Welcome Back Substitute Teachers of the East Orange School District to the 2019–2020 School Year!
# Morning Schedule (PD SUB)

<table>
<thead>
<tr>
<th>Time</th>
<th>Segment</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM – 9:20 AM</td>
<td>Check-In/Scan Registrations</td>
<td></td>
</tr>
<tr>
<td>9:20 AM – 9:30 AM</td>
<td>Welcome/Introductions</td>
<td>Division of LRES: Deliris Lorenzo/Keyla Berry (Cuevas)</td>
</tr>
<tr>
<td>9:30 AM – 9:50 AM</td>
<td>Classroom Management</td>
<td>Division of Curriculum Services: Kori Washington</td>
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<tr>
<td><strong>9:50 AM – 10:00 AM</strong></td>
<td><strong>BREAK</strong></td>
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<tr>
<td>10:00 AM – 10:45 AM</td>
<td>Overview of Special Education Services</td>
<td>Department of Special Education: Tonya Santos</td>
</tr>
<tr>
<td>10:45 AM – 11:00 AM</td>
<td>PNC Workplace Banking</td>
<td>PNC Bank: Ahmed A. Yousuf</td>
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<tr>
<td>11:00 AM – 11:30 AM</td>
<td>Substitute Overview</td>
<td>Division of LRES: Deliris Lorenzo</td>
</tr>
<tr>
<td>11:30 AM – 12:00 PM</td>
<td>Q&amp;A/Scan Registrations/PNC Enrollment</td>
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<tr>
<td>Time</td>
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<tr>
<td>2:00 PM – 2:05 PM</td>
<td>Check-In</td>
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<tr>
<td>2:05 PM – 2:10 PM</td>
<td>Welcome/Introduction</td>
<td>Division of LRES: Deliris Lorenzo/Keyla Berry (Cuevas)</td>
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<tr>
<td>2:10 PM – 2:30 PM</td>
<td>Classroom Management</td>
<td>Division of Curriculum Services: Kawania Durand</td>
</tr>
<tr>
<td>2:30 PM – 3:00 PM</td>
<td>Overview of Special Education Services</td>
<td>Department of Special Education: Tonya Santos</td>
</tr>
<tr>
<td>3:00 PM – 3:10 PM</td>
<td>PNC Workplace Banking</td>
<td>PNC Bank: Ahmed A. Yousuf</td>
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</table>
Recruitment/Hiring/Transfers
On-boarding/Clearance
Absence Management (Sub Coverage)
Salary Adjustments/Inquiries
Benefits*
Worker’s Compensation*
Leaves of Absences*
Certification

*Applicable to Building Based Subs Only
SUBSTITUTE
RESPONSIBILITY
A “substitute teacher” is a person assigned to temporarily fill an unfilled position.

There are two types of positions that substitutes fill:

- **Vacancy**: A position unfilled due to retirement, resignation, or other cause for permanent departure.
- **Temporary leave**: A position temporarily unfilled due to a long- or short-term absence.

Note: Updated Job Description will be made available on District Website.
CERTIFICATION
Credential Options for NJ Substitutes

- There are two ways to qualify as a substitute teacher in New Jersey:

  1. Hold a New Jersey **educator** credential (teacher, administrator, educational services);

  OR

  2. Apply for a **substitute-specific** credential.
COMPENSATION
Daily Compensation/Status

- Per Diem (“Daily”) Teachers:
  - 60 college credits (effective 7/1/2019): $77.00
  - Bachelors Degree (or higher): $130.00

- Building Based Subs: $143.00
  - Must apply and be recommended for hire/transfer by the Location* Administrator
    - Note: Minimum one (1) position per school
Pay Schedule

- Employees are paid on a semi-monthly basis, on the 15th and 30th of each month.

- Questions regarding daily rate may be addressed to the Division of Labor Relations & Employment Services.
Payroll Inquiries

- Questions regarding issues of payroll should be addressed:

1. Building Based Subs
   - First with the assigned location timekeeper
   - Secondly with the Payroll Department

2. Per Diem Subs
   - Contact Mrs. Keyla Berry (Cuevas), LRES Assistant/Substitute Coordinator, via email at keyla.cuevas@eastorange.k12.nj.us
SERVICE LIMITS/ACA POLICY
Effective September 1, 2019, per diem subs must work a **minimum of four (4) days** per month to remain in **active** standing with our district.

