



Geneva Community Unit School District 304  
From the Office of Assistant Superintendent - Human Resources

To: Substitute Teachers/Substitute Nurses

From: Adam Law, Ed.D.

Date: August 2018

Re: Substitute Handbook

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Thank you for your willingness to serve the students of Geneva Community Unit School District 304 as a substitute teacher/nurse. On behalf of our teachers and administrators, I want to express our appreciation for the work you will be doing in our schools.

Attached is a handbook to assist you in your role as a substitute teacher/substitute nurse. It includes information about our schools, starting and ending times, substitute procedures, school day procedures, and payroll procedures. You will want to be familiar with this information before your first day and also retain the handbook for future reference. Even if you have subbed in Geneva 304 in the past, please review the handbook as modifications have been made to better clarify district expectations for subbing in District 304.

*For the 2018-2019 school year, the substitute teacher daily rate is \$92.00.*

We do not place a substitute teacher in a school where his/her son or daughter attends, unless the substitute is requested by a specific teacher in the son's/daughter's school and the building principal has given his/her approval. Please notify Krista Andersen, the district Absence Management Administrator, if you have a child enrolled in one of our schools. Krista's email address is [kandersen@geneva304.org](mailto:kandersen@geneva304.org) and her phone number is (630) 463-3056.

We trust that your experience in our classrooms will be both rewarding and positive. If you have any questions about the information in the handbook, please do not hesitate to ask Jan Waller or call the Office of Human Resources for clarification. Again, thank you in advance for your service to the students of Geneva.

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**COMMUNITY UNIT  
SCHOOL DISTRICT 304**

**2018-2019 SUBSTITUTE HANDBOOK**

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# District Office Administration

## **Superintendent of Schools**

Dr. Kent D. Mutchler  
227 North Fourth Street  
Geneva, IL 60134  
630-463-3010

## **Assistant Superintendent - Business Services**

Dr. Dean Romano  
227 North Fourth Street  
Geneva, IL 60134  
630-463-3030

## **Assistant Superintendent - Learning & Teaching**

Dr. Andrew Barrett  
227 North Fourth Street  
Geneva, IL 60134  
630-463-3040

## **Assistant Superintendent - Human Resources**

Dr. Adam Law  
227 North Fourth Street  
Geneva, IL 60134  
630-463-3050

## **Director of Student Services**

Anne Giarrante  
227 North Fourth Street  
Geneva, IL 60134  
630-463-3060

## **Substitute Coordinator**

Krista Andersen

630-463-3056 (Office phone forwards directly to cell phone outside of office hours)

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## Geneva Community Unit School District 304

<p><b>FABYAN ELEMENTARY SCHOOL</b>          0S350 Grengs Lane          Geneva, IL 60134          Lauri Haugen, Principal          Building substitute contact: Terry Kuyawa          630-444-8600          tkuyawa@geneva304.org</p>	<p><b>GENEVA EARLY LEARNING PROGRAM</b>  <i>Located at Fabyan Elementary School</i>          0S350 Grengs Lane          Geneva, IL 60134          Mary Anne Bjork, Early Childhood Coordinator          Building substitute contact: Mallory Wiedenkeller          630-444-8700          mwiedenkeller@geneva304.org</p>
<p><b>HARRISON STREET SCHOOL</b>          201 N. Harrison Street          Geneva, IL 60134          Brenna Westerhoff, Principal          Building substitute contact: Tracey Pankow          630-463-3300          tpankow@geneva304.org</p>	<p><b>HEARTLAND ELEMENTARY SCHOOL</b>          3300 Heartland Drive          Geneva, IL 60134          Kimberly Hornberg, Principal          Building substitute contact: Sheri Owen          630-463-3200          sowen@geneva304.org</p>
<p><b>MILL CREEK ELEMENTARY SCHOOL</b>          1N900 Brundige Road          Geneva, IL 60134          George Petmezas, Principal          Building substitute contact: Kathy Shabowski          630-463-3400          kshabowski@geneva304.org</p>	<p><b>WESTERN AVENUE SCHOOL</b>          1500 Western Avenue          Geneva, IL 60134          Ron Zeman, Principal          Building substitute contact: Liz Cannon          630-463-3500          ecannon@geneva304.org</p>
<p><b>WILLIAMSBURG ELEMENTARY SCHOOL</b>          1812 Williamsburg Avenue          Geneva, IL 60134          Dr. Julie Dye, Principal          Building substitute contact: Kim Cooper          630-463-3100          kcooper@geneva304.org</p>	<p><b>GENEVA MIDDLE SCHOOL NORTH</b>          1357 Viking Drive          Geneva, IL 60134          Larry Bidlack, Principal          Building substitute contact: Cynthia Gajsiewicz          630-463-3700          cgajsiewicz@geneva304.org</p>
<p><b>GENEVA MIDDLE SCHOOL SOUTH</b>          1415 Viking Drive          Geneva, IL 60134          Terry Bleau, Principal          Building substitute contact: Cynthia Gajsiewicz          630-463-3600          cgajsiewicz@geneva304.org</p>	<p><b>GENEVA HIGH SCHOOL</b>          416 McKinley Avenue          Geneva, IL 60134          Thomas Rogers, Principal          Building substitute contact: Sandy Wicklund          630-463-3800          swicklund@geneva304.org</p>

## STARTING/ENDING TIMES

Elementary School	Student day begins Student day ends	8:00 a.m. 2:15 p.m.
Middle School	Student day begins Student day ends	8:35 a.m. 3:24 p.m.
High School	Student day begins Student day ends	7:40 a.m. 2:45 p.m.

