

Lakeview Academy



Instructional Aide and Substitute Handbook

HAVE A TERRIFIC YEAR! Thank you for your willingness to love, help and support our teachers, students and school. We could not be successful without you!

Team members' phone numbers:

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Notes:

Questions I still have:

# Lakeview Academy Instructional Aide and Substitute Handbook

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# Year At a Glance

## 2019-2020

### August

Wed., Aug 8: New Parent Meeting 6pm  
Tuesday, Aug 13: Back to School Night  
Thursday, Aug. 15 FIRST DAY

### September

Monday, Sept 2: Labor Day: NO SCHOOL  
Friday, Sept 12 Jog-A-Thon Assemblies  
Wednesday, Sept. 18: SEP's Early Out  
Thursday, Sept 19: SEP's Early Out  
Tuesday, Sept. 24: Picture Day  
Wednesday, Sept. 25: JOG-A-THON  
Thursday, Sept. 27-Fri. Sept. 29: 5<sup>th</sup> Camp

### October

Thursday, Oct. 3: Box Top Dress Down  
Tuesday, Oct. 16 : End of 1<sup>st</sup> Quarter  
Thursday, Oct. 17: Professional Development:  
No kids  
Friday, Oct. 18-Monday Oct. 21: Fall Break  
No school  
Tuesday Oct 29: Picture make-up Day  
Thursday, Oct. 31: Halloween Early Out  
Carnival after school

### November

Thursday, Nov. 7 Box Top Dress Down  
Friday, Nov. 8: Veteran's Day Assembly  
Monday, Nov. 18-Friday Nov. 22: NO School  
Thanksgiving Break

### December

Thursday. Dec. 5-Tues. Dec. 10 Fall Play  
Thurs. Dec. 5: Box Top Dress Down  
Monday, Dec. 23-Jan. 5: Christmas Break

### January

Thurs. Jan. 9: Box Top Dress Down  
Friday, Jan. 10: End of 2<sup>nd</sup> Quarter  
Monday, Jan. 17: MLK Day, NO school  
Thur. Jan 30-Sat., Feb. 1 Jr. Play  
Wed. Jan. 29 100<sup>th</sup> Day!

### February

Tuesday, Feb. 4: Enrollment Open House  
Thursday, Feb. 6: Enrollment Open House  
Box Top Dress Down  
Wednesday, Feb. 12: SEP's Early Out  
Thursday, Feb. 13: SEP's Early Out  
Monday, Feb. 17: President's Day NO School

### March

Thurs. March 5: Box Top Dress Down  
Monday, March 9 NO SCHOOL  
Wednesday, March 11: Spring Pictures  
Friday, March 13, End of 3<sup>rd</sup> Quarter  
Thursday, March 26: Grad. Pictures  
Monday, March 39-Friday, April 3  
Teacher Appreciation Week

### April

Thursday, April 2: Box Top Dress Down  
Monday, April 6-Friday April 10 NO School  
Spring Break

### May

Wed. April 29-Sat May 2: Spring Play  
Tuesday May 19-Thursday May 21: 9<sup>th</sup> Camp  
Tuesday May 26: 9<sup>th</sup> Commencement  
Wednesday, May 27: Field Day  
Thursday May :28 LAST DAY

Aide Meeting Schedule 2019-20 updated 6.25.19

Always on Thursday, 8:15-8:45 MPR

Aug. 22

Sept 12

Oct. 10

Nov. 14

Dec. 12

Jan. 16

Feb. 20

March 12

April 16

May 14

## Recess and Lunch Schedule 2019-20

### AM RECESS

### LUNCH TIMES

### PM Recess

Grade	Time	Location	FRIDAY Recess	LUNCH Time	Eat Time*	Recess Time	Location	PM RECESS	Location
Kinder	9:15-9:30	North	No recess					1:00-1:15	North
1 <sup>st</sup>	9:00-9:15	Blacktop	9:40-9:50 Indoor	10:55-11:25	10:55-11:10	11:10-11:25	North	1:45-2:00	Blacktop
2 <sup>nd</sup>	9:00-9:15	Blacktop	9:00-9:15 North	11:15-11:45	11:15-11:30	11:30-11:45	North	1:45-2:00	Blacktop/North
3 <sup>rd</sup>	9:50-10:05	Blacktop	9:30-9:45 and 10:45-11:00 North	11:25-11:55	11:25-11:40	11:40-11:55	Blacktop	2:00-2:15	Blacktop
4 <sup>th</sup>	9:30-9:45	Blacktop	9:30-9:45 Blacktop	11:30-12:00	11:30-11:45	11:45-12:00	Blacktop	2:00-2:15	Blacktop
5 <sup>th</sup>	9:45-10:00	Blacktop	9:15 Blacktop	11:20-11:50	11:20-11:35	11:35-11:50	Blacktop	12:45-1:00	Blacktop
6 <sup>th</sup>	9:15-9:30	Blacktop	None	11:00-11:30	11:00-11:15	11:15-11:30	Blacktop	No PM Recess	
MS				11:55-12:25	11:55-12:10	12:10-12:25	Blacktop		

