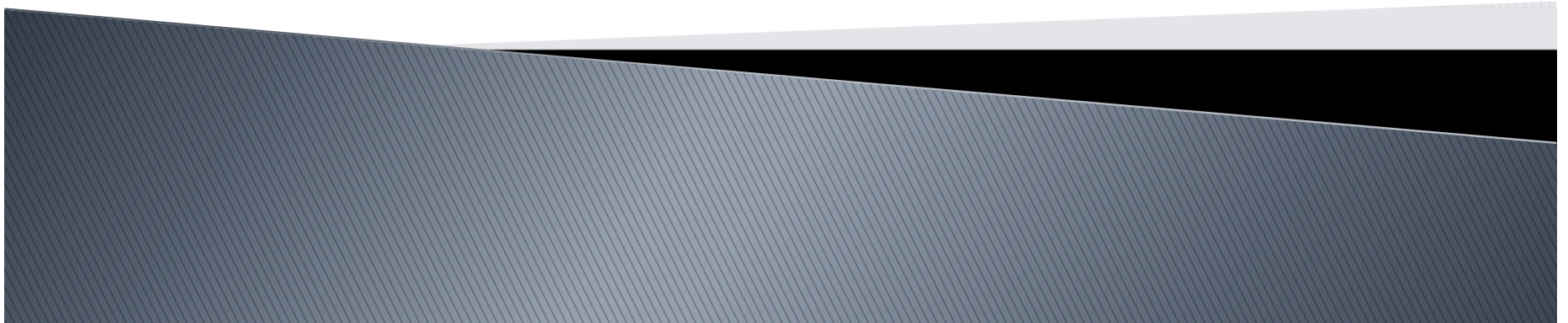


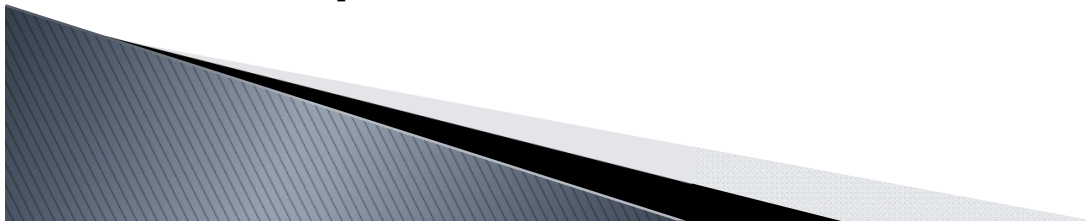


# Substitute Teacher Orientation for Huntley Community School District 158



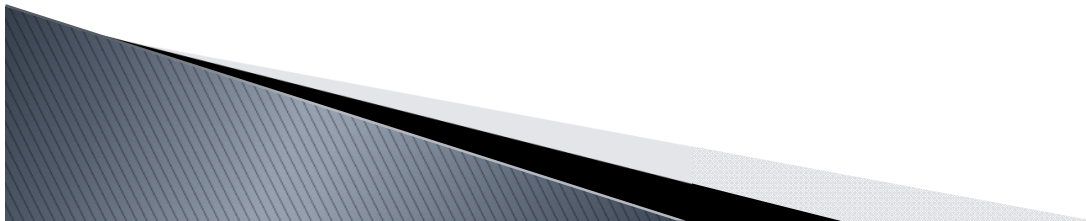
# You are a professional!

- ▶ Dress professionally.
  - Business Casual
  - No Jeans
  - Dress appropriately for PE Assignments
  - Any questions, ask office staff
- ▶ Use an adult voice.
- ▶ Respect students.



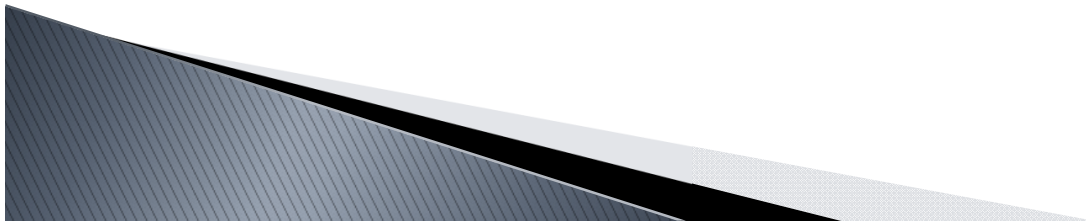
# When you accept a substitute position...