### **K-12 Institute/School Improvement Days - Students attend in a.m. only. Dismissal schedule as follows:**

Early Learning Program	No school
Elementary School	11:20 a.m.
Middle School	12:00 p.m.
High School	11:05 a.m.

Early dismissal days qualify as a half day for substitutes at all three levels.

## General Information

Geneva Community Unit School District #304 uses the online Absence Management substitute placement system. For information on how to use the Absence Management system, please click on the following link: [http://help.frontlinek12.com/Aesop/wp-content/uploads/2015/08/aesop\\_sub\\_quickstart.pdf](http://help.frontlinek12.com/Aesop/wp-content/uploads/2015/08/aesop_sub_quickstart.pdf)

**Krista Andersen** is the District Absence Management (formerly known as Aesop) Administrator. Her email address is [kandersen@geneva304.org](mailto:kandersen@geneva304.org) and her phone number is (630) 463-3056. Change of email address and/or phone number should be reported to Krista. If you are no longer available to substitute for our district, please let Krista know in a timely manner, so that our substitute list can be updated and remain accurate.

If there is a question or issue with your paycheck, please contact **Senaida Avalos** (630-463-3032 or [savalos@geneva304.org](mailto:savalos@geneva304.org)) or **Heather Kastor** (630-463-3034 or [hkastor@geneva304.org](mailto:hkastor@geneva304.org)) in the Business Office. For example, new bank account information, W4 changes, etc.

All absences are created directly by the school or teacher in the Absence Management system. Once an absence is created, substitutes can view the absence in Absence Management. Absences can be visible in Absence Management up to 120 days in advance. If an absence does not get filled online, Absence Management will call substitutes to try and fill the absence. Calls are made between the hours of 5:30 a.m. - 11:59 a.m. and between 4:00 p.m. - 9:30 p.m. You can modify call times and even turn calls off if you prefer not to be called. Please enter any days you know you aren't available as a Non-Work day in Absence Management.

Once a substitute selects an absence to fill, the teacher receives an email notification. Staff in the main office of each school have access to the Absence Management dashboard which includes a list of substitutes that will be in the building each day.

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District 304 does not place substitute teachers in a school where their child attends unless the building principal has given his/her approval. While many District 304 schools do not allow substitute teachers to teach at their child's school, some do, especially at the secondary level.

If you are the parent of a District 304 student, and if you are placed as a substitute teacher at your child's school, please do not engage your child's teachers in impromptu conversations about your child's performance or stop into the teacher's classroom unannounced. If you have questions or concerns that you would like to discuss with your child's teacher, please set up a time via email or phone to meet with the teacher outside of the school day.

Cancellation of a substitute will be made only if absolutely necessary and at least 12 hours in advance. Substitutes may cancel a job in Absence Management at least 12 hours in advance. If an emergency situation arises and you are unable to fulfill an assignment with less than 12 hours' notice, please contact Krista Andersen. In the instance of a snow day or other situation in which school must be cancelled, all absence requests for that day will be deleted and unpaid.

Substitute teachers will be retained in a similar capacity the next school year unless they are notified at the end of the school year, in writing, that their services are not required the following school year for budgetary or performance related reasons.

## **School Day Procedures**

Substitutes should allow ample travel time from their home. It is recommended that substitutes arrive at the school approximately 30 minutes prior to the start of the day. Substitutes should plan to park in the designated teacher's parking lot or on the street. When subbing at Geneva High School, the main office can provide you with a parking pass for the faculty parking lot.

Substitute attire should be professional in appearance (e.g., no jeans, shorts or shirts of a revealing nature). Please refrain from cell phone usage while in the classroom.

Substitutes must check in at the school office immediately upon arrival and sign the substitute attendance sheet. Occasionally, last minute changes may be necessary and other duties may be assigned. The school office personnel will provide keys to the room, and will familiarize the substitute with emergency procedures and information pertaining to rest rooms, lunch room, lounges, etc. *If a substitute teacher needs to leave the school during a break period, the sub must check out at the main office and remain "on call" (as the school may need the sub to return earlier than scheduled).* At no point should a classroom be left unattended while students are present. At the end of the assignment, substitutes must report back to the school office.

Lesson plans and/or a substitute folder will be provided either in a hard copy format or online in the Absence Management system. Substitutes should check Absence Management prior to the assignment and print lesson plans if the teacher has uploaded the lesson plans to Absence Management. Substitutes are required to follow the given lesson plans for the day. Failure to follow the lesson plans could result in a substitute not being rehired in that school in the future. Improvising may be necessary only if the lesson plan does not cover the entire assigned time.