### Lunch (In order of eat times)

\* Students may stay in the Prideland Café the entire lunch period to eat if necessary.

Grade	Time	Eat Time*	Recess Time	Recess	
1st	10:55-11:25	10:55-11:10	11:10-11:25	North	
6th	11:00-11:30	11:00-11:15	11:15-11:30	Blacktop	
2nd	11:15-11:45	11:15-11:30	11:30-11:45	North	
5 <sup>th</sup>	11:20-11:50	11:20-11:35	11:35-11:50	Blacktop	
3 <sup>rd</sup>	11:25-11:55	11:25-11:40	11:40-11:55	Blacktop	
4 <sup>th</sup>	11:30-12:00	11:30-11:45	11:45-12:00	Blacktop	
MS	11:55-12:25	11:55-12:10	12:10-12:25	Blacktop	

## 2 Job Descriptions

### Aide Job Description from the Employee Handbook

#### Teacher Assistant Job Description

Reports to: Teacher

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups of students to assist them in achieving the skill levels appropriate to their needs.

To assist the teacher in providing a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

- Work with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher. The teacher outlines these activities/instruction.
- Supervises recess and lunch, as assigned.
- Assists with the supervision of students during emergency drills, assemblies, field trips, etc.
- Assists with large group activities as directed by the teacher i.e. reading aloud, math fact drills, etc.
- Keep bulletin board and other classroom learning displays up to date.
- Assist/supervises students in the media center and computer lab.
- Checks/corrects paper (minimal), run off papers (minimal), and supervises testing and makeup work, as assigned by the teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students and teachers as is expected of fully licensed teachers.
- Participates in staff development, as assigned.

Assist the teacher in other areas, as assigned.

## **Substitute Job Description**

### **Teacher Sub:**

Perform all the duties of the classroom teacher.

Follow provided lesson plans.

Leave a note for your teacher at the end of the day describing how the day went, problems, etc.

Make sure your time clock reflects the teacher you subbed for and accurate hours.

Sign in and out at the front desk.

### **Aide Sub:**

Perform the duties of an aide as outlined in this handbook. If there are sub plans, follow them.

Communicate with the classroom teacher about expectations.

Make sure your time clock reflects the aide you subbed for and accurate hours.

## **Accepting a Substitute Job**

**You will be notified of available sub jobs one of 3 ways:**

1. Phone call from the teacher or aide directly, or the front office.

When you are offered a phone based sub job, you confirm or deny to the person who is calling (it may be the front desk).

You will get information from them about the job.

2. An email from the sub line ([sub@lakeview-academy.com](mailto:sub@lakeview-academy.com))

If you get an email from the sub line, you only have to respond if you are willing to take the job. The teacher who posted the job will email you directly if you get the job. If you do NOT hear from the teacher, assume you did not get the job. You do not need to respond to the group text if you are not interested in taking the job.

If the teacher emails you individually and tells you that you have the job, you can confirm details through email or over the phone.

3. Substitute list on Google Drive. This lists your name, email, phone and availability.

Teachers will refer to this if they need to contact you directly, or want to request a specific sub for a job. Please make sure the information is up to date.



## Top 10 Things Aides and Subs Need to Know

1. Build relationships with students and learn their names.
2. Smile a lot. Be cheerful and kind. Love the kids. Love your job.
3. Be flexible and patient and go with the flow.
4. Be on time.
5. Be willing to jump in and just help as you see a need.
6. Wear comfortable shoes and dress appropriately for work.
7. Use Love and Logic principles to help discipline and guide kids' behavior.
8. Ask lots of questions.
9. Don't be afraid to talk to your teacher.
10. If you have an issue with another employee, try to solve it between yourselves first before going to Admin. But don't be afraid to talk to admin if you need to.

## Things We Might Forget to Tell You List for 2019-20

Topic		Oh, I knew that!
<b>Professionalism and Courtesy</b>	Email and phone	<ul style="list-style-type: none"> <li>• Keep it professional: Do not REPLY ALL</li> <li>• Do not use email for personal business: Avon, Tupperware, etc.</li> <li>• Check your email daily. Ask your teacher if you can use her computer or check on your phone.</li> <li>• Do not be on your phone during work hours, except for that rare emergency.</li> </ul>
	Dress Code: see Faculty Guidelines for Dress and Grooming below for more information.	<ul style="list-style-type: none"> <li>• Skirts, dresses, tunics and kilts are to be no shorter than 3 inches above the knee.</li> <li>• Colored jeans OK. ( ONLY BLUE denim on Fridays)</li> <li>• Prideland dress is EXACTLY the same as student Prideland dress on Fridays: school approved bottoms or BLUE Jeans only and an approved Prideland shirt, or solid, collared shirt</li> <li>• NO GUM</li> </ul>
	Last Names	<ul style="list-style-type: none"> <li>• Call everyone by his/her last name: Mr. Mrs. Ms. Sir Dr. Your Majesty</li> </ul>
	AM duties	<ul style="list-style-type: none"> <li>• Be there on time: get your own sub.</li> <li>• Plan on doing carpool for your teacher if you are subbing for her.</li> </ul>
	Ice Machine	<ul style="list-style-type: none"> <li>• Use the scoop. Do not put your personal mug in the ice bin. (Diane saw it!)</li> </ul>
<b>Content and Educational Delivery</b>	In classroom	<ul style="list-style-type: none"> <li>• If you don't have enough to do, ask your teacher for long-term projects you can work on. Be proactive in helping with students/discipline, etc.</li> </ul>
	Work hours	<ul style="list-style-type: none"> <li>• Regular Day: 7:45 til after lunch</li> <li>• Occasionally you will have a 7:30 AM assignment: playground or gym coverage duty</li> <li>• Fridays: same schedule as regular days</li> <li>• Clock in and out every day.</li> </ul>
	Curriculum	<ul style="list-style-type: none"> <li>• Ask your teacher how to best support the various curricular items. Small group? One-one help? Etc.</li> </ul>
<b>Facilities</b>	Posters in Halls and other things you may be asked to hang up.	<ul style="list-style-type: none"> <li>• Spell check EVERYTHING that goes up in the halls: its you're job! (©)</li> <li>• Neat and SQUARE: please no packing tape or staples</li> <li>• Take down immediately after event or when unit is finished</li> <li>• If it's student work: please attach a statement of purpose or tie to a particular content/standard.</li> </ul>
	Parking	<ul style="list-style-type: none"> <li>• Park in BACK. Save the front for parents and official business. Even if you are late.</li> </ul>
	Students are NOT ALLOWED in:	<ul style="list-style-type: none"> <li>• Your children may not accompany you to work or visit you at work (high school kids, etc.)</li> <li>• Workroom, attic, classrooms unsupervised</li> <li>• Faculty lounges, soda and ice machines are off limits: don't send a child to buy you a soda</li> <li>• The office (especially after school)</li> <li>• Pods to use microwaves</li> <li>• Pods to use computers after school</li> </ul>
	Faculty Room	<ul style="list-style-type: none"> <li>• Clean up after yourself in the faculty lounge, kitchen, workroom</li> </ul>
		<ul style="list-style-type: none"> <li>• Don't leave dishes in the sink: they will be thrown out the next day</li> </ul>
		<ul style="list-style-type: none"> <li>• Label and date everything in the fridge</li> </ul>
		<ul style="list-style-type: none"> <li>• Limit food in the fridge. Fridge is cleaned out on Fridays.</li> </ul>
	Classroom windows and windows in doors	<ul style="list-style-type: none"> <li>• Leave totally unobstructed (if needed for darkness, put a note on the door and remove ASAP)</li> <li>• Do not hang coats, backpacks, etc. over the window in the door.</li> </ul>

### 3 . General aide responsibilities

Your primary responsibilities are to work with students as directed by your classroom teacher.

You may also be making copies or other instructional materials, doing basic classroom maintenance and clean up.

You will also be responsible for AM recess and lunchroom monitoring and recess.

MIDDLE SCHOOL AIDES: are responsible for lunch room monitoring, not cleaning during MS lunch.

You are also responsible to check your Lakeview email frequently.

#### i. Aide “skill sets”

The following list is a basic skill set list for the classroom aide position.