- ▶ Please be sure to arrive to the school 15 to 20 minutes prior to your start time. This will allow you to review lesson plans and procedures the classroom teacher has prepared for the day.
- ▶ Be sure to sign in at the office and ask for a substitute lanyard. If you leave the building at lunch time, be sure to sign in and out as well.
- ▶ Be sure to enter your time in eTime.
- ▶ Some schools may have a daily bulletin available.



# Lesson Plans

- ▶ Ask questions.
- ▶ Note helpful students
- ▶ See help from a team-member
- ▶ An Emergency Information Packet is located in each classroom.



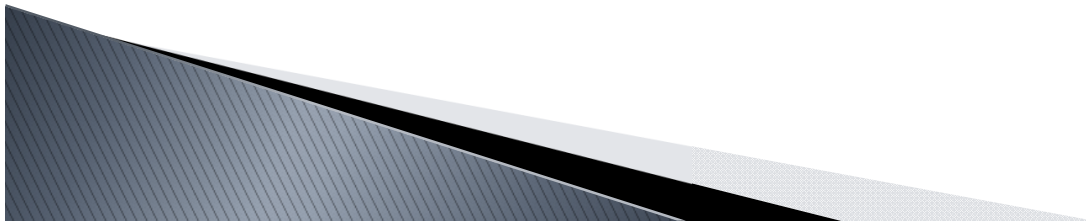
# Some Responsibilities

- ▶ Be prompt! Start class on time.
- ▶ Always keep confidential information confidential!
  - Never release class lists or school lists unless directed to do so by an administrator.
  - Never talk about students in public.
  - Student's health information is confidential.
    - If a health issue comes up send student directly to the nurse.
    - Be sure to report any accidents that take place.



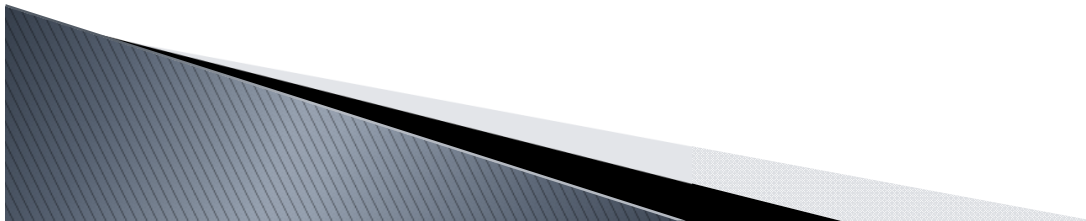
# Classroom Management

- ▶ Your success as a substitute teacher really hangs on your ability to manage the classroom.
- ▶ Be calm – remember YOU set the tone for the classroom and, as a teacher, you are a Role Model.
- ▶ Prep as much as possible.
- ▶ Ask reliable students for information.
- ▶ Use student names as quickly as possible.



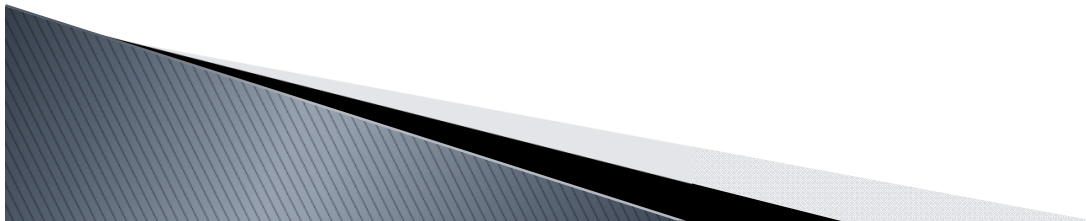
# Classroom Management cont.

- ▶ Limit noise level in the classroom.
- ▶ Be alert
- ▶ Leave the room as neat as you found it.
- ▶ NEVER leave students unattended.
- ▶ Leave a note for the teacher regarding the day.



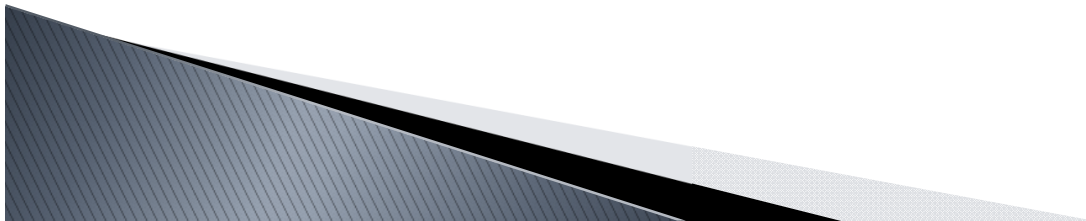
# Attitude

- ▶ Be enthusiastic.
- ▶ Be respectful of the teacher for whom you are substituting.
- ▶ Be respectful of your students.



