with a date of birth April 2, 1994 would be Ab04021994

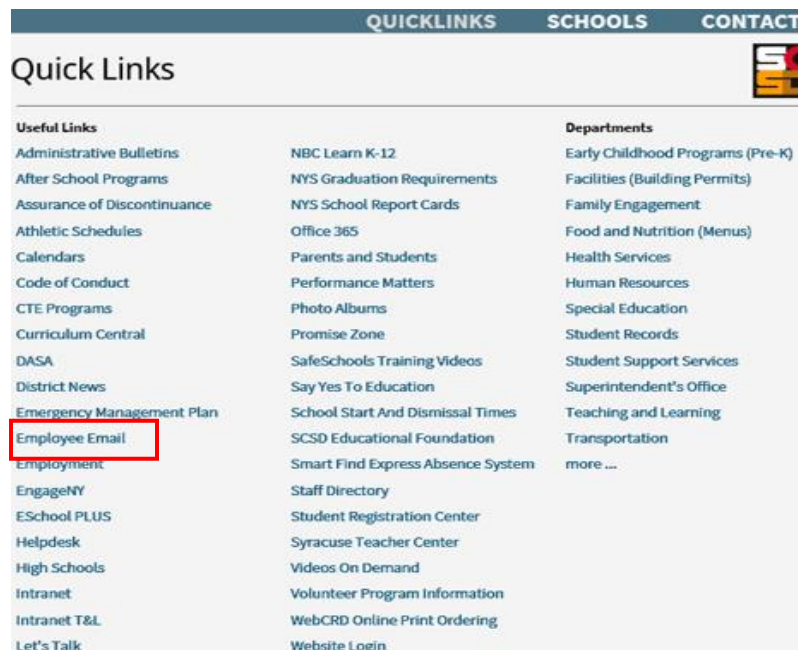
Once entered the system will ask you to change your password

Accessing your email:

Open a web browser and navigate to <http://www.syracusecityschools.com/>

Select QUICKLINKS

Select Employee Email



Do not share your user ID and or Password

If you require additional assistance, please contact the Helpdesk at (315) 435-6274 or

helpdesk@scsd.us

Syracuse City School District Substitute Teacher Handbook

Employee Self Service

QUICKLINKS SCHOOLS CONTACT

Quick Links

Useful Links

- Administrative Bulletins
- After School Programs
- Assurance of Discontinuance
- Athletic Schedules
- Calendars
- Code of Conduct
- CTE Programs
- Curriculum Central
- DASA
- District News
- Emergency Management Plan
- Employee Email
- Employment
- EngageNY
- ESchool PLUS
- Helpdesk
- High Schools
- Intranet**
- Intranet T&L
- Let's Talk

NBC Learn K-12

NYS Graduation Requirements

NYS School Report Cards

Office 365

Parents and Students

Performance Matters

Photo Albums

Promise Zone

SafeSchools Training Videos

Say Yes To Education

School Start And Dismissal Times

SCSD Educational Foundation

Smart Find Express Absence System

Staff Directory

Student Registration Center

Syracuse Teacher Center

Videos On Demand

Volunteer Program Information

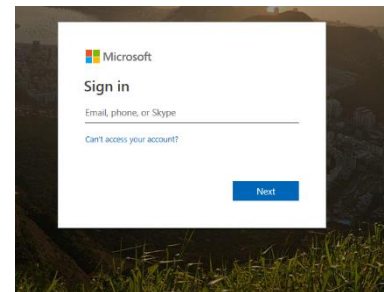
WebCRD Online Print Ordering

Website Login

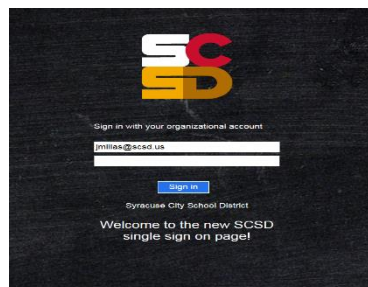
Departments

- Early Childhood Programs (Pre-K)
- Facilities (Building Permits)
- Family Engagement
- Food and Nutrition (Menus)
- Health Services
- Human Resources
- Special Education
- Student Records
- Student Support Services
- Superintendent's Office
- Teaching and Learning
- Transportation
- more ...

