

## **Substitute Frequently Asked Questions**

### **I have completed my substitute application online through AppliTrack, what is the next step?**

*If you have completed the application along with all the requested employment materials, (you have contacted LEARN for a fingerprinting appointment, completed the W4s (Federal and CT), the I9 Form and have photocopies of required identification, completed the tuberculin skin test, and have copies of your transcripts) you may submit completed forms in person to our office at 55 Park Street or mail to: Guilford Public Schools, c/o Donna Costello, P. O. Box 367, Guilford, CT 06437 Please indicate if you want the automated substitute calling system to call your home phone or your cell phone number. AESOP call between the hours of 6 a.m. – 11: a.m. and then again between 4 p.m. – 10 p.m.*

### **What happens after all of my paperwork for substitute employment has been submitted?**

*You will receive an email welcoming you to the AESOP automated substitute calling system with your login id and pin number within 4 – 5 business days after submitting all of your paperwork. You will be able to login to the system and view two training videos to become familiar with the system's features.*

### **Do I have to go to LEARN for fingerprinting?**

*You may go to ACES or CREC or any other Regional Education Service Centers (RESC), as they may share criminal records checks with any school districts in the State. If you go to any of these agencies they can share your results with multiple towns.*

### **RESC (Regional Education Service Centers):**

LEARN – Old Lyme (860) 434-4800  
ACES – North Haven (203) 498-6800  
CREC – Hartford (860) 524-4003  
CES – Trumbull (203) 365-8831  
EASTCONN – Hampton (860) 455-0707  
Education Connection – (860) 567-0863

### **If I have been fingerprinted by ACES or CREC, must I go to LEARN also?**

*If you have been fingerprinted by ACES or CREC or any other RESC within the past year, please contact them to have the results forwarded to our office. Our fax number is (203) 453-8211. If you were fingerprinted more than a year before, you will need to complete the process again either at LEARN or ACES or other RESCs as required by the State of Connecticut.*

### **What if I have been fingerprinted by another school district or town agency?**

*The State of Connecticut does not allow towns to share criminal record results with other school districts. Only the RESCs mentioned above may share results with school districts in the State of Connecticut.*

**What if I have had a tuberculin skin test recently?**

*If you have had a recent tuberculin test (past 3 years) you may use that report and do not have to have our specific form completed. Simply attach it to our form.*

**What is the pay schedule for substitute employees?**

***For the 2009 – 2010 School Year:***

*Substitute teachers earn \$75 per day*

*Substitute para educators earn \$9.75 per hour for a 6 hour day*

*Substitute lunchroom aides and recess aides earn \$11.20 per hour for 2 – 3 hour session*

*Substitute food service cafeteria workers earn contract rate*

*Substitute nurses earn contract hourly rate for 6.75 hour day*

**How will I be paid?**

*You will complete a timesheet provided by the school secretary. Your paycheck will be sent via U.S. mail and employees are paid bi-weekly. Please speak to the school secretary regarding the timing of payments for services rendered.*

**What if I accept an assignment and cannot keep it due to unforeseen circumstances?**

*First, immediately call the school and inform them of the situation so they may respond to the vacancy need. You must also cancel with AESOP via phone or Internet.*

**Can the school system cancel my substitute assignment?**

*Yes, at times we must cancel vacancies and the AESOP system will notify you. Substitutes are not paid for cancelled assignments.*

**If I get a call for an assignment after the 'start time' of the assignment given, may I accept the assignment?**

*Occasionally, there are times when an assignment is posted late or due to a large volume of absences, you may receive a call after the start time. If you believe you can arrive at the assignment relatively quickly, please accept. You should then call the school to confirm that they would like you to come in for that assignment and it has not been filled or cancelled.*

**How will I know what to do when I arrive for my assignment?**

*The school principal and secretary will direct you with school policies and procedures. Classroom teachers leave a class plan with detailed notes for the substitute teacher. Para educators will receive additional guidance from the classroom teacher. Nurses will be oriented by the Health Services Coordinator prior to an assignment. Food Service Cafeteria substitutes will be contacted by the Director of Food Services and will work under the direction of current employees.*

**Please be sure and watch the training videos located at the lower left hand side of AESOP's homepage. You will learn how to use the system to accept assignments and make personal preference choices for your profile.**