# You have some rules, too.

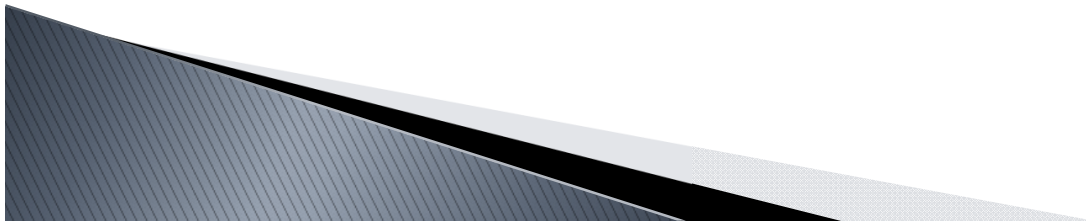
- ▶ The use of profanity is strictly prohibited.
- ▶ All of D158 campuses are smoke-free, drug-free, and weapon-free environments. Do not smoke, use illegal drugs, or bring any kind of weapons anywhere on campus.
- ▶ Cell phones should not be used during class time or in the presence of your students.
- ▶ The use of the internet for non-school related activities is not allowed.



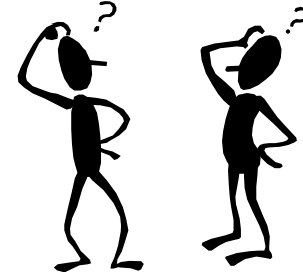
# More Hints:



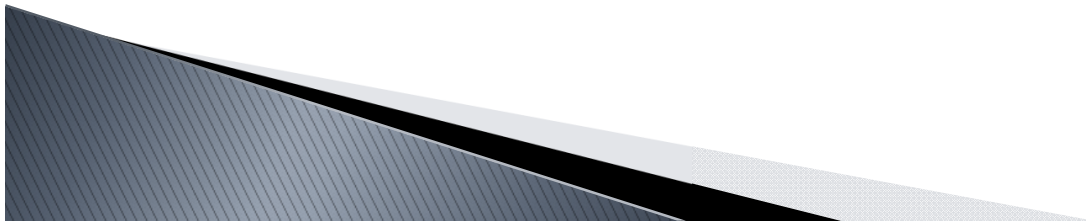
- ▶ Bring some “tools” to help make your job easier. A few extra pencils and some notebook paper are always a good idea to have available. A good book to read aloud to students of any grade level is also usually appropriate.



# Ask Questions



- ▶ The building level administrators are ready to help you. If you have any questions about building culture, ask them.
- ▶ It is your responsibility to contact HR about any questions you may have about pay or district policies.



## Huntley Community School District 158 Building Information

### Harmony Road Campus

#### Leggee Elementary School

13723 Harmony Road  
Huntley, IL 60142

Phone: (847) 659-6200

Fax: (847) 659-6220

**Absentee Line: (847) 659-6211**

Office Hours: 7:30 a.m. -- 4:00 p.m.

School Day: 8:30 a.m. -- 3:25 p.m.

Grades: K-5

#### Huntley High School

13719 Harmony Road  
Huntley, IL 60142

Phone: (847) 659-6600

Fax: (847) 659-6620

**Absentee Line: (847) 659-6611**

Office Hours: 6:30 a.m. -- 4:00 p.m.

School Day: 7:30 a.m. -- 2:26 p.m.

Grades: 9-12

#### District 158 Administration Office

650 Academic Drive  
Algonquin, IL 60102

Phone: (847) 659-6158

Fax: (847) 659-6121

**Tip Line: (847) 659-INFO (4636)**

Office Hours: 7:30 a.m. -- 4:00 p.m.

#### District 158 Transportation

650 Academic Drive  
Algonquin, IL 60102

Phone: (847) 659-3000

Fax: (847) 659-3020

Office Hours: 6:00 a.m. -- 5:30 p.m.

### Reed Road Campus

#### Early Childhood Center

10910 Reed Road - Door #4  
Lake in the Hills, IL 60156

Phone: (847) 659-5400

Fax: (847) 659-5316

**Absentee Line: (847) 659-5411**

Office Hours: 7:15 a.m. -- 3:30 p.m.

Session I: 7:45 a.m. -- 10:15 a.m.

