



**SPRING HILL  
SCHOOLS**  
LEARN • CREATE • ADAPT • SUCCEED

# Substitute Orientation

2024-2025





# District Mission, Vision, and Goals

## **Vision**

- Maintain small-town values and empower each student to achieve world-class success.

## **Mission**

- To be a school district that engages students to learn, create, adapt, and succeed in an ever-changing world.

## **Goals**

- Successfully complete the classrooms, technology, environments, and maintenance projects in the current bond issue while putting teaching and learning first.
- Provide guidance to achieve strong family and community involvement in the schools and district as a whole.
- Improve the student learning experience through a rigorous and relevant curriculum using collaboration, engagement, and individual accountability to be college, career, and life ready.
- Ensure the health and safety of students in the learning environment.

## OUR BUILDINGS



Spring Hill Early Learning Academy  
Secretary - Robin Boley  
300 E South Street  
Spring Hill, KS 66083  
(913) 592-7222



Principal  
Mrs. Shannon Fanning



## OUR BUILDINGS



### Spring Hill Elementary

Secretary - Amy Belcher

300 S Webster Street  
Spring Hill, KS 66083  
(913) 592-7222

Principal  
Tammy Endecott



Administrative Intern  
Cassity Wooten



## OUR BUILDINGS



### Dayton Creek Elementary

Secretary - Sharon Dvorak

21120 W 188th Terrace  
Spring Hill, KS 66083  
(913) 592-7266



Principal

Dr. Theresa Miller



## OUR BUILDINGS



### Wolf Creek Elementary

Secretary - Amanda Kimmi

19250 Ridgeview Road  
Spring Hill, KS 66083  
(913) 592-7233



Principal

Beth Cooper



## OUR BUILDINGS



### Timber Sage Elementary

Secretary - Monica Wilson

15800 W 173rd Terrace  
Olathe, KS 66062  
(913) 592-7244



Principal

Jody Moeschler



## OUR BUILDINGS



### Prairie Creek Elementary

Secretary - Vanessa Voth

17077 W 165th Street  
Olathe, KS 66062  
(913) 592-7255



Principal

Jennie Skibbe



## OUR BUILDINGS



Spring Hill Middle  
Secretary - Amy Duncan  
301 E South Street  
Spring Hill, KS 66083  
(913) 592-7288



Principal

Mark Meek



Asst. Principal/  
Activities Director

Dr. Courtney  
Weber



## OUR BUILDINGS



### Forest Spring Middle

Secretary - Jamie Rice

18701 W 191st Street  
Spring Hill, KS 66083  
(913) 592-



Principal

Darcy Sly



Asst. Principal/  
Activities Director

Lindsey Bales



## OUR BUILDINGS



### Woodland Spring Middle

Secretary - Michelle Harris

17450 W 167th Street  
Olathe, KS 66083  
(913) 592-7255



Principal

Paul Carter



Asst. Principal/ AD

Scott Peavey



# OUR BUILDINGS



Spring Hill High  
Secretary - Jennifer Anderson  
19071 S. Ridgeview Road  
Spring Hill, KS 66083  
(913) 592-7299



Principal  
Mark Williams



Asst. Principal/AD  
Clay Frigon



Asst. Principal/AD  
Kyle Kost



Asst. Principal  
Kelly Heizman

# REQUIREMENTS

1. Kansas Teaching License, Substitute License or Emergency Substitute License
2. Paperwork completed
3. Background Verification
4. Trainings (Frontline/Handbook)
5. Health Certification (within 30 days of your first day)





# EXPECTATIONS

## Essential Functions

- Provide safety and security of students through supervision.
- Establish a positive learning environment and respond to the individual needs of students.
- Understand and support the mission and goals of USD 230.

## General Responsibilities/ Information

- Teach from provided lesson plans
- Check-in
- Provide classroom management
  - Recognize positive behavior
  - Correct/redirect negative behavior
  - Maintain the dignity of the student
  - Provide supervision for lunch, bus, assembly, recess, etc.

# Building



# Procedures

## Check In

When you arrive please check-in at the main office. The building secretary will provide you with the following:

- Substitute badge & lanyard
- Name and location of the assigned classroom
- Bell Schedule or will be on the desk of your assignment
- Instructions for contacting main office (extension number)
- Substitute Skyward access (Ability to take attendance, etc.)
- Substitute computer and email log-in information
- Check with the front office in regards to plan Time.

