

# OPERATIONAL SUBSTITUTE EMPLOYEE HANDBOOK

## Maumee City Schools

### TABLE OF CONTENTS

Directory & Administrative Staff List	2
Substitute Employee – Vital Member of Our Team	3
Synopsis of Substitute Position Responsibilities	3
About Maumee City Schools	3
Employment Information	3
Required Procedure for Employment	4
How Substitutes are Contacted to Work	4
Hourly Rates of Pay	5
School Hours	5
Where to Park and Enter the School Buildings	5
General Guidelines	5
Emergencies	5
Delays and Closings	6
Confidentiality	6
Homeless Children & Youth	6
Performance Issues That May Result in Removal/Exclusion from Substitute Employment	6
Physical Demands/Requirements	7
Evaluation	7
Additional Notes – Required Training, Contact Information	7
Maumee City School District Policies	7
Auditor of State Fraud Reporting System	8
Nondiscrimination & Equal Employment Opportunity	8

Administration Office

716 Askin Street

Maumee, OH 43537

419-893-3200

Fax: 419-891-5387

[www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)

[www.maumee.k12.oh.us/employment/index.php](http://www.maumee.k12.oh.us/employment/index.php)

## Directory & Administrative Staff List

**Maumee City School District - Administration Office**  
716 Askin Street, Maumee, OH 43537 - Phone: 419-893-3200

Help with Frontline Absence Management (AESOP) & General Questions: Daphne Bauerschmidt  
Problems/Concerns: Nancy Sayre, Federal Programs & Communications Administrator  
Frontline Absence Management: <http://www.aesoponline.com> or 1-800-94-AESOP (1-800-942-3767)

### Maumee High School

1147 Saco Street  
(419) 893-8778  
Matt Dick, Principal  
Scott Perrotte, Assistant Principal  
Kristy Kolacki, Secretary; Chelsea Kolacki, Office Assistant  
Matt Szyndler, Assistant Principal/Athletic Director  
Michelle Greenawalt, Secretary

### Gateway Middle School

900 Gibbs Street  
(419) 893-3386  
Angela Wojcik, Principal  
Jim Amspoker, Assistant Principal  
Jen Bais, Secretary; Karen Westrick, Secretary  
Jenni Dugan, Office Assistant

### Wayne Trail Elementary

1147 Seventh Street  
(419) 893-2851  
Dr. Nick Neiderhouse, Principal  
Linda Meek, Secretary

### Fairfield Elementary School

1313 Eastfield Drive  
(419) 893-9821  
Michele Loboschewski, Principal  
Mindy Overmyer, Secretary  
Donna Winkle, Office Assistant

### Fort Miami Elementary

2501 River Road  
(419) 893-2201  
Joel Hefner, Principal  
Tammy Nickey, Secretary  
Janice Every, Office Assistant

### Food Service & Transportation

950 Cass Road  
(419) 893-1182  
Mary Bottoni, Supervisor  
Carol Grimm, Secretary  
Hope Spears, Secretary

### Buildings & Grounds

950 Cass Road  
(419) 893-1392  
Larry Burda Jr., Supervisor  
Hope Spears, Secretary

## The Substitute Employee - Vital Member of Our Team

You are important to us and we value your service as a substitute employee. It is vital that an excellent educational experience continues when the regular substitute finds it necessary to be absent. Being a substitute employee is both challenging and rewarding.

Building administrators and other staff members are available in each school to assist and answer questions when you are on an assignment. This handbook is designed to answer frequently asked questions, so please keep it for a handy reference. However, feel free to contact Daphne Bauerschmidt at the Administration Offices at 419-893-3200 if you need more specific information. We hope that your operational substitute experience is a positive one and we thank you for your readiness to accept this important job.

### Synopsis of Substitute Position Responsibilities

**Buildings & Grounds** - Custodial substitutes normally work 8.5 hours. First shift starts at 6 a.m. or 7 a.m. Second shift generally start at 3 p.m. Most positions include the cleaning of classrooms, restrooms, cafeterias, offices and activity areas. Employees will be expected to properly operate power driven cleaning equipment. Extended periods of standing, the proper use of cleaning chemicals and heavy lifting are regular requirements. Professional interaction with staff and the public is required. Employees may work alone or in a team setting.

**Bus Driver** - Shifts for bus routes 6:30 - 9 a.m. and 2:15 - 4:30 p.m. Shifts for field trips vary throughout the day - majority start 3 p.m. and run through evening. Must have Class B CDL with Passenger and School Bus endorsements. Training to be bus driver includes: 15 hours of classroom instruction, 15-20 hours of on-bus training, drug screen and bus driver physical.

