

GREATER NEW BEDFORD REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL



A GUIDE FOR SUBSTITUTES 2021-2022

**Greater New Bedford Regional
Vocational Technical High School
1121 Ashely Boulevard
New Bedford, MA 02745
Telephone: (508) 998-3321
Fax: (508) 995-7268
www.gnbvt.edu**

August 2021

Dear Substitutes,

Welcome to Greater New Bedford Regional Vocational Technical High School!

Substitutes play a vital role in the education of our students and are considered an essential part of the team. The following manual has been developed to provide you with the necessary information for a positive experience while substituting. It contains important information such as classroom locations, hours, staff lists, phone numbers, and suggestions for substitutes. Please refer to the manual as you familiarize yourself with our school.

If you have questions that are not addressed in the manual, do not hesitate to contact the principal or the Human Resources office at 508-998-3321 ext. 375 or 784.

Thank you for deciding to work in GNBVT High School. Your hard work and dedication to our students is very much appreciated.

I hope you have an enjoyable and rewarding year.

Sincerely,

Michael Watson
Superintendent-Director of School
Greater New Bedford Regional Vocational Technical High School

How To Become a Substitute Teacher with GNBRVTHS

All substitute teachers must complete an employment application and undergo a CORI background check and be fingerprinted. Please note: substitute teachers must undergo a CORI background check each year. Once you have been accepted as a Substitute

Teacher, you must complete and returned the onboarding package to the Human Resources no later than the first day of assignment. Also submit any teaching certificate or trade experience information along with your application package.

Notification And Acceptance Of Substitute Opportunities

Once you are hired as a substitute teacher, you will be entered into AESOP/Frontline, which is an automated web-based program. You will receive notification and a welcome email from AESOP/Frontline confirming your enrollment. You can change your PIN number after you sign on. If you need assistance with this program, please call Human Resources at (508) 998-3321. A user guide can be found on the GNBRTHS website.

Teachers must call in by 6:00 a.m. You will be notified by AESOP/Frontline of any substitute opportunities by automated calls or you can elect to check the website. Teacher absences that are scheduled in advance are available to view and select for assignment in AESOP/Frontline as soon as the teacher enters the absence.

If you elect to receive phone calls, you can enable or modify the times that you will receive calls from the AESOP/Frontline system. If you do not modify this option, you will receive calls from 6:00 a.m. 11:59 a.m. and 3:00 p.m.-8:00 p.m.

Web Access

You will receive a personal invitation email with the Subject Line: Greater New Bedford Regional Vocation Technical High School **invites you to Absence Management**. If you have an existing Frontline ID account click "Sign in with your Frontline ID." Otherwise, click "Create a Frontline ID." Create a username, password, email address, and click "I accept the terms and conditions." Then click "Create Frontline ID" and you are in!

You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at <https://app.frontlineeducation.com>. If the employee has uploaded lesson plans, you will be able to view them online once you take the job!

Telephone Access

You can also interact with the Frontline system via a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.

The system will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Absence Management service may call for substitutes: from 6:00 a.m. in

the morning until 11:59 a.m. and 3:00 p.m.-8:00 p.m. in the evening. Make sure your phone number we have on record is correct.

Your ID and PIN for the phone will be provided to you in the welcome letter.

* If you accept a job, you will be issued a confirmation number. **Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.**

Note: You are NOT required to create a Frontline ID for telephone access (you automatically have telephone access). However, to gain Web access, you must create a Frontline ID via your personal invitation email.

You can also access AESOP/Frontline using a **smart phone through an app that must be purchased.**

What features are available in the Frontline Mobile App?

- Job Notifications and
- Accepting Assignments

Once you have logged in with your Frontline ID Account username and password, there will be resources to help guide you to navigate the app and accept jobs.

Teaching What if I need to cancel my assignment after I receive confirmation?

If you need to cancel an assignment contact Human Resources at (508) 998-3321 (ext. 375 or 784) as soon you become aware you need to cancel.

What Should I Wear?

Dress professionally for academic assignments- slacks, skirts, dresses, etc. Tracksuits and sneakers are permissible if substituting for a Physical Education teacher. Dress for career and technical areas must be neat and clean and appropriate for the shop/work conditions.

When Should I Arrive?

Arrive twenty (20) minutes prior to the beginning of school at the academic, academy or physical education office

Where Should I Park:

Please park in a non-numbered space in front of the building.

Where Do I Go After I Arrive?

Sign in at welcome desk.

All substitute staff called in for daily assignments must sign in at the Welcome Center before reporting to their duty. At the Welcome Center, the process will be as follows:

- Sign into the Substitute Sign-In binder
- Sign your name, class you will be covering, the number on the badge you have been issued and your cell phone number
- You will be required to wear the badge all day. The badge will give you access to faculty restrooms and the teacher's lounge
- Before departing at the end of the day, you must sign-out and **return your badge**

For security reasons, this process is a requirement for each substitute, each day. If you have been assigned to a long-term substitute position, the Principal will determine whether you will be issued a long-term substitute badge. If your badge is not returned at the end of the day, you will be contacted to return it as soon as possible. If the badge is not returned promptly, the card will be deactivated but you will still be required to return the badge.

Please direct all questions to Mr. Jeffrey Caron at (508) 998-3321, ext. 277.

What About Lunch?

You may purchase lunch in the coffee shop adjacent to the cafeteria or student cafeteria. If you bring your lunch, the teacher's room is on the second (2nd) floor near the library. There is a refrigerator in the teacher's room where you can put your lunch.

