

## Welcome to District 41

and thank you for requesting placement on our roster of substitute teachers/aides. We value your role as a vital one in maintaining the high caliber of instruction, which is the foundation of District 41's reputation for and tradition of excellence.

Our staff and administrators understand and appreciate the opportunities that are inherent in serving as a substitute. This handbook has been developed to provide basic information and assistance that will make your time in our classrooms an effective experience for our students and a professionally satisfying endeavor for you.

We appreciate your interest in District 41, and we are confident you will find your duties as a substitute teacher/aide to be rewarding.

**Dr. Melissa Kaczowski,  
Superintendent of Schools**

## General Procedures

Glen Ellyn School District 41 has implemented Absence Management, formerly known as AESOP, utilizes both the telephone and the Internet to assist you in locating jobs in the school district for which you work. The administrative office has selected the following hours as standard call times when the AESOP service may call for substitutes: (06:00-10:00; 16:00-22:30).

**Things to note:** You may interact with the system either on the Internet at <https://app.frontlineeducation.com> or by way of a toll-free automated voice instruction menu system at 1-800-942-3767. The Absence Management (AESOP) system will call you within the call times specified above.

Please refer to the AESOP Substitute Letter for further information.

## Guidelines for Substitutes

### Time

Substitutes assigned to any of the Elementary Schools (K-5) should report for duty as indicated on the AESOP System. Please allow yourself time for parking and reviewing lesson plans.

Substitutes may leave 15 minutes after the dismissal time, provided all students have left the room. At the end of the day, please remember to sign out with the school secretary.

### Teacher Subs

- Do not share student or teacher information outside the classroom.
- In all activities and at all times, cooperate with students, fellow teachers and school office staff in maintaining a positive learning environment.

- Contact the office if you have difficulty with lesson plans or should you need support in discipline of students.
- Take attendance carefully; send a child to deliver it to the office. Leave a note for the teacher stating any absent students.
- Follow lesson plans as completely and thoroughly as possible.
- Feel free to ask fellow teachers questions regarding lesson plans or materials.
- Correct student papers when appropriate and when time permits.
- Leave student papers clipped together with notes explaining any problems, (i.e. indicating student who failed to complete assignments).
- Leave classroom teacher any written communications received during the day and copies of notices distributed to students to be taken home.
- Advise the classroom teacher in writing of discipline problems.
- Leave classroom, desks and materials in order.

**NOTE:** Substitute teachers employed on a daily or short-term basis are not required or expected to attend staff or team meetings. Substitutes employed on a long-term assignment, may be

requested to attend such meetings at the direction of the building principal.

### Teacher Aide Subs

- Check in with classroom teacher upon arrival to receive information regarding duties or specific student(s).
- Teacher Aide lunches vary, check with secretary or building principal.
- At the end of the day, spend time with classroom teacher evaluating the day.

## Substitute Pay Rate

### Teacher:

**\$120/Day** - Teacher  
**\$135/Day** - After 21 Cumulative Days  
**\$150/Day** - After 31 Cumulative Days  
**\$120/Day** - District 41 Retirees  
**\$260/Day** - Long-term assignments of 30-90 consecutive days in the same assignment. Long-term assignments are made by building principal only.

### Aide:

**\$100/Day** - Aide  
**\$110/Day** - Long-term assignments of 30 or more consecutive days in the same assignment.

## Absence Management (AESOP) Phone Line:

1-800-942-3767

## Absence Management (AESOP) Website:

<https://app.frontlineeducation.com>

## About Each School

*Lunch schedules vary. Please check with the school office.*

### **Abraham Lincoln Elementary**

380 Greenfield Ave. 630.790.6475

Grades K-5

Sarah Rodriguez, Principal

Brian Schremp, Asst. Principal

Amy Sabalaskey, Administrative Asst.

School Day: 8:30-3:30

### **Benjamin Franklin Elementary**

350 Bryant Ave. 630.790.6480

Grades K-5

Jeff Burke, Principal

Jamie Mahan Linder, Asst. Principal

Peg Oliver, Administrative Asst.

School Hours: 8:30-3:30

### **Churchill Elementary**

240 Geneva Rd. 630.790.6485

Grades Pre-K-5

Rachel Solomon, Principal

Charles Brewster, Asst. Principal

Kathy Maxon, Administrative Asst.

School Hours: 8:30-3:30

### **Forest Glen Elementary**

561 Elm St. 630.790.6490

Grades EC-5

Scott Klespitz, Principal

Sarah Taitel, Asst. Principal

Beth Courtney, Administrative Asst.

School Hours: 8:30-3:30

### **Hadley Junior High**

240 Hawthorne Blvd. 630.790.6450

Grades 6-8

Steven Diveley, Principal

Bob Guzzetti, Asst. Principal

Amanda Connell, Asst. Principal

Colleen Costello, Administrative Asst.

School Hours: 8:30-3:30

# Substitute Handbook

## Teachers & Aides

### 2021-2022



**Glen Ellyn  
School District 41  
793 N. Main Street  
Glen Ellyn, IL 60137  
630.790.6400**