**Classroom Assistant** - Expected to assist students in the classroom with individual and group activities, assignments and behavioral support. Might also be needed to provide personal care assistance. When not assisting students directly, a substitute classroom assistant may assist the classroom teacher with non-teaching functions. Full day and half day shifts based on start and dismissal times at building assigned.

**Clerk Librarian** - To provide such help to teachers and students using the media centers, either individually or in groups, as to enable them to take full advantage of available resources.

**Food Service** - Shifts range from 2.25 to 4 hours per day between the hours of 10 a.m. and 2 p.m. Most jobs consist of serving food to students, cleaning areas and dish washing or monitoring student behavior. Pleasant personality with students, ability to stand for entire shift and lift 30 pounds consistently is required.

**Playground Monitor** - Playground monitors are to actively supervise students on the school playground or in other areas designated by the school principal.

**Transportation Monitor** - Shifts are normally 1.25 hours starting at 3 p.m. Responsible for assisting the bus driver in ensuring safe student riding behavior on buses and ability to interact positively with students while ensuring safety. May include need to move around on bus while in motion or sitting with specific students.

### About Maumee City Schools

The district has a total enrollment of approximately 2,500 students in five school buildings: three elementary schools, a middle school and a high school. The administration office is located in the "old" Fort Miami Elementary school building off River Road at 716 Askin Street.

### Employment Information

Our policy is to use substitutes approved by the Board of Education. In order to be employed, a substitute employee must have at least a high school diploma or its equivalent. Any candidate recommended for employment as a substitute is required to submit fingerprints for a State of Ohio Bureau of Criminal Investigations Identification (BCII) and Federal Bureau of Investigation (FBI) check and have a successful result from the background check. This means completing a fingerprint scan through WebCheck, which can be done at the Maumee City Schools Administration Office. The candidate must submit payment in the amount of \$47.25

for the fingerprint processing fees. If a candidate had a background check done for previous employment elsewhere, Maumee Schools may be able to accept these results, provided they were completed within the last 365 days.

### Required Procedure for Employment

To apply for a substitute position, please submit your application through our website using AppliTrack. To do this, go to [www.maumee.k12.oh.us](http://www.maumee.k12.oh.us), click on "employment" in the slider bar, click on "view open positions," then under vacancies click "substitute operational." Begin your application by clicking the gold box on the right. You will need to set up an account.

You will be required to upload the following on AppliTrack:

- Cover letter
- Resume
- Letters of reference (Maumee requires at least one written, professional recommendation)

Once the Administration Office has accepted your application, you may be contacted for a brief interview. If you are hired, you will be required to complete the operational substitute documents packet:

- Emergency Medical Information
- Social Security Card and Driver's license (copies made at the Administration Office)
- SSA-1945 Statement concerning employment in a job not covered by Social Security
- Payroll Forms
- Employment Eligibility Verification Form (Form I-9)
- Signed Statements for a Drug Free Workplace, Anti-Harassment policy and other statements as required by law
- State and Federal Criminal Record Check Results
- Annual 403(b) Plan Eligibility Notice

All paperwork must be submitted and individuals must be Board-approved before they can begin working as a substitute. Being board-approved does not guarantee a substitute will be called to substitute for the district immediately or for a specified number of days.

### How Substitutes are Contacted to Work

In addition to administrators/building secretaries making personal phone calls to substitutes, Maumee often uses an automated service to streamline the process of recording absences and finding substitutes. The service is called Frontline Absence Management (formerly AESOP). Frontline Absence Management is available to you 7 days a week, 24 hours per day. You may interact with the system either on the internet at <http://www.aesoponline.com> or by a toll-free automated phone line at 1-800-942-3767. When you are hired, you are assigned an ID and PIN as well as instructions on how to use the system. Persons substituting in other districts using Frontline Absence Management may combine the accounts. Food Service, Transportation, & Buildings & grounds will call individuals directly for substitute help.

With the Frontline Absence Management system, you are able to search for and accept jobs for which you qualify. Or, you may also wait to receive a call from Frontline Absence Management to accept assignments. **Positions become often available the evening before an assignment and early in the morning for an assignment the same day. Accepting these last minute positions is extremely helpful to the school district.** Specific questions regarding Frontline Absence Management should be directed to Daphne Bauerschmidt - [dbauerschmidt@maumeek12.org](mailto:dbauerschmidt@maumeek12.org).