When you arrive in your classroom, you should find lesson plans from the teacher. The lesson plans will include details such as classroom procedures, schedule, class roster, a list of students with significant health issues, etc.

## Check Out

1. Leave the teacher a note regarding the day's activities.
  - What were you able to complete/not completed and why?
  - What did you add to the lesson plan and why?
  - Which students were helpful?
  - Were there any problems?
  - You may also leave feedback to the teacher in AESOP as well.
2. Make sure students made it safely to the bus or designated areas for pick up.
3. Leave student work organized on the teacher's desk.
4. Return equipment and supplies to proper storage areas. Leave the classroom in an orderly manner.
5. Sign out at the main office. Turn in substitute ID badge, lanyard, etc.



# Building Procedures

## Emergency Procedures

An At-A-Glance Emergency Procedure flip chart is located in each classroom. Please review this information for use during fire, tornado, or other emergency drills and for actual emergencies. An emergency crisis bag is also placed in each classroom. The emergency bag includes the following:

- Student Roster with Phone Numbers
- Medical Information on Students
- Black magic marker, pen, and writing paper
- Flashlight, Water, Hand Sanitizer
- Snacks, Whistle
- First Aid Kit and Gloves
- Thermal Blanket

## Centegix Emergency Badges

### HOW TO INITIATE:

#### Staff Alert

98% of usage

Situations requiring Staff Alert:

- Medical emergency
- Fight
- Elopement
- Custody issue

Click the Badge **THREE TIMES**:  
You will receive short vibration feedback



#### ALICE Alert

0-2%

When you need to hard lockdown a site:

- Campus Threat
- Visible weapon

**KEEP CLICKING** the Badge:  
You will receive a long vibration feedback

## SUBSTITUTE PROCEDURES

- Teacher and subable para absences are recorded in AESOP
- Substitutes should regularly check for available assignments
- **Elementary report time - 7:40 am**
- **Secondary report time - 7:45 am**
- To cancel assignments, please contact the Substitute Coordinator, Natalia Ward
- Substitute teachers are asked to be available whenever possible to accept Assignments

**Dress Code: Substitute teachers are to dress professionally. Shorts and blue jeans are discouraged.**



# PAY & BENEFITS

- Teacher substitutes are paid \$150 for a full day assignment (8 hours)
- Nurse Substitutes are paid \$185 for a full day assignment (8 hours)
- Long-term subs (10+ consecutive days in same assignment) are paid \$185 per day
- Paraprofessional subs are paid \$95 per day (7+hrs)
- Classified Subs Less than 7hrs/day \$13.57/hr (½ day min)
- Pay period is from 26th-25th of the month
- Direct deposits are made on the 10th of the month following the end of the pay period
- May participate in PD and receive PDC points
- Sub may receive credit for subbing, if hired on as a teacher

**\$50 dollar bonus for every 10 days worked (certified positions only)**

# PLC Day Information

## What is PLC Time?

Professional Learning Communities (PLC) provide essential time for educators to analyze student learning data to improve interventions, extensions, and classroom instruction. Like many other professionals who work in teams or have professional consults, teachers need time for professional interaction to maximize their teaching and, more importantly, their students' learning. It is a research-based practice that is embraced by thousands of high-performing schools across Kansas and the nation. And even though PLC isn't new, we are one of only a few districts that have chosen to provide additional learning activities for students, at no cost to parents, to relieve the burden of this essential practice for parents.

## What does this mean for Substitutes?

For assignments taken on PLC Days (most Wednesdays indicated on our district calendar) you will report at the normal designated time.

## Frontline/Absence Management

1. Logging In
  - a. Frontline Substitute App
  - b. Automated Phone Calls
2. Multi District Code
3. Substitute Home Screen
4. Decoding Jobs
5. Non-Work Days
6. Providing Feedback



## Logging in

- When new users create a Frontline account, they will be required to use an **email as their username**.
- Existing users **will not be affected** by this change and may continue to use their custom usernames at this time.
- An email will be sent to you about creating that information.