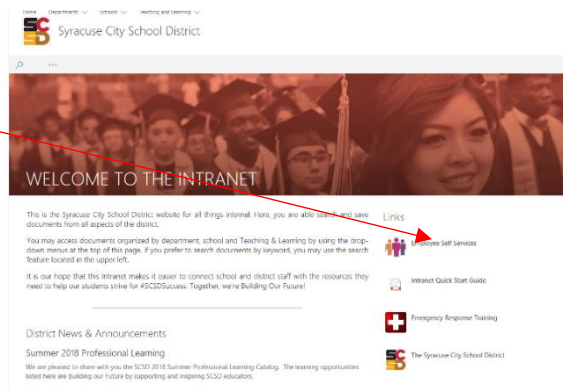
Go to [Intranet](#) and login using your SCSD Email Click Next



Enter Login ID and password.



Click on Employee Self Services



Syracuse City School District Substitute Teacher Handbook

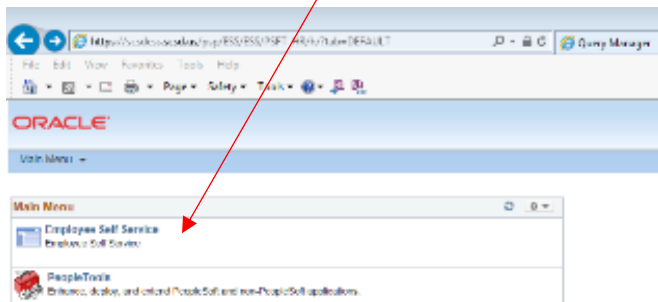
Login ID and password.



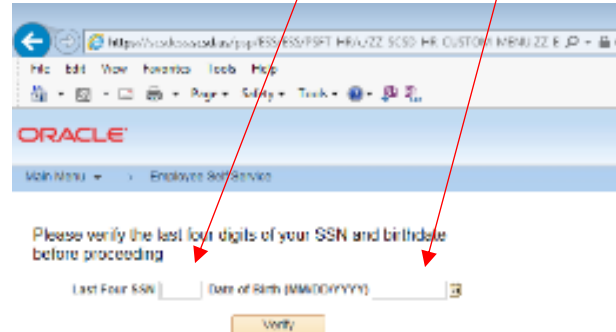
The image shows the Oracle PeopleSoft login interface. It features a blue header with the 'ORACLE' logo and 'PEOPLESOFT' text. Below the header, there are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. A green 'Sign In' button is located below the password field. At the bottom, there is a checkbox for 'Enable Accessibility Mode'.

Once you have logged on to employee self-service, you will notice the Employee Self Service links on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck and update your tax forms under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Tax Sheltered Annuities and Vision. Refer to each individual section for detailed instructions.

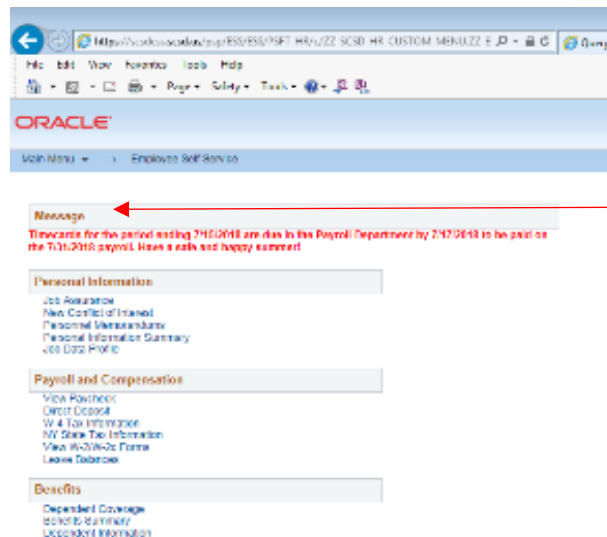
Click Employee Self Service



Enter your last 4 of Social Security and date of birth



This screenshot shows the Oracle PeopleSoft verification screen. It prompts the user to 'Please verify the last four digits of your SSN and birthdate before proceeding'. There are input fields for 'Last Four SSN' and 'Date of Birth (MM/DD/YYYY)', followed by a 'Verify' button. Red arrows point to these input fields from the text above.