Session II: 11:00 a.m. -- 1:30 p.m.

SNAP Program: 7:45 a.m. -- 12:45 p.m.

#### Chesak Elementary School

10910 Reed Road  
Lake in the Hills, IL 60156

Phone: (847) 659-5700

Fax: (847) 659-5720

**Absentee Line: (847) 659-5711**

Office Hours: 7:30 a.m. -- 4:00 p.m.

School Day: 8:30 a.m. -- 3:25 p.m.

Grades: K-2

#### Martin Elementary School

10920 Reed Road  
Lake in the Hills, IL 60156

Phone: (847) 659-5300

Fax: (847) 659-5320

**Absentee Line: (847) 659-5311**

Office Hours: 7:10 a.m. -- 3:40 p.m.

School Day: 8:00 a.m. -- 2:55 p.m.

Grades: 3-5

#### Marlowe Middle School

9625 Haligus Road  
Lake in the Hills, IL 60156

Phone: (847) 659-4700

Fax: (847) 659-4720

**Absentee Line: (847) 659-4711**

Office Hours: 7:00 a.m. -- 4:00 p.m.

School Day: 7:30 a.m. -- 2:25 p.m.

Grades: 6-8

### Square Barn Road Campus

#### Mackeben Elementary School

800 Academic Drive  
Algonquin, IL 60102

Phone: (847) 659-3400

Fax: (847) 659-3420

**Absentee Line: (847) 659-3411**

Office Hours: 7:30 a.m. -- 4:00 p.m.

School Day: 8:30 a.m. -- 3:25 p.m.

Grades: K-2

#### Conley Elementary School

750 Academic Drive  
Algonquin, IL 60102

Phone: (847) 659-3700

Fax: (847) 659-3720

**Absentee Line: (847) 659-3711**

Office Hours: 7:30 a.m. -- 4:00 p.m.

School Day: 8:30 a.m. -- 3:25 p.m.

Grades: 3-5

#### Heineman Middle School

725 Academic Drive  
Algonquin, IL 60102

Phone: (847) 659-4300

Fax: (847) 659-4320

**Absentee Line: (847) 659-4311**

Office Hours: 7:00 a.m. -- 3:30 p.m.

School Day: 7:30 a.m. -- 2:25 p.m.

Grades: 6-8



# HUNTLEY

COMMUNITY SCHOOL DISTRICT 158

**Our learning community will  
inspire, challenge and empower  
all students always.**



# Huntley Community School District 158

650 Dr. John Burkey Drive, Algonquin, IL 60102

## 2023-2024 School Calendar

### July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2024

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2024

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 3	Floating Holiday #1 (In Lieu of Pulaski Day) - No School / Offices Closed
July 4	Independence Day - No School / Offices Closed
August 10	New Staff Orientation #1
August 11	New Teacher Orientation #2
August 14	Institute Day #1 - All Staff
August 15	Institute Day #2 - All Certified Staff
August 16	School Starts - Grades 1-12
August 17	School Starts - Early Childhood and Kindergarten Students
September 4	Labor Day - No School / Offices Closed
September 21	SIP Early Release Day* and ECC Parent Education Day
October 6	Institute Day #3 - No School
October 9	Columbus Day - No School / Offices Closed
October 13	6-8 Grade End of 1st Quarter - (40 days)
October 27	ECC Parent Education Day
November 10	K-5 Grade End of 1st Trimester - (60 days)
November 20	Morning, Afternoon & Evening Conferences - No School
November 21	Morning Conferences - No School
November 22	Floating Holiday #2 (In Lieu of Veterans Day) - No School / Offices Closed
November 23 - 24	Thanksgiving Holiday Break - No School / Offices Closed
December 22	6-8 Grade End of 2nd Quarter - (45 days)
	9-12 Grade End of 1st Semester - (85 days)
	Last Day of School Before Winter Break / SIP Early Release Day* and ECC Parent Education Day
December 25	Winter Break - No School thru January 5
December 25 - 26	Christmas Holiday - Offices Closed
January 1 - 2	New Year Holiday - Offices Closed
January 8	School Resumes After Winter Break
January 15	Dr. Martin Luther King's Birthday - No School / Offices Closed
January 25	SIP Early Release Day* and ECC Parent Education Day
February 15	Institute Day #4 - No School
February 16	Non-Attendance Day - No School
February 19	Presidents Day - No School / Offices Closed
February 23	K-5 Grade End of 2nd Trimester - (56 days) and ECC Parent Education Day
March 4	Casimir Pulaski Day - School in Session
March 7 - 8	ECC Parent Teacher Conferences - No School for ECC Students
March 7	SIP Early Release Day*
March 8	6-8 Grade End of 3rd Quarter - (41 days)
March 22	Last Day of School Before Spring Break
March 25 - 28	Spring Break - No School
March 29	Spring Break - No School / Offices Closed
April 1	School Resumes After Spring Break
April 18	SIP Early Release Day* and ECC Parent Education Day
May 22	Last Day of School - <u>if no emergency days are used</u>
	SIP Early Release Day* and ECC Parent Education Day
	K-5 Grade End of 3rd Trimester - (58 days)
	6-8 Grade End of 4th Quarter - (48 days)
	9-12 End of 2nd Semester - (89 days)
May 27	Memorial Day - Offices Closed
May 30	Last Day of School - if <u>all</u> 5 emergency days are used
June 19	Juneteenth - No School / Offices Closed
May 18	Huntley High School Graduation
May 21	Heineman Middle School 8th Grade Promotion
May 22	Marlowe Middle School 8th Grade Promotion

