



**COMMUNITY UNIT
SCHOOL DISTRICT 304**

2023-2024 SUBSTITUTE HANDBOOK

District Office Administration

Superintendent of Schools

Dr. Andrew Barrett
227 North Fourth Street
Geneva, IL 60134
630-463-3010

Assistant Superintendent - Business Services

Todd Latham
227 North Fourth Street
Geneva, IL 60134
630-463-3030

Assistant Superintendent - Learning & Teaching

Shonette Sims
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 Scalia
227 North Fourth Street
Geneva, IL 60134
630-463-3060

Substitute Coordinator

Jennifer Cella

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

Geneva Community Unit School District 304

<p>FABYAN ELEMENTARY SCHOOL 0S350 Grengs Lane Geneva, IL 60134 Lauri Haugen, Principal Building substitute contact: Terry Kuyawa 630-444-8600 tkuyawa@geneva304.org</p>	<p>GENEVA EARLY LEARNING PROGRAM <i>Located at Fabyan Elementary School</i> 0S350 Grengs Lane Geneva, IL 60134 Jennifer Seaton, Early Childhood Coordinator Building substitute contact: Candan Spellman 630-444-8700 csPELLMAN@geneva304.org</p>
<p>HARRISON STREET SCHOOL 201 N. Harrison Street Geneva, IL 60134 Michelle Hirsch, Principal Building substitute contact: Tracey Pankow 630-463-3300 tpankow@geneva304.org</p>	<p>HEARTLAND ELEMENTARY SCHOOL 3300 Heartland Drive Geneva, IL 60134 Kimberly Hornberg, Principal Building substitute contact: Sheri Owen 630-463-3200 sowen@geneva304.org</p>
<p>MILL CREEK ELEMENTARY SCHOOL 1N900 Brundige Road Geneva, IL 60134 Tim Wyller, Principal Building substitute contact: Kathy Shabowski 630-463-3400 kshabowski@geneva304.org</p>	<p>WESTERN AVENUE SCHOOL 1500 Western Avenue Geneva, IL 60134 Casey O'Connell, Principal Building substitute contact: Liz Cannon 630-463-3500 ecannon@geneva304.org</p>
<p>WILLIAMSBURG ELEMENTARY SCHOOL 1812 Williamsburg Avenue Geneva, IL 60134 Dr. Julie Dye, Principal Building substitute contact: Kim Cooper 630-463-3100 kcooper@geneva304.org</p>	<p>GENEVA HIGH SCHOOL 416 McKinley Avenue Geneva, IL 60134 Thomas Rogers, Principal Building substitute contact: Marcia Smith 630-463-3800 mSMITH@geneva304.org</p>
<p>GENEVA MIDDLE SCHOOL SOUTH 1415 Viking Drive Geneva, IL 60134 Terry Bleau, Principal Building substitute contact: Julie Schlegel 630-463-3600 jschlegel@geneva304.org</p>	<p>GENEVA MIDDLE SCHOOL NORTH 1357 Viking Drive Geneva, IL 60134 Dave Carli, Principal Building substitute contact: Dawna Rock 630-463-3710 drock@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 (formerly known as Aesop). For information on how to use the Absence Management system, please refer to the final pages of this handbook.

Jennifer Cella is the District Substitute Coordinator. Her email address is jcella@geneva304.org and her phone number is (630) 463-3056. Change of email address and/or phone number should be reported to Jennifer. If you are no longer available to substitute for our district, please let Jennifer 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 **Heather Kastor** (630-463-3034 or hkastor@geneva304.org) or **Annie Noonan** (630-463-3032 or anoonan@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 are not available as a Non-Workday 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.

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 Jennifer Cella, day or night.** 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. We do not utilize summer substitutes.

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, lunchroom, 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.

Compensation

DAILY RATE (as of 8/14/2023): \$140.00 Full day \$70.00 Half day

LOYALTY RATE: Substitutes who substitute for a Teacher in Geneva for **31+ days** in one school calendar year (days will not need to be consecutive) will receive a pay rate increase from \$140 to \$160 for a full day (\$80.00 for a half day). The higher loyalty rate will apply to each day of substituting for a Teacher for the remainder of the school year. Subbing for a half day as a Teacher counts as 0.5 towards the loyalty count.