Per the Affordable Care Act (ACA) Policy, per diem sub teachers are required to adhere to the monthly service limit of 112 hours (which is equivalent to **16 work days max**).

- Anyone who violates and exceeds the monthly limit of 16 work days **WILL NOT** be paid beyond the threshold.
ABSENCE MANAGEMENT

(formerly known as AESOP System)
Sign In

Absence Management

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.

*Individual ID & PIN numbers will be provided by LR&ES
Searching for Jobs

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).
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
EMPLOYEE SERVICE PORTAL
Employee Service Portal is a program the East Orange School District uses that allows each employee access to do the following:

- Update Demographic Information
- View his/her absences and leave accruals
- Print paystubs (current and historical)
- Print W-2 forms (current and historical)
- View his/her compensation profile such as pay rates, benefits* and deductions

*Only applicable to Building Based Substitute Teachers
To sign up for Employee Portal, please log on to the District’s website at www.eastorange.k12.nj.us and use the following instructions:

- Click on the “Departments” tab
- Then click on “Division of Labor Relations & Employment Services”
- On the left side of the webpage under the heading “Employee Resources”, click on “Employee Portal”
- Click on the “Create an Account” link

Note: Employee Service Portal is secure and available anywhere you have access to the Internet.
WORKER’S COMP*
The East Orange School District’s Workers’ Compensation Program is managed by Inservco Insurance Services

*Only applicable to Building Based Substitute Teachers*
**JOB-RELATED INJURIES**

- Procedures for Reporting a Job Related Injury:
  - You must report all injuries to the School Nurse and/or Principal
  - All appropriate forms must be completed within 48 hours of the incident
  - Authorization is required from the Division of Labor Relations & Employment Services for medical treatment of all new injuries

*Only applicable to Building Based Substitute Teachers*
The District Policy Manual can be accessed on-line at our website:

http://www.eastorange.k12.nj.us

*Click on About Us ➔ Board of Education ➔ then scroll down to the “District Policies” heading on the left side
District Policies

All employees should pay special attention to the following district policies:

- Attendance (3212)
- Dress and Grooming (3216)
- Inappropriate Staff Conduct (3281)
- Arrest Notification by Certificate Holders (3284)
- Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members (3321)
- Staff Member’s Use of Cellular Telephones (3322)
LR&ES PROCEDURES

All employees should also pay special attention to the following LR&ES procedures:

- Delay Opening Reporting Times
- Return to Work Procedure (after an Extended Absence or Leave)
- Staff Attendance Improvement Plan
- Workers’ Compensation (Building Based Subs only)
REMINDERS
Effective July 1, 2019, the District will be using Safe Schools for substitute training modules.

It replaces GCN Training.

All substitute personnel must complete the assigned training plan before next Friday (August 30, 2019) to remain active and accept jobs for the 2019–2020 SY.

Usernames and passwords will be emailed.
ID Card Production

- All active employees are required to visibly display their district photo ID card.
- Production Schedule
  - Tuesdays & Thursdays: 2 PM to 4 PM (No Appt. Required)
Accountability is a primary concern of the Board of Education and Administration. Be advised that you are expected to arrive for each assignment **ON TIME**. Please note that failure to adhere to the location’s time schedules will result in you being blocked from accepting assignments within the EOSD for the remainder of the school year.
Evaluation

The purpose of the evaluation process is to provide constructive feedback and appropriate professional development opportunities. It also identifies and assesses ineffective staff members.

Substitute Teachers are evaluated on the following criteria:
- Performance
- Interpersonal Skills
- Verbal & Written Skills
- Personal Characteristics

If the location administrator requests your non-reassignment (at their specific school), you must be conferenced with and receive a signed copy of your completed* evaluation form.

Note: *Your Evaluation Signature implies acknowledgment; not agreement.
THE DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES IS HERE TO ASSIST YOU!

- Keyla Berry (Cuevas), *LRES Assistant*
  keyla.cuevas@eastorange.k12.nj.us

- Debbie Hoges, *Benefits Coordinator*
  debbie.hoges@eastorange.k12.nj.us
QUESTIONS