While it does not happen often, sometimes staffing circumstances within the school may necessitate a change of your substitute assignment after you arrive. The building principal or supervisor has the authority to reassign you to other duties based upon the district's needs. The school district will make any necessary changes in Frontline Absence Management for the day.

## Hourly Rates of Pay

Buildings & Grounds	\$12.00	Food Service	\$9.01
Transportation:		Clerical	\$12.16
Bus Driver – regular routes	\$17.00	Playground Monitor	\$9.26
Bus Driver – field trips	\$12.50	Classroom Assistant	\$12.50
Bus Monitor	\$9.58	Clerk Librarian	\$9.65

All substitutes are paid through direct deposit. A notice of direct deposit is sent via email. Questions regarding payroll should be directed to Colleen Shanahan, 419-893-3200 ext. 10205 or cshanahan@maumeek12.org.

## School Hours

Operational substitute hours will vary by position. **Please report to the building secretary where you will be working at least 30 minutes before the start of school. Having subs on duty before students begin to arrive and after school for bus duty is essential.** Additional information regarding the assignment or school policies may be obtained from each school office. School hours are as follows:

School	School Hours
Maumee High School	7:43 a.m. – 2:30 p.m.
Gateway Middle School	8:15 a.m. – 2:55 p.m.
Wayne Trail Elementary	9 a.m. – 3:50 p.m.
Fairfield Elementary	8:45 a.m. – 3:35 p.m.
Fort Miami Elementary	8:45 a.m. – 3:35 p.m.

## Where to Park and Enter the School Buildings

**High School** – Staff parking is available in the lot off Saco Street. Please enter through door #1, at the front, on the southwest side of the building.

**Gateway Middle** – Staff parking is available in the north and east lots off Gibbs Street. Please enter the building through door #1 on the west side of the building.

**Wayne Trail Elementary** – Staff parking is available in the front lot off Seventh Street. Please enter the building through door #1 on the south side of the building.

**Fairfield Elementary** – Staff parking is available in the back and south side of the building off Eastfield Drive. Please enter the building through door #1 on the east side of the building.

**Fort Miami Elementary** – Staff parking is available in the front lot off River Road. Please enter door #1 on the southeast side of the building.

To enter all buildings, please ring bell and office personnel will unlock the door for you.

## General Guidelines

Professional attire is expected for all substitutes. Food Service and Buildings & Grounds has specific requirements and these will be shared with substitutes before their first day of subbing.

Please only bring minimal personal items to work. You will have a place to put your coat and some personal items, but please do not bring valuables.

Report incidents of abnormal happenings to the principal or supervisor.

## Emergencies

**Accidents/Illness:** Should an accident, illness or other emergency involving students occur, notify the school office immediately. District emergency procedures shall be followed appropriate to the situation. Parents will be

notified through the school office. If you are injured, an injury/accident report must be filled out and given to the appropriate principal or supervisor.

**Fire, Tornado, Lock Down, Evacuation:** You should be familiar with and prepared to implement emergency procedures. This includes knowing the proper exits in case of fire or building evacuation; safety areas in the event of tornadoes; and procedures for a Safety Alert, or other building emergency.

Maumee is an A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) trained school district and you should understand what this means for the building in which you are working.

Please refer to the *Maumee City Schools - Emergency Quick Reference Guide* for any critical situations.

## Delays and Closings

School delays due to inclement weather mean that classes begin two (2) hours past regular start time and you should report to your assignment then. When school is cancelled, you do not report to work. Please watch local television stations for school delay and closing information as you are responsible to monitor delays and closures. Substitutes working for the buildings & grounds department will need to follow instructions from their supervisor about reporting/not reporting to work when the district is under a delay or closing. **Timely information regarding delays and closings can be received by downloading the MCS app, or following us on Facebook or Twitter.**

## Confidentiality

All information about students and staff should be treated as confidential and shared with colleagues only as needed within the context of their job duties. When in doubt, contact a building principal or school counselor for guidance.

## Homeless Children & Youth

There are times that students/families experience homelessness during the school year. All staff members, including substitute employees, are asked to immediately contact a school counselor if they suspect this may be the case for a child/family. The counselor will in turn contact the district's homeless liaison Nancy Sayre (nsayre@maumee12.org or 419-893-3200 ext. 10208) so the child and his/her family can immediately receive assistance.

Maumee City Schools policy 5111.01 address procedures for enrolling and providing services for children who meet the federal definition of "homeless." The policy and guidelines address the safeguards in place to protect homeless students. Additional information can be found on the ODE website: [www.education.ohio.gov](http://www.education.ohio.gov) (Search: "homeless children" or "McKinney-Vento Law.")

