

Substitute Training Agenda

- 1- Review of Aesop sign-in etc
 - [Aesop Training](#)

- 2- Review of Substitute Teacher Handbook
 - Rate of pay full day 100.00 ½ day 50.00 Teacher
 - Rate of pay full day 85.00 ½ day 42.50 Paraprofessional
 - Time sheets
 - [Time Sheet](#)
 - Time sheets are due 5 days before pay date. Pay dates are the 15th and 30th. However if those dates fall on the weekend or holiday the pay date will be the last working day.
 - You are responsible for your timesheet. They will be available in each schools main office and on the district Web Page
 - Criminal History / reporting of charges
 - Procedures
 - Sign in / out
 - Lesson plans
 - Attendance
 - Materials / keys / etc
 - Student safety - links with attendance
 - Items not permitted in school
 - Evacuation procedures / lockdown procedures
 - Student Management
 - Professional Courtesy

- 3- Questions

****** All material presented here will be on the district web page under Department / Human Resources / Substitutes ******