What Can I Do During A Prep Or Free Period?

You may use the teacher's room or library during preps.

If you want to leave the building during a prep, you must sign out on the log sheet in the academic, academy or physical education office.

Please let the academic, academy or physical education administrative assistant know where you will be during prep periods if you are not planning on being in the library or teacher's room.

What If A Student Is Misbehaving In Class?

Students who engage in behavior or discussion that is negative, unproductive, disrespectful, or inappropriate should be given a warning. If the behavior continues, please refer the student to the Department Head, Academy Administrator or Physical Education Director. Dangerous/extreme behavior should result in a referral to the Assistant Principal's Office.

What Time Does School End?

The school day ends at 3:00 p.m.

When can I leave?

Remain fifteen (15) minutes after student dismissal.

When will I get paid?

Pay day is the Thursday following the week worked.

How can I become a long-term substitute?

Long term substitutes fill a known teaching vacancy for an extended period. Preference in these assignments is given to substitute teachers who are certified to teach in the subject area in which the vacancy occurs and/or who have prior teacher training or experience in the subject. Long-term substitute opportunities are often filled by substitutes who have previously served as a daily or long-term substitute with the school. When possible, efforts will be made to give different substitutes an opportunity to serve in a long-term vacancy provided the appointment serves the immediate needs

and mission of the district.

6

What To Do After You Arrive In The Classroom

Complete the substitute teacher sheet and review any teacher instructions. Write your name on the board.

Take attendance (ensure accuracy)- call ext. 734.to record attendance.

Follow the teacher's instructions carefully.

Circulate around the room to maintain control and provide assistance, as needed. Record problems and attendance on the substitute sheet.

Keep students in the classroom.

Keep students busy for entire period.

Note: Corridor/area duty is from 7:30 a.m. to 7:40 a.m., between class periods, and at 2:30 p.m.

Suggestions and Tips For Success

Ascertain if there are duties or other activities in which you are expected to participate.

Be familiar with rules and regulations pertaining to fire and safety drills posted in the area.

Learn the student's names as quickly as possible.

Be pleasant, fair, and expect respect. Being too friendly is a hazardous beginning that often leads to loss of control.

React immediately and consistently.

Establish control with the first student deviation and then maintain high control by reacting consistently with each student and situation.

Strive to attain a regular disciplined pattern of classroom operation.

Handling Student Behavior Issues and Student Injuries

The initial impact or pattern set by the substitute can spell success or failure for an assignment.

Take discipline seriously. Report all minor problems to the teacher. Serious offenders should be sent to the Academy Administrator or call the Assistant Principal's Office at ext. 286 or ext. 384.

Monitor the use of all school equipment and materials. Report any willful destruction of school property to the administrative assistant who will contact the Department Head, Academy Administrator or Physical Education Director.

Report all accidents to the Nurse at ext. 205 and also notify the administrative assistant who will contact the Department Head, Academy Administrator or Physical Education Director.

Send any ill or injured students to the Nurse.

Before You Leave For the Day

Rooms should be orderly and keys returned to the office.

Leave a written summary regarding the work covered, the attitude of the students and any comments.

Return the substitute folder to the department's administrative assistant.

Check with your supervisor to make sure you may leave for the day.

Friendly Reminders

Model positive behavior. Don't point at, touch, or ridicule students.

Use respectful language. Use eye contact.

DO NOT read the newspaper, text or browse the internet

DO NOT fraternize with the students. You are the adult in the room.

Discussions about your weekend activities, drinking, dating or other adult activities

should NEVER take place.

Avoid discussions about student sexuality, gender preference or identity.

8

Administrative Assistant Contacts

Janet Stanton, Academic Administrative Assistant-Ext 202;

Zenobia Cabral, Academy C Administrative Assistant-Ext. 304;

Patricia Richard, Academy A Administrative Assistant-Ext 128;

Cheryl Born, Academy D Administrative Assistant-Ext. 196;

Bernadette Marmelo, Academy B Administrative Assistant-Ext 153;

Anne Richard, Phys. Education Administrative Assistant-Ext. 228

EMERGENCY NUMBERS

NURSE Ext. 205/204

PRINCIPAL Ext. 782

SECURITY OFFICE Ext. 272

WELCOME CENTER Ext. 100/114

SWITCHBOARD Ext. 883.

Assistant Principal 9-10 Ext. 277

Assistant Principal 11-2 Ext. 381

SCHOOL RESOURCE OFFICER Ext. 611

SUPERINTENDENT Office Ext. 275

CVTE

ACADEMY A ADMINISTRATOR/CO-OP- THADDEUS HAGGERTY Ext. 291

**ACADEMY A ADMINISTRATOR/CARPENTRY, HVAC, MARINE - STEVE WALKER
Ext 246**

ACADEMY B ADMINISTRATOR- JOANNE ROMANELLI Ext. 267

ACADEMY C ADMINISTRATOR- GUY SHEPARD Ext. 113
ACADEMY D ADMINISTRATOR- JARROD LUSSIER Ext. 632

ACADEMIC DEPARTMENT HEADS

**ENGLISH- SUSAN SYLVIA Ext. 302 - SCIENCE- ERIN WALLACE Ext. 102 MATH-
GREG HALEY Ext. 301 - SOCIAL STUDIES-BRIAN PATNAUDE Ext. 108
PHYSICAL EDUCATION RYAN METHIA Ext. 293**

9

10

11

INFORMATION ON E-HALL PASS