## Performance Issues That May Result in Removal/Exclusion from Substitute Employment

The following list of behaviors or performance issues are provided as examples of actions that may result in your removal or exclusion as a substitute in either an individual school building or the district.

- Failure to maintain confidentiality of student information
- Making inappropriate comments to students, parents, fellow staff members, and/or the school or school district
- Making inappropriate comments about students, parents, fellow staff members, and/or the school or school district
- Using foul or inappropriate language in front of students/staff
- Accepting an assignment and then not showing up
- Repeated late cancellation of substitute assignments
- Failure to arrive for an assigned duty on time
- Touching a student or staff member in an inappropriate manner
- Demonstrating unprofessional attitude (i.e. rude or discourteous treatment of students/staff/or public)

- Using an electronic device while on assignment for any purpose other than to provide support to your assigned position. This includes using your cell phone/iPad in a non-emergency situation while you have responsibility for students or to Maumee Schools. Electronic devices should be turned off or set to *vibrate* during work time. Phone calls should not be accepted and text messages should not be created or responded to during work time.
- Leaving the building assignment during assigned work hours without explicit permission from the building principal or supervisor.
- It is not acceptable to login to Frontline Absence Management to search for additional jobs during work time.
- Unprofessional dress
- Inappropriate and/or unauthorized use of school resources including but not limited to computers, phones, materials
- Being under the influence of alcohol or drugs
- Use of tobacco products (including electronic cigarette) on school grounds, including inside one's own vehicle

### Physical Demands / Requirements

The following are typical of duties performed in school settings, (e.g. classroom, gymnasium, cafeteria, auditorium, and/or recreational areas). Frequent walking, standing, stooping, lifting up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 50 pounds may be required. Other physical activities may also be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing may be required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support may be required on assigned days. Regular contact with other staff members and building administrator(s) may be required on assigned days as a substitute.

### Evaluation

Building administrator/supervisor will evaluate substitute personnel performance on the ability and effectiveness in carrying out the above listed responsibilities. Reports of unsatisfactory performance received about a substitute may result in that person being removed from the list of approved substitutes.

Substitutes who are excluded from one building in the Maumee City School District may be excluded from other buildings or the entire district.

### Additional Notes – Required Training, Contact Information

All substitute employees must complete a training module to learn about blood borne pathogens and universal precautions. You will receive information annually about completing a quick online training module. The district policy forbids staff to work in a classroom without successful completion of this training. Failure to complete required annual blood borne pathogen and universal precaution training is another reason substitutes may be removed from the sub list. Reinstatement is handled on a case-by-case basis.

Changes of address/phone number OR if a substitute desires to be removed from Maumee's substitute list, he/she should put the request in writing to **Daphne Bauerschmidt – [dbauerschmidt@maumeek12.org](mailto:dbauerschmidt@maumeek12.org)**.

### Maumee City School District Policies

All substitutes are required to abide by Maumee Board of Education policies. All policies can be found on our website. Select "Board of Education", then "Link to BoardDocs" and go to "policies" in the upper right corner. Or use this web address: <https://go.boarddocs.com/oh/maumee/Board.nsf/goto?open&id=AU9JPU4E17B9>. Hard copy versions of policies are available in school offices.

## Auditor of State Fraud Reporting System in Place

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's web site, or through the U.S. Mail. Below is the contact information:

US Mail: Ohio Auditor of State's Office  
Special Investigations Unit  
88 East Broad Street (P.O. Box 1140)  
Columbus, Ohio 43215  
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov); Telephone: 1-866-FRAUD OH (1-866-372-8364)

## Nondiscrimination and Equal Employment Opportunity

It is the policy of the Maumee Board of Education not to discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities or any other status or characteristic protected by law. The Superintendent shall appoint compliance officer(s) whose responsibility it will be to ensure Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. To report a discrimination issue or for more information, please contact the Administration Office at 419-893-3200.

**Maumee City School District - Administration Office**  
716 Askin Street, Maumee, OH 43537 - Phone: 419-893-3200

Help with Frontline Absence Management (AESOP) & General Questions: Daphne Bauerschmidt  
Problems/Concerns: Nancy Sayre, Federal Programs & Communications Administrator  
Frontline Absence Management: <http://www.aesoponline.com> or 1-800-94-AESOP (1-800-942-3767)

Maumee City Schools BOE Policies  
<https://go.boarddocs.com/oh/maumee/Board.nsf/goto?open&id=AU9JPU4E17B9>