- a) **Organization:** Ability to keep track of and organize a variety of materials, including teacher projects and Student work.
- b) **Classroom management:** Ability to control and manage a classroom. This includes getting the attention of the class, quieting a class, taking a class through the halls, handling basic discipline issues that come up.
- c) **Teaching:** small group/whole group. When you sub for your teacher you are expected to teach the lessons that would normally be taught. Familiarity with the class and the procedures and the basic curriculum is a must. You are also expected to teach/assist with small groups: reading and math, one-to-one tutoring and other teaching responsibilities.
- d) **Professionalism:** This includes how you interact with peers, parents and students. You are expected to keep confidential anything about specific students that you may hear. You are expected to resolve issues in a professional way. Gossip about another teacher or aide is unacceptable. You are also expected to be on time, dressed appropriately and ready to work.
- e) **Flexibility:** Most days unexpected things happen. Many times plans do not work out exactly. Just be flexible and help kids to do the same. Smile a lot and say, “Well, some days are like that!”
- f) **Safety:** You are expected to wear your employee ID at all times in the building. Familiarize yourself with the emergency clipboard hanging near the classroom door. It has information about a variety of emergency situations that may arise.

#### ii. Team responsibilities

Your “team” consists of the classroom teachers and aides for a specific grade. There is a grade level team lead teacher, but there is no corresponding grade level team lead aide. The expectation is that aides will form a cohesive, collaborative team and work together. It is not your responsibility to enforce a co-worker’s dress code or work hours.

It is your responsibility to be a contributing team member who shares the work and participates as needed.

#### iii. Classroom responsibilities

Your classroom teacher directs your work. Middle school aides will be assigned specific teachers to assist. If you do not have enough work to keep you busy, you need to have a conversation with your classroom teacher.

New teachers especially may need help in learning how to use a classroom aide effectively. Be proactive in helping your classroom teacher use your skills.

#### **iv. Substituting for a classroom teacher**

- a. Aides typically sub for their teachers when teachers are absent. Teachers will set this up with you. If your teacher asks you to sub for her, SHE will also get a sub for your aide hours that day. Please do not tell your teacher that you do not need an aide while you are subbing for her. That aide-sub needs to take kids to recess and do lunchroom duty. If you tell your teacher that you don't need an aide while you are subbing, then you are accepting responsibility for the additional recess and lunch duties.

- b. Subbing for another aide

It is possible that you may sub for another aide who is full-time or has an assignment that does not conflict with your aide time.

### **5. Expectations**

#### **a. Breaks**

Unless you are a full-time employee, you do not get a break during the day. You are expected to work your work hours. Of course you can take restroom breaks as needed, but your job is to spend most of your time helping students.

#### **b. Cell phones**

Please do not be on your cell phones while at work. Do not go out into the pods/halls to use your phones. Do not be on the phone during lunch or recess duty. Your job is to supervise and work with children.

#### **c. Copy room**

Part of your responsibility is to occasionally make copies for your teacher.

You will use your teacher's copy code.

Copiers are not for personal use.

If you need to make copies and there is a substantial wait, please return to the classroom and come back later.

Please do not hang out in the copy room waiting for your turn. If it is an emergency, you can ask to interrupt the copy job in progress to make a couple of copies. You should not "disappear" into the copy room for an hour at a time just to make 25 copies.

#### **d. Faculty Dress Code Standards of Dress and Grooming**

Faculty and staff shall be well groomed and expected to dress in a professional, appropriate and non-distracting manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school administration.

#### **Guidelines:**

- Hair: Must be clean and well groomed.
- Whiskers: Neatly trimmed beards and mustaches.
- Clothing: Must be professional, clean, neat and modest (no underwear, midriff showing). Please dress in business casual attire.
- Blue jeans, exercise/athletic wear, including "jeggings", cargo pants, shorts, t-shirts, low cut or other revealing clothing is not acceptable.
- Casual wear, including blue jeans, may be worn to special activities as approved by the Director(s).
- Friday dress is "Prideland dress": school approved bottoms or blue jeans and an approved Lakeview t-shirt or a solid color polo shirt.
- Skirt, tunic and dress lengths must be no shorter than 3 inches above the knee cap.
- Footwear: Shoes should also reflect professionalism and the needs of the job: flip flops are not acceptable. Open-toed shoes should have a back.

All staff are required to wear their employee ID badges at all times and to clock in and out. Do not be in the building unless you are clocked in, either as an employee, