

**Mount  
Prospect  
School  
District 57**

# **Handbook for Substitute Assistants**

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**Mount Prospect  
School District 57**

701 West Gregory  
Mount Prospect, Illinois 60056

Phone: 847-394-7300

Fax: 847-394-7311

[www.d57.org](http://www.d57.org)



### **ADMINISTRATION BUILDING**

701 West Gregory Street  
Mount Prospect, Illinois 60056  
(847) 394-7300

### **FAIRVIEW ELEMENTARY SCHOOL**

300 North Fairview Avenue  
Mount Prospect, Illinois 60056  
(847) 394-7320  
Daniel Ophus, Principal  
Una Durkan, Assistant Principal

### **LIONS PARK ELEMENTARY SCHOOL**

300 East Council Trail  
Mount Prospect, Illinois 60056  
(847) 394-7330  
Katherine Kelly, Principal  
Danielle Bielenda, Assistant Principal

### **LINCOLN MIDDLE SCHOOL**

700 West Lincoln Street  
Mount Prospect, Illinois 60056  
(847) 394-7350  
Paul Suminski, Principal  
Randy Steen, Assistant Principal

### **WESTBROOK SCHOOL FOR YOUNG LEARNERS**

103 South Busse Road  
Mount Prospect, Illinois 60056  
(847) 394-7340  
Mary Gorr, Principal  
Kristin Vonder Haar, Assistant Principal

Please contact Mr. Thomas O'Rourke, Human Resources Coordinator, at (847) 394-7300 extension 1010 if you have any questions or need further information regarding substituting in District 57.

## MISSION STATEMENT

Preparing children to learn and succeed in a changing world.

## VISION STATEMENT

As a critical community asset whose performance affects all area residents, Mount Prospect District 57 will continually build on its tradition of excellent performance, fiscal stewardship and community engagement to provide an exceptional educational experience for all young learners.

## CORE VALUES

We Believe:

Students are the focus of an educational process that is valued and shared by the home, school, local business and community.

All learners' strengths should be discovered, encouraged and developed.

All students are capable of learning and are responsible and accountable for their academic performance and for their own behavior.

Our schools are dedicated to teaching students to be involved, active learners who work hard, solve problems critically and creatively, and communicate effectively.

All students, parents and staff members are treated with dignity and respect and are expected to treat others in the same manner.

Participation in the decision-making process by students, staff, parents and community members is valuable.

The District is a valuable asset owned by the community and must be fiscally responsible to the taxpayers in the community.



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## FOREWORD

Welcome to Mount Prospect School District 57. The essence of success in a school setting is the quality of the interaction between teacher and child. Your role, as a substitute assistant, is to provide for the continuity of instruction that ensures and sustains that student success. We believe your position to be a key one, and it is our intention that this handbook will be one of the resources that will assist you in successfully working with our students.

Contained in this handbook are some guidelines to better acquaint you with our schools. In addition to this, we urge you to consult your fellow teachers, the building principal, and/or our teacher's handbook for additional information.

Our primary goal is to provide the finest education experiences for our children and the District looks forward to working together with you to attain that goal. Our commitment is, and always will be, to the children.

*Elaine Aumiller*

Elaine Aumiller, Ed.D.  
Superintendent of Schools

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## **REQUIREMENTS FOR SUBSTITUTE ASSISTANTS**

### Certification Requirements:

Substitute assistants must possess a high school diploma. Paperwork is submitted to Laura Stamison at the Administration Building, 701 West Gregory Street.

## **PROCEDURE FOR CALLING SUBSTITUTES**

### Calling Substitutes:

District 57 has implemented an automated service, Absence Management (formally Aesop), to notify substitutes when services are needed in the district. This service utilizes both the phone and the Internet to assist substitutes in locating jobs in the school district. Substitutes may interact with the system either on the Internet at <https://www.aesoponline.com/login2.asp> or by way of a toll free automated voice instruction menu system at 1-800-942-3767 (1-800-94-AESOP). District 57 substitutes are issued a PIN and ID number by the District 57 Administration Office. Substitutes should schedule any non-work days in their Aesop profile so the system may run at top efficiency.

## **DUTIES AND RESPONSIBILITIES OF SUBSTITUTE ASSISTANTS**

1. It is expected that all employees of the district conduct themselves with professional demeanor and respect the confidentiality of district business. All information regarding student behavior and a student's academic progress is strictly confidential and should not be discussed with anyone in the community.
2. Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
3. Work with individual students to reinforce material initially introduced by the teacher.
4. Instruct students under the teacher's supervision.
5. Keep student's materials organized and the classroom neat and orderly.
6. Assist with a student assigned, organizing materials.
7. Assist with supervision of students on the playground.
8. Assist with preparing and maintaining student records when requested.
9. Set up and/or operate audiovisual equipment.
10. Assist with escorting students.
11. Accompany students to special area classes as needed.
12. Assist the teacher in preparing the student for transitions and the end of the school day.
13. Maintain confidentiality regarding all aspects of his/her work with children and staff.
14. Provide appropriate supervisory duties as assigned.
15. Perform other appropriate tasks as assigned by the building administrator or administrator's designee.
16. Report in and out with the building principal or school secretary.
17. Return equipment, badge, keys, and materials issued for use that day.
18. Complete time sheet.

## **GENERAL INFORMATION**

### When Reporting for Work:

Substitute assistants must report to the office, sign in, and receive any special instructions or information, a badge, and keys (if any). Pick up the substitute folder. Please return the badge and keys to the office at the end of the day.

### Orientation:

The principal or the secretary will direct you to your classroom, orient you to the building, and introduce you to colleagues.

### Pay Rate:

Substitute assistants will be paid \$11.00 per hour.

### Dress Code:

Professional dress. Jeans should not be worn.

### Hours:

Teachers must be in the classroom ten minutes prior to the students' arrival. All staff, including substitutes, may leave the building only during the scheduled lunch period. Staff members and substitutes must notify the office if they leave the building.

Student hours are as follows:

Kindergarten – AM Session	9:20 – 11:50 a.m.
Kindergarten – PM Session	1:20 – 3:50 p.m.
Grade 1	9:20 a.m. – 3:50 p.m.
Grades 2 - 5	8:50 a.m. – 3:20 p.m.
Grades 6 - 8	7:45 a.m. – 2:45 p.m.
Lunch periods vary.	

## GENERAL INFORMATION

### (Continued)

Work Day for Substitute Assistants:

#### **Westbrook School (Early Childhood, Kindergarten, and First Grade)**

Full Day	a.m. only	p.m. only
9:05 a.m. to 4:05 p.m.	9:05 a.m. to 12:20 p.m.	12:20 to 4:05 p.m.
Or as directed	Or as directed	Or as directed

#### **Fairview and Lions Park Elementary Schools (Grades 2-5)**

Full Day	a.m. only	p.m. only
8:35 a.m. to 3:35 p.m.	8:35 a.m. to 12:20 p.m.	12:20 to 3:35 p.m.
Or as directed	Or as directed	Or as directed

#### **Lincoln Middle School (Grades 6-8)**

Full Day	a.m. only	p.m. only
7:30 a.m. to 2:45 p.m.	7:30 to 11:30 a.m.	11:30 a.m. to 2:45 p.m.
Or as directed	Or as directed	Or as directed

Fire and Emergency Disaster Drills:

Instructions for fire, tornado, and lockdown or emergency procedures are posted in each classroom. Substitutes must acquaint themselves with the procedures at the beginning of each assignment.

Supervision:

Children cannot be left unsupervised, either in the classroom, hallways, or on the playground. **Out-of-classroom supervision responsibilities of the absent teacher shall be assumed by the substitute.** The substitute should consult the office for identification of the duties. In the elementary schools, the substitute needs to pick up an emergency fanny pack, which includes a walkie-talkie, before taking students to recess. Please be sensitive to student needs, particularly bathroom privileges.

Extra Duty Assignments:

**The substitute MUST assume all extra duties assigned to the Instructional Assistant. These duties may include lunchroom supervision, bus duty, door supervision duties, recess duty, hallway supervision.** This may include duties assigned by the principal or assistant principal.

Passes:

Middle school students must have passes in their possession when out of the classroom.

#### Infection Control Kit:

All classrooms are equipped with an Infection Control Kit. All substitutes must be sure that they are aware of the location of this kit.

#### Accidents:

All accidents (child or adult) must be reported immediately to the office. An accident report must be filled out for any injury by the end of the school day. Accident report forms are available in the health office.

#### Illness:

When children become ill, they should be sent to the health/nurse's office.

#### Medication:

All medication that children have to take must be turned in to the health/nurse's office at the start of the day. The nurse will monitor the usage. No aspirin or over-the-counter medication, including cough drops, can be given or taken by any child.

#### Student Records and Right to Review:

Student records are confidential and the information found in them should never be discussed except with professional school personnel. If parents request to see their child's records, refer the note of request or refer the parents to the principal. **All information regarding students must be handled discretely and confidentially.**

#### District Handbook:

The District Handbook is available on our district website, [www.d57.org](http://www.d57.org). Under "Parents" click on "District Handbook."

#### Additional Information for Substitutes:

Additional information for substitutes is available on our district website, [www.d57.org](http://www.d57.org). Under "District Information" click on "Human Resources." You will see information under "Substitute Documents."

## Wellness and Food Allergy Management Procedures:

- Only plain fruits and vegetables are permitted in the classroom for snacks, birthday treats, and holiday parties.
- Daily snack is optional and will not be provided by the school.
- Food may be eaten in designated areas; examples of places where food is not allowed include hallways, lockers, bus, etc.
- Nut-free zone/table is provided in the lunchroom for safety purposes, so as to reduce the risk of exposure to nut allergens.
- Staff will encourage students to wash hands when they enter the classroom and before and after touching food.
- In honor of a student's birthday, the student may choose to bring **non-food** birthday items to share with their classmates. Only plain fruits and vegetables are permitted in the classroom and allergy students will only and always eat food provided by their parent.
- Food other than plain fruits and vegetables, brought by staff for their personal consumption must be kept in a bag or box. If staff members choose to eat food in the classroom or non-food designated areas, children may not be present. Staff members are required to wash surfaces, tables, chairs, floors, and countertops that have been in contact with food with cleaners that prevent exposure to allergens. The staff must also wash their hands after touching food and before students return to the classroom.

## **ADDITIONAL INFORMATION FOR LINCOLN MIDDLE SCHOOL**

- Substitutes are reminded that all information pertaining to students and staff is confidential.
- Cars should be parked in our west or east lot. If no spaces are available, please park on Lincoln Street across from the front entrance.
- The staff lounge is located upstairs in the 400 wing. There are washrooms, vending machines, a refrigerator, water cooler, and a copier.
- Substitutes may leave the building only during the scheduled lunch period (typically 38 minutes).
- The office may be contacted by dialing 5000 from any desk phone.
- Substitutes may be expected to grade papers, record daily notes, make copies, or prepare/adapt lesson plans.
- Substitutes may be reassigned during plan or team. (Reassignments may include teaching or assisting in another classroom, assuming a lunch duty, or assisting the front office). In extreme circumstances, substitutes may be reassigned for the day.
- If the teacher you are substituting for is a lunch supervisor, you may need to assume those duties. Please be sure to check with the front office. (Stipend may apply.)
- If you have an emergency in the classroom, dial 5000 from the desk phone.

## **CONFIDENTIALITY**

**It is expected that all employees of the district conduct themselves with professional demeanor and respect the confidentiality of district business. All information regarding student behavior and a student's academic progress is strictly confidential and should not be discussed with anyone.**

**PERSONNEL YOU SHOULD KNOW:**

**Administration Office**

**(847) 394-7300**

Superintendent	Dr. Elaine Aumiller	
Secretary	Virginia Webster	Extension 1011
Assistant Superintendent for Curriculum and Instruction	Cassie Black	
Secretary	Laura Stamison	Extension 1001 lstamison@d57.org
Director of Student Support Services	Sara Tyburski	
Secretary	Tiffani Cuneo	Extension 1017
Assistant Superintendent for Finance and Operations	Adam Parisi	
Secretary	Annette Griffith	Extension 1005
Director of Technology	Trevor Hope	Extension 1020
Payroll	Joan Tures	Extension 1007 jtures@d57.org
Human Resources Coordinator	Tom O'Rourke	Extension 1010

**Fairview Elementary School**

**(847) 394-7320**

Daniel Ophus	Principal
Una Durkan	Assistant Principal
Carolyn Young	Secretary
Kimberly Galloway	Nurse

**Lions Park Elementary School**

**(847) 394-7330**

Katherine Kelly	Principal
Danielle Bielenda	Assistant Principal
Linda Rizzo	Secretary
Catherine Bauer	Nurse

**Lincoln Middle School**

**(847) 394-7350**

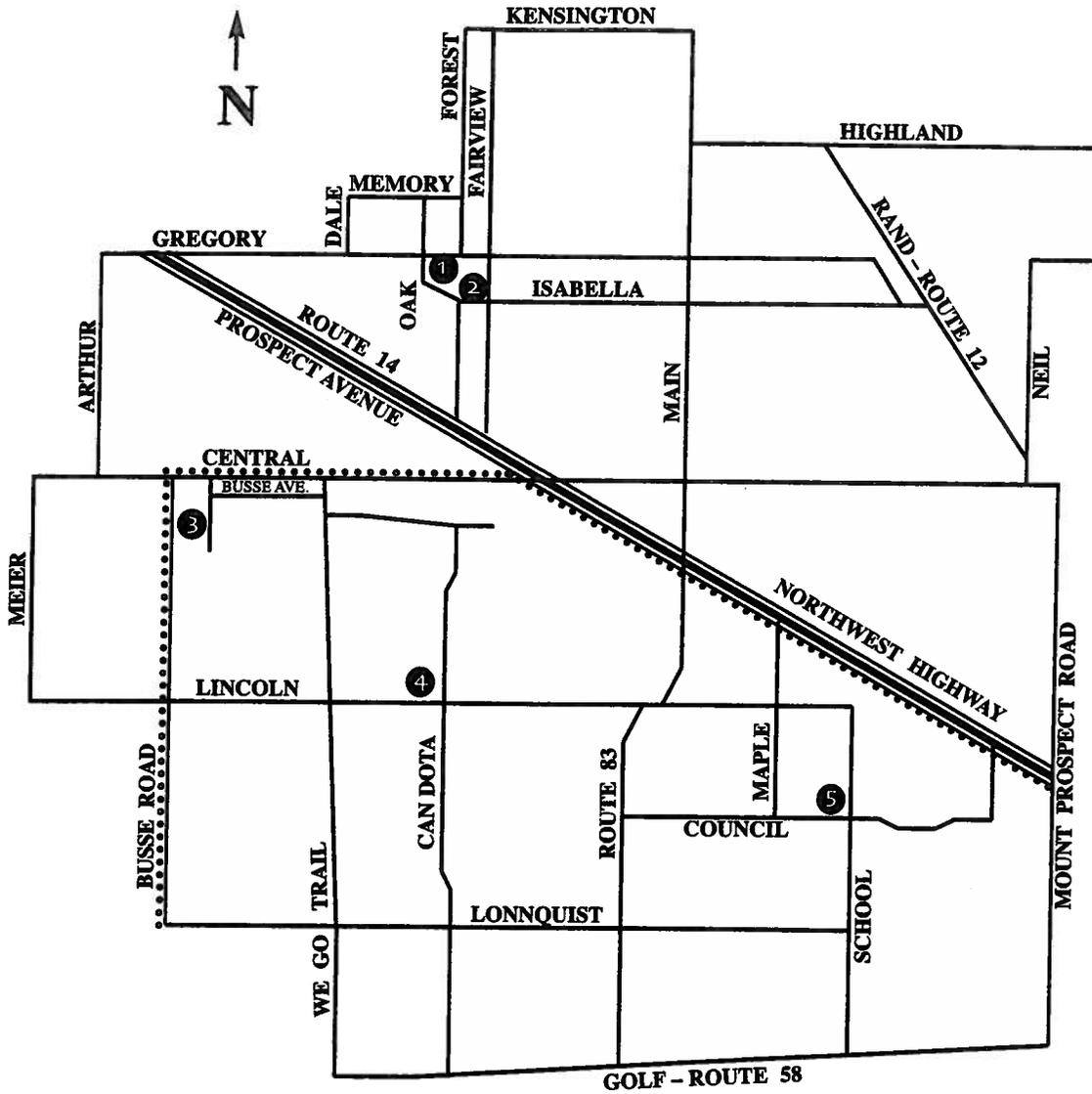
Paul Suminski	Principal
Randy Steen	Assistant Principal
Lynn Atkinson	Secretary
Susan Smith	Nurse

**Westbrook School**

**(847) 394-7340**

Mary Gorr	Principal
Kristin Vonder Haar	Assistant Principal
Roberta Flack	Secretary
Kimberly Finnerty	District Nurse
Julie Tworek	Nurse

# MAP OF DISTRICT 57



- ① - Administration Building
- ② - Fairview Elementary School
- ③ - Westbrook School
- ④ - Lincoln Middle School
- ⑤ - Lions Park School
- ..... - Fairview/Lions Park Boundary