Substitutes are asked to take a few minutes throughout the day to make pertinent notations for the teacher. Feel free to log into Absence Management after your assignment and fill out the evaluation about your experience. Teachers are also able to do so regarding your performance.

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## Compensation

**Daily Rate:**                    \$92.00 full day                    \$46.00 half day

**Long-Term Rate:** After a substitute teacher has substituted for the same teacher for twenty (20) consecutive days, the substitute's pay will increase to \$150.00 per day. When it is known at the onset of an extended absence that the substitute teacher will be filling the position for one entire semester or more, the substitute teacher will be paid the long-term rate from the first day, rather than from the 21<sup>st</sup> day.

**Additional Period - High School:** \$17

**Additional Period - Middle School:** \$14

### Elementary Schools

7:45 - 2:45	full day pay
7:45 until Lunch Period of the Teacher (varies)	a.m. half day pay
11:15 - 2:45	p.m. half day pay

*The lunch periods for teachers in the elementary school vary. The earliest lunch period begins at 11:00 a.m. and the last lunch period begins at 12:40 p.m. The a.m. half day substitute teacher will be expected to remain until the lunch period begins.*

### Middle School

6 Periods	full day pay
3 Periods	half day pay

### High School

4-5 Periods	full day pay
3 Periods	half day pay

### Early Dismissal Days

Substitutes are given a half day of pay on early dismissal days (Teacher Institute, School Improvement, etc.).

**The District appreciates your flexibility in working with our main office staff when unforeseen needs arise that result in changes to your assignment.** *When a substitute is being paid for either a full day or half day, he/she **must be available to work the entire full day or half day** requirement set by each school.* Substitutes at the high school who have taken a 4 period assignment may be asked to work more periods at the same full day rate of pay. Substitutes at the middle school who have taken a 4 or 5 period assignment may be asked to work up to 6 periods at the same full day rate of pay. Substitutes at the elementary level may have to stay later than the school's time posted if the Teacher's ½ day schedule is different than the Absence Need requested. Occasionally a substitute may be asked to work beyond a typical full day and additional compensation will be given. Additionally, a substitute who subs for a support staff member (e.g., a special education assistant) will be compensated for each additional period worked beyond 5 periods at the high school and beyond 6 periods at the middle school.

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## 2017/2018 Bi-weekly payroll dates

PAYDATE	PAY PERIODS	
06/29/18	6/3/18	6/16/18
07/13/18	6/17/18	6/30/18
07/27/18	7/1/18	7/14/18
08/10/18	7/15/18	7/28/18
08/24/18	7/29/18	8/11/18
09/07/18	8/12/18	8/25/18
09/21/18	8/26/18	9/8/18
10/05/18	9/9/18	9/22/18
10/19/18	9/23/18	10/6/18
11/02/18	10/7/18	10/20/18
11/16/18	10/21/18	11/3/18
3rd Pay - 11/30/2018	11/4/18	11/17/18
12/14/18	11/18/18	12/1/18
12/28/18	12/2/18	12/15/18
01/11/19	12/16/18	12/29/18
01/25/19	12/30/18	1/12/19
02/08/19	1/13/19	1/26/19
02/22/19	1/27/19	2/9/19
03/08/19	2/10/19	2/23/19
03/22/19	2/24/19	3/9/19
04/05/19	3/10/19	3/23/19
04/19/19	3/24/19	4/6/19
05/03/19	4/7/19	4/20/19
05/17/19	4/21/19	5/4/19
3rd Pay - 5/31/2019	5/5/19	5/18/19
06/14/19	5/19/19	6/1/19
06/28/19	6/2/19	6/15/19
07/12/19	6/16/19	6/29/19
07/26/19	6/30/19	7/13/19
08/09/19	7/14/19	7/27/19
08/23/19	7/28/19	8/10/19

Payroll questions may be sent to Senaida Avalos at [savalos@geneva304.org](mailto:savalos@geneva304.org) or  
Heather Kastor at [hkastor@geneva304.org](mailto:hkastor@geneva304.org)

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# Absence Management

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

## SIGNING IN

To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

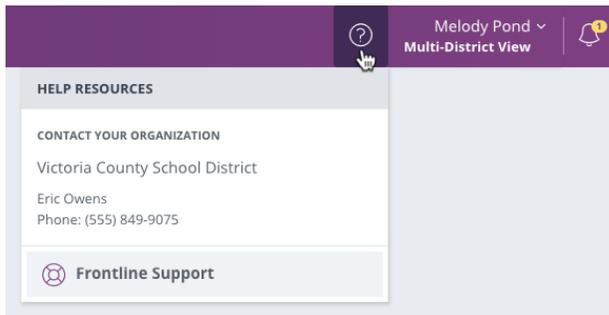
If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/30/2018	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Victoria County Community Schools	



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

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