

Memo

To: All Per Diem Substitute Teachers
From: Debra Miller
Date: 9/1/16
Re: Substitute Information/Folders

There is a link on our web site www.westgenesee.org under Staff Resources entitled *Substitute Teacher Information* that will give you additional materials regarding classroom technology and BOCES Sub Service calling information. The following information should be found in the substitute Teachers' folders. The folders should be easily accessible either on the teacher's desk, or in the main office.

- List of staff members, room numbers, school phone numbers
- School Calendar
- Master Schedule
- Lunch Schedule
- School Map
- Attendance Procedures
- Class List
- Emergency plans for one day (Non Promethean Board)
- Location of Plan Book, Teacher Editions, and other important items
- Laminated Emergency Response Summary (Include Lockdown Procedures)
- IEP Accommodations
- 504 Plan Accommodations
- Student Emergency Care Plans

If you are substituting in a classroom and find that these items are unavailable, please contact the Building Principal for assistance.

Substitutes are required to report to work as follows:

	<u>Start Time</u>	<u>Half-day Start Time</u>
High School (BOCES Sub Service)	7:15 a.m.	11:00 a.m.
Middle Schools (BOCES Sub Service)	7:25 a.m.	11:00 a.m.
Elementary Schools	8:20 a.m.	12:00 noon

The 2016-2017 per-diem rate of pay will be as follows:

1 – 30 days	= \$109
30.5 – 60 days	= \$113
60.5 + days	= \$118
Non-certified	= \$101

The rate you receive is determined based on days worked in the current year or previous school year, starting with the first day worked.