Important notes will be noted under **Messages**

Verification of Prior Service Form



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Human Resources

Christopher Miller, Ed.D., Chief Human Resources Officer

VERIFICATION OF PRIOR SERVICE

To Whom it May Concern:

Date: _____

I have recently been employed by the Syracuse City School District. Please complete Part II below and forward to:

Syracuse City School District
Office of Human Resources
Staffing & Compensation
725 Harrison Street
Syracuse, NY 13210

I. Personal Data (Completed by Teacher)

Employee's Signature

L. Name	F. Name	M.	Maiden	Social Security Number
Dates of Employment		Position(s) Held		

II. Prior Experience (Completed by Authorized Official)

Institution Public/Private	Date Service Began (M/D/YY)	Date Service Ended (M/D/YY)	Total Hours Worked		Position Title	Tenured		Tenure Area
			PT	FT		Y	N	

I certify that the above information is correct according to the records of this and/or any other records available.

Agency Name	Authorized Personnel/Position	
Address: (Street, City, State and Zip)		
Authorized Signature	Phone Number ()	Fax Number ()

STATEMENT MUST BE NOTARIZED WITH SEAL:

Subscribed and sworn to before me

County of:

State of:

This _____ day of _____, 20____

Commission Expires: ____/____/____

New York State Teaching Certification

New York State teachers, administrators, and pupil personnel service providers are required to hold a New York State certificate in order to be employed in the State's public schools. The certificates are issued by the Office of Teaching Initiatives, and certify that an individual has met required degree, coursework, assessment, and experience requirements.

Certificates are issued in a number of titles in three major categories:

- Classroom teaching
 - Administrative and Supervisory
 - Pupil Personnel Service (e.g., School Counselor, Psychologist, Social Worker)
- *Also have NYSED licensing requirements under the Office of Professions

APPLYING FOR A CERTIFICATE

All applications for NYS Certification are completed electronically through the New York State Office of Teaching Initiatives website: <http://www.highered.nysed.gov/tcert/teach/> .

Applying online is easy and fast, and allows you the options of paying by credit card or mailing your payment.

1. If you are a first time user, click "Create a NY.gov TEACH account". Here you will create an account, username, and password. Once this is complete, click "TEACH Online Services"
2. This will bring you to the TEACH homepage. Click "Apply for a Certificate".
3. Select and apply for the certificate you are seeking.
4. The NYS Department of Education must evaluate the following certificate applications: ESOL, Interstate Reciprocity, Bilingual, Occupational Education, SDL, certificates for persons with foreign credentials or for individuals who are not citizens of the U.S.

Supporting Documentation

After you have applied for a certificate, you must send to New York State any supporting documentation necessary in order to conduct a complete evaluation of your credentials. **Supporting documentation must contain your identifying information:** date of birth or a portion of your date of birth, the last four digits of your social security number, and your current name exactly as it is listed in your TEACH account.

Supporting documentation includes, but is not limited to: original official transcripts of all college study; CLEP, DANTE, ACTFL, or Excelsior exam score reports; documentation of paid teaching experience; a copy of teaching certificates from other states; and any other information that NYSED requests.

Requirements:

To determine the specific requirements for any given title, you can use the online search feature "Search Certification Requirements" <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

Workshops:

For information and approved provider listings on all NYS Required Workshops for Certification, please visit the Office of Teaching Initiatives website: www.highered.nysed.gov/tcert. Click on the link for “Topics A-Z” located at the top of the page. Select the letter “W”, click on the bullet subtitle of the workshop you are seeking:

- Workshop - Child Abuse Identification
- Workshop - School Violence Prevention and Intervention (SAVE)
- Workshop - Coursework or Training in the Needs of Children with Autism
- Workshop - Training in Harassment, Bullying, Cyber bullying, and Discrimination in Schools: Prevention and Intervention (DASA Training)

Interstate Reciprocity:

The New York State Board of Regents amended the rules by which well-qualified, out-of-state Teachers, School Leaders, and School District Leaders may obtain New York State certification. Under the new criteria, the Commissioner will endorse the out-of-state certificate (or equivalent authorization) and issue an initial certificate to practice in New York to individuals with the following qualifications:

Certified teachers:

- Have a valid teaching certificate that is equivalent to the title and type of the certificate sought and has no limits or restrictions.
- Meet New York’s general certificate requirements, including citizenship, training related to child abuse identification/reporting, school violence prevention/intervention, harassment, bullying and discrimination prevention/intervention, and a criminal history check.
- Have at least three years of satisfactory experience in a public school in a position requiring an initial or professional certificate within five years preceding the application date or equivalent experience; and have had effective or higher evaluation ratings in the three most recent years of employment.
- Hold a bachelor’s degree or higher from a regionally accredited institution or higher education institution that the Commissioner deems substantially equivalent, with a 2.5 cumulative GPA or higher in the program leading to the degree.