\*SIP Early Release Day - Middle & High School Dismissal at 12:30 PM;  
Martin Elementary Dismissal at 12:55 PM; Elementary Dismissal at 1:30 PM

Student Days = 174  
Teacher Days = 180

No School  
 No School / Offices Closed

BOE Approved: 10.20.22 LRW  
Updated: 06.05.23 LRW

## Payroll Schedule 2023-24

Pay Date	Cutoff Date *	17Pay MED	Pay Period
June 9, 2023	06/02/23		May 8 to May 21
June 23, 2023	06/16/23		May 22 to June 4
July 10, 2023	06/30/23		June 5 to June 18
July 25, 2023	07/14/22		June 19 to July 2
August 10, 2023	07/31/23		July 3 to July 23
August 25, 2023	08/16/23		July 24 to Aug. 6
September 8, 2023	08/30/23		Aug. 7 to Aug. 20
September 25, 2023	09/13/23	*	Aug. 21 to Sept. 3
October 10, 2023	09/27/23	*	Sept. 4 to Sept. 17
October 25, 2023	10/17/23	*	Sept. 18 to Oct. 8
November 10, 2023	11/01/23	*	Oct. 9 to Oct. 22
November 21, 2023	11/15/23	*	Oct. 23 to Nov. 5
December 8, 2023	11/29/23	*	Nov. 6 to Nov. 19
December 22, 2023	12/13/23		Nov. 20 to Dec. 3
January 10, 2024	01/03/24		Dec. 4 to Dec. 17
January 25, 2024	01/17/24		Dec. 18 to Jan. 7
February 9, 2024	01/31/24		Jan. 8 to Jan. 21
February 23, 2024	02/14/24		Jan. 22 to Feb. 4
March 8, 2024	02/28/24		Feb. 5 to Feb. 18
March 25, 2024	03/13/24		Feb. 19 to Mar. 3
April 10, 2024	04/01/24		Mar. 4 to Mar. 24
April 25, 2024	04/17/24		Mar. 25 to Apr. 7
May 10, 2024	05/01/24		Apr. 8 to Apr. 21
May 24, 2024	05/15/24		Apr. 22 to May 5
June 10, 2024	05/29/24		May 6 to May 19
June 25, 2024	06/14/24		May 20 to June 2

\* The Cutoff Date is the latest date that an employee can submit their extra duty or timesheets for the listed check pay period. Any sheets submitted after this date will appear on the following paycheck.

\* Payroll dates are subject to change due to school calendar changes. Any revisions to the payroll schedule will be posted to the Payroll Department's ICENet page.



# Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

## Report of Substitute Assignments for Pay Increase Human Resources

Date: \_\_\_\_\_

To: Huntley Community School District 158  
650 Academic Drive  
Algonquin, IL

60102 Attention: Heather Elder

Fax: 847-659-6145

Email: [Helder@district158.org](mailto:Helder@district158.org)

I hereby request an increase to Level 2 of the substitute teacher pay schedule after 20 cumulative substitute teacher jobs, in a school year, for Huntley Community School District 158.

Please check one:

- ☐ I have attached a separate page providing job numbers of my teaching assignments.
- ☐ I have attached a print-out from Absence Management detailing my teaching assignments.

Thank you,

\_\_\_\_\_

Substitute Teacher's Signature

\_\_\_\_\_

Employee ID #

\_\_\_\_\_

Print Name

\_\_\_\_\_

Contact #

\*This form must be submitted within 14 calendar days (2 weeks) of completion of your last work day detailed above for the increase to become effective immediately. Failure to submit this form within 14 calendar days (2 weeks) will result in the increase becoming effective on the submission date of this form.

***For Office Use Only:***

Date Received: \_\_\_\_\_ Sub Coordinator Signature: \_\_\_\_\_

## Logging in on the Web

To log into Aesop, type <http://www.aesoponline.com> in your web browser's address bar.

Enter your ID number and PIN; then, click **Login**.



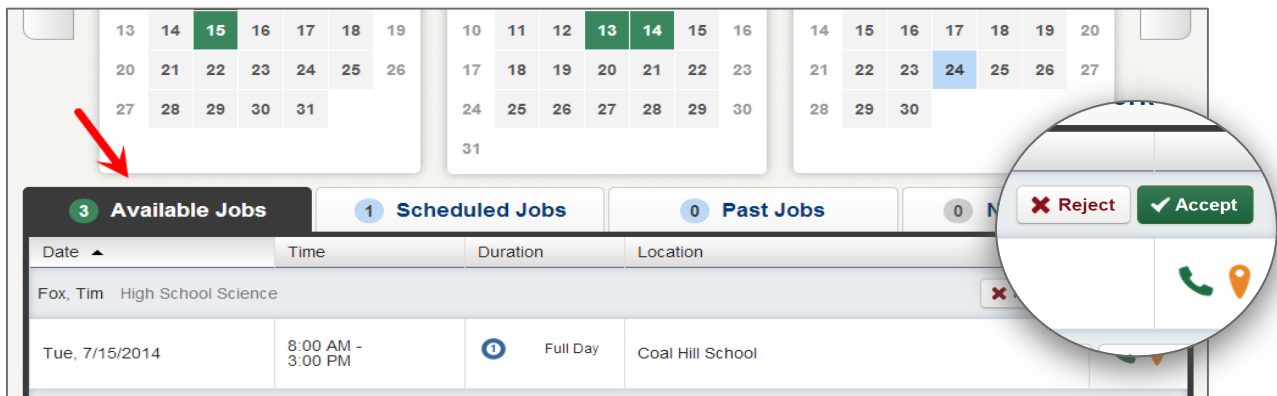
The login form is titled "Aesop EDUCATION LOGIN". It features two input fields: "ID:" and "Pin:". Below the "ID:" field is a "Login" button. To the right of the "Pin:" field are two links: "Pin Reminder" and "Login Problems".

### Can't remember your login info?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

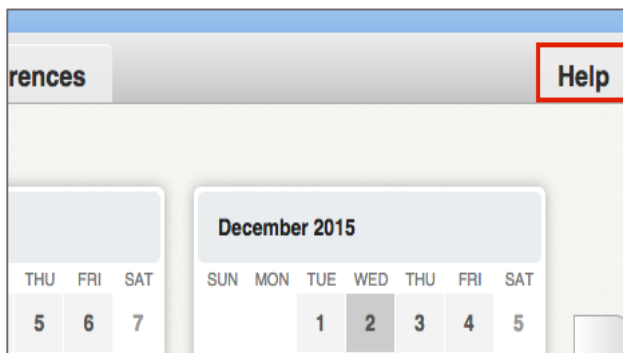
## Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



The screenshot shows the Aesop homepage. At the top, there are three calendar views. The first calendar has dates 13 through 31, with dates 15, 16, and 17 highlighted in green. Below the calendars, there are three tabs: "3 Available Jobs", "1 Scheduled Jobs", and "0 Past Jobs". The "Available Jobs" tab is selected. Below the tabs, there is a table with columns: Date, Time, Duration, and Location. The table shows one job: "Fox, Tim High School Science" on "Tue, 7/15/2014" from "8:00 AM - 3:00 PM" for "Full Day" at "Coal Hill School". To the right of the table, there are two buttons: "Reject" (with a red X) and "Accept" (with a green checkmark). A red arrow points to the "Available Jobs" tab.

To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.



The screenshot shows the Aesop homepage. At the top, there are three tabs: "Help", "Absences", and "Calendar". The "Help" tab is selected and highlighted with a red box. Below the tabs, there is a calendar for "December 2015" showing dates 1 through 5. The "Help" tab is highlighted with a red box.

## Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call Aesop

To call Aesop, 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 Aesop, 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**

### When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

**Note:** When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Tell Aesop the Sub it is trying to reach is not available – **Press 3**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.