Substitutes who substitute for a Special Education Assistant in Geneva for **31+ days** in one school calendar year (days will not need to be consecutive) will receive a pay rate increase from \$140 to \$160 for a full day (\$80.00 for a half day). The higher loyalty rate will apply to each day of substituting for a Special Education Assistant for the remainder of the school year. Subbing for a half day as a Special Education Assistant counts as 0.5 towards the loyalty count.

Please note that each job category (Teacher and Special Education Assistant) has its own separate count toward its respective Loyalty Rate. In other words, days substituting for a Teacher do not count toward the 31+ days substituting for a Special Education Assistant, and days substituting for a Special Education Assistant do not count toward the 31+ days substituting for a Teacher. Substitutes who hit the loyalty rate during the 2022/23 school year will begin the 2023/24 school year at the loyalty rate.

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 \$200.00 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 21st day.

Additional Period - High School: \$18

Additional Period - Middle School: \$15

Substitute Nurse Rate: \$26/hour

Elementary Schools

7:45 - 2:45	Full day pay
7:45 until Lunch Period of the Teacher (*varies)	a.m. Half day pay
11:00 - 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.).

RETIREES

If you have officially retired through TRS, it is imperative that you notify our office to ensure your payroll deductions are updated. If you have any questions regarding payroll deductions, please reach out to the Payroll department.

Heather Kastor; hkastor@geneva304.org; 630-463-3034

Annie Noonan; anoonan@geneva304.org; 630-463-3032

ALL SUBS

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 an additional period 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.

Geneva CUSD 304
2023-2024 School Year Bi-weekly Payroll Dates

Payroll Date	Pay Period
09/01/2023	08/06 – 08/19
09/15/2023	08/20 - 09/02
09/29/2023 – 3rd pay	09/03 – 09/16
10/13/2023	09/17 – 09/30
10/27/2023	10/01 - 10/14
11/10/2023	10/15 - 10/28
11/24/2023	10/29 - 11/11
12/08/2023	11/12 - 11/25
12/22/2023	11/26 - 12/09
01/05/2024	12/10 - 12/23
01/19/2024	12/24 - 01/06
02/02/2024	01/07 - 01/20
02/16/2024	01/21 - 02/03
03/01/2024	02/04 - 02/17
03/15/2024	02/18 - 03/02
03/29/2024 – 3rd pay	03/03 - 03/16
04/12/2024	03/17 – 03/30
04/26/2024	03/31 - 04/13
05/10/2024	04/14 - 04/27
05/24/2024	04/28 - 05/11
06/07/2024	05/12 - 05/25
06/21/2024	05/26 - 06/08

It is important to keep your address and phone current.
 All banking/direct deposit changes must be made in person at Central Office.

Payroll questions may be sent to Heather Kastor at hkastor@geneva304.org or Annie Noonan anoonan@geneva304.org

BELL SCHEDULES



Please select the link below for Bell Schedule information at our High School and Middle Schools.

Geneva High School: <https://www.geneva304.org/BellSchedule.aspx>

Geneva Middle School North: <https://www.geneva304.org/bellschedules8613.aspx>

Geneva Middle School South: <https://www.geneva304.org/BellSchedules1.aspx>

Elementary School Bell Schedule

7:45am Supervision begins

7:50am Line-up Bell

8:00am Tardy Bell

2:15pm Dismissal (11:20am Half-Day Dismissal)

Always be prepared for outside supervision of children

Early Learning Bell Schedule

9:00am-11:30am Morning Session

12:30pm-3:00pm Afternoon Session

School is not in session on District Half-Days



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

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

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).

April 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					

May 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		

June 2018

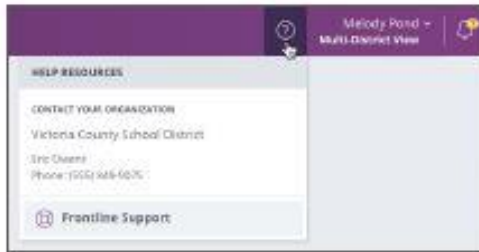
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Available Jobs **1 Scheduled Jobs** **2 Past Jobs** **0 Non Work Days**

Date Time Duration Location Filter

Barker, Bob

Date	Time	Duration	Location
Mon, 4/30/2018	11:00 AM - 6:00 PM	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.