**Absence Management**  
Formerly Aesop

Sign In

ID or Username  
donahueps

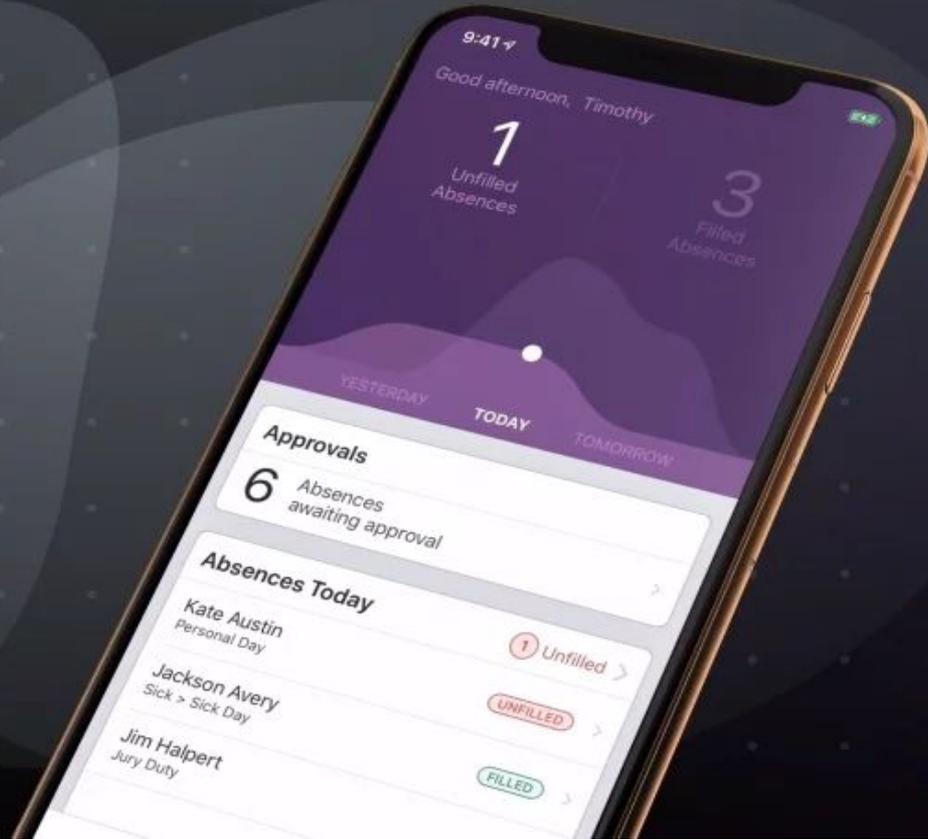
PIN or Password  
\*\*\*\*\*

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

# Frontline's Substitute APP

## Frontline's Substitute Application



# Automated Calls

Pin #: Last 4 digits of your phone number.

Morning Call Period:

5:00 am - 11:59 am

Evening Call Period:

4:40 pm - 10:00 pm



## Multi District Code

Multi District Code: **7354**

Go to *Preferences > District List*

If you already have a Frontline account with another district, you **DO NOT** create another username for our district. You'll still need to accept the invite from the email we send

You'll have different Pin #'s for each district's automated calls.

# Substitute Home Screen

**NAVIGATION**

- Home
- Available Jobs <sup>2</sup>
- History
- Feedback
- Preferences

**August 2022**

SUN	MON	TUE	WED	THU	FRI	SAT
	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 2022**

SUN	MON	TUE	WED	THU	FRI	SAT
				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 2022**

SUN	MON	TUE	WED	THU	FRI	SAT
						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					

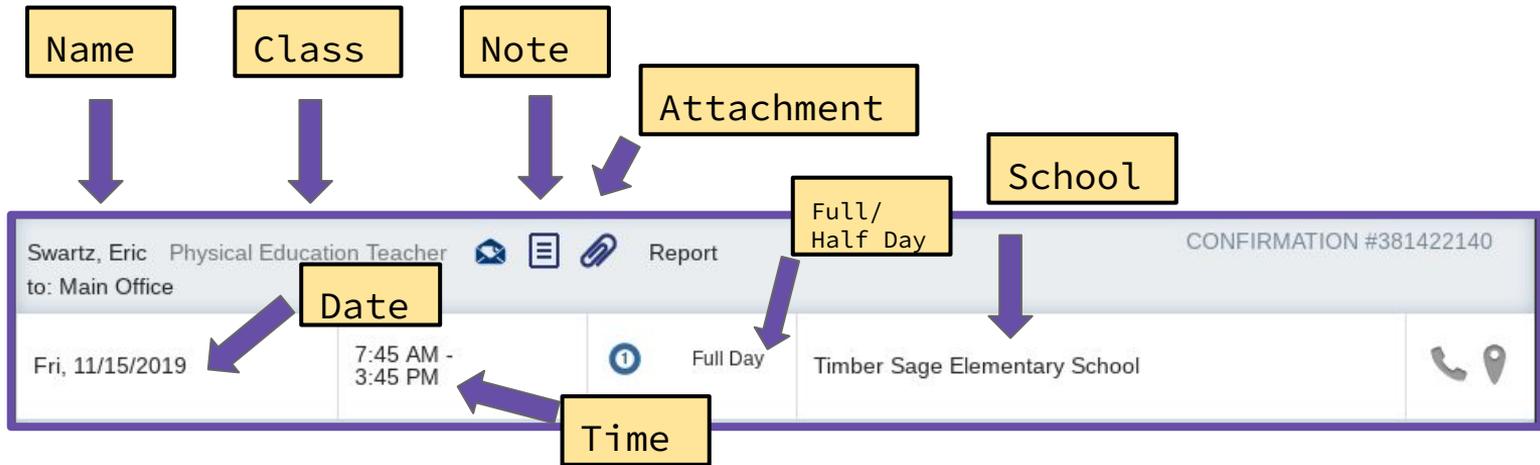
**2 Available Jobs**   **2 Scheduled Jobs**   **0 Past Jobs**   **0 Non Work Days**

Date	Time	Duration	Location	
Schmidtberger, Jennifer   Early Childhood SPED Teacher				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Thu, 9/1/2022	7:40 AM - 3:45 PM	<input type="button" value="i"/> Full Day	Early Childhood Center	<input type="button" value="Phone"/> <input type="button" value="Location"/>
Teacher   Teacher				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Tue, 11/1/2022	7:40 AM - 3:40 PM	<input type="button" value="i"/> Full Day	Timber Sage Elementary School	<input type="button" value="Phone"/> <input type="button" value="Location"/>

© 2022 | All rights reserved

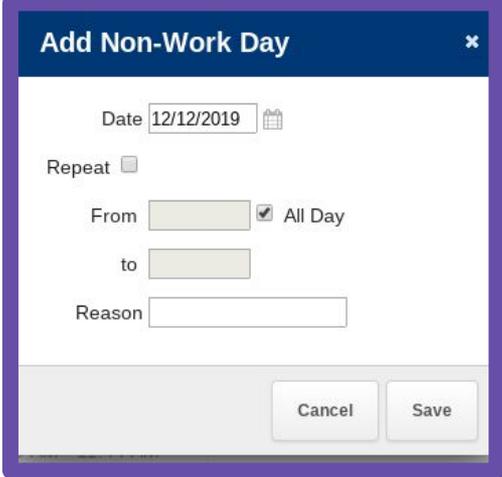
## Symbols on Assignments

Before/After accepting a position, make sure you take a good look at all the information about the job: date, school, teacher, time and if a note/lesson plans are left. Teachers will leave important information on a note attached to their assignment and some upload their lesson plans too.



## Non-Work Days

If you are unable to work a full or half-day, **PLEASE**, put in a “Non-Work Day” on your Frontline account. This narrows down my list and only shows available subs to call in the morning. This avoids me waking you up at 6:00 am with a call. Once you put a “Non-Work Day” in, you will not see jobs available for that day and the system will not call you.



The screenshot shows a modal window titled "Add Non-Work Day" with a close button (X) in the top right corner. The form contains the following fields and options:

- Date: 12/12/2019 (with a calendar icon)
- Repeat:
- From:  (with a checked checkbox and the text "All Day")
- to:
- Reason:

At the bottom right of the form are two buttons: "Cancel" and "Save".

0 Available Jobs

4 Scheduled Jobs

14 Past Jobs

5 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab

+ Add Non-Work Day



**Michelle Hackney - Director of Human Resources**  
**[hackneym@usd230.org](mailto:hackneym@usd230.org)**

**Megan Maurer - Human Resources Assistant**  
**[maurerm@usd230.org](mailto:maurerm@usd230.org)**

**Natalia Ward - Substitute Coordinator**  
**[wardnat@usd230.org](mailto:wardnat@usd230.org)**  
**913-592-3581**