New York State Certification Assistance Contacts:

New York State Education Department

TEACH website: www.highered.nysed.gov/tcert

General Information | (518) 474-3852

Teacher Certification | (518) 474-3901

TEACH Online System | (518) 486-6041

Certification Mailing Address:

Office of Teaching Initiatives

NYS Education Department

89 Washington Ave, 5N EB

Albany, New York 12234

OCM BOCES Regional Certification Office

(315) 433-2628 M-F, 8:30-11:30 a.m.

Certification Mailing Address:

OCM BOCES

Attn: Certification

P.O. Box 4754

Syracuse, NY 13221

www.ocmboces.org -Select "Menu > School District & Educator Services > Certification"

Teaching Assistant Certification

Application Information: All applications are submitted electronically through the Office of Teaching Initiatives website at: www.highered.nysed.gov/tcert

1. Click on “TEACH Online Services.” If you do not have a NY.gov TEACH account, you must create one. If you have previously created a TEACH account, click on “Login to TEACH.” If you have forgotten your username and /or password click on the link to regain your access or you may contact the NYSED TEACH Helpline directly at: (518) 486-6041.
2. Once the login is complete, click on “TEACH Online Services.” From your TEACH “Home,” under the subtitle “Online Application,” click on “Apply for Certificate.” The Area of Interest is: **Other School Service**
3. Select the level of certificate sought.
4. Select Onondaga-Cortland-Madison BOCES to review the application. Submit payment by credit card or money order.
5. Submit all supporting documents, (i.e. workshop verification, transcript etc.) to: **OCM BOCES, Attention: Teacher Certification, P.O. BOX 4754, Syracuse, NY 13221**

Contact: OCM BOCES

Teacher Certification

Office Monday-Friday

8:30 a.m. – 11:30 a.m.

(315) 433-2628

Child Abuse Workshop: www.nysmandatedreporter.org (FREE)*

Violence Prevention Workshop: www.gstboces.org (\$23.00)*

Dignity For All Students (DASA): www.ocmboces.org (\$100.00)*

ATAS Exam Information and Registration: www.nystce.nesinc.com (\$79.00)

Fingerprinting: Contact MorphoTrust at: www.identogo.com

(select New York State on the map) or call (877) 472-6915

The cost is \$102.00

The ORI Number is: TEACH

*For complete approved provider listing of all required workshops, click on the “Topics A-Z” found at the top of your TEACH Online Services account. Select the letter “W,” click on the bullet subtitle of the workshop you are seeking.

LEVEL 1 REQUIREMENTS: All interested applicants must start at this level. Application fee for each Level is \$35.00.

This certificate is valid for three (3) years.

- High School Diploma or its equivalent.
- Must take and pass the Assessment of Teaching Assistant Skills (ATAS) Exam.
- Child Abuse Recognition Workshop.
- School Violence Prevention (SAVE) Workshop.
- Dignity for All Students Act (DASA) Workshop.
- Fingerprint clearance.

After one year experience as a **certified** Teaching Assistant, the applicant may apply for the Level 2 or Level 3 depending on the amount of coursework completed. TEACH will be used to verify certificate issuance.

LEVEL 2 REQUIREMENTS: Valid for three (3) years.

- Minimum of 9 semester hours of coursework completed that is applicable toward an associate or baccalaureate degree.
- One (1) year of Teaching Assistant experience under the Level 1 certificate. Experience under the Temporary or the Continuing Certificate can be used to satisfy this requirement. TEACH will be used to verify certificate issuance.

LEVEL 3 REQUIREMENTS: The Level 3 certificate is continuously valid as long as the Continuing Teacher and Leader Education (CTLE) requirement is satisfied. This is the only certificate to be printed and mailed to you.

- Minimum of 18 semester hours of coursework completed that is applicable towards an associate or baccalaureate degree.
- One (1) year of Teaching Assistant experience under the Level 1 Certificate. Experience under the Temporary or the Continuing Certificate can be used to satisfy this requirement as well as one (1) year of classroom teaching experience under a valid NYS Classroom Teaching Certificate.
- Registration and the 5 year Continuing Teacher and Leader Education period begins in the month of your birth after the issuance of the Level 3 Certificate. Level 3 Certificate holders must complete 100 CTLE hours within every 5 year period. Activities must be approved by NYSED. Each individual is responsible for tracking and reporting their own CTLE hours.

Disclaimer: This pamphlet is intended to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases.

NOTES:

