**Substitute Teacher Orientation**

**August 1, 2011**

**9:00 and 1:00**

**AGENDA**

* **Welcome & introduction of Human Resources Staff and D87 Administrators**

**Dr. Herschel A. Hannah, Jr. – Asst. Superintendent for Human Resources**

 **Suzanne E. Daniels – Director of Human Resources**

 **Darleen Knapp – Administrative Assistant for Human Resources**

* **General Information for Substitutes**
* **Responsibilities and expectations of Substitute Teachers**
* **Responsibilities and expectations of Administration**
* **Responsibilities and expectations of Teachers**
* **Other**
* **Expectations of Substitutes and Assessments - Protocol**
* **Negative performance discussion with Principal**
* **Negative assessments and warning letter mailed to substitute after three reports**
* **Termination letter mailed after next negative assessment is received (4th)**
* **AESOP Substitute Placement System – Darleen Knapp**
	+ **Maintain your daily schedule in AESOP for days you are unavailable to work**
	+ **Will keep substitute list current on a daily basis for availability purposes**
	+ **Notify as soon as possible if your availability changes and want your name removed from the substitute list**
* **Sub Tech Training – 9/14/11 and 9/27/11 – limited spots available**
	+ **Workshop at Oakland Elementary School from 3:45-6:45 PM**
	+ **Preference given to those attending Substitute Orientation on 8/1/11**
	+ **Notice is posted on Substitute’s AESOP personal page**
	+ **Email** **knappd@district87.org** **or call Darleen at 827-6031 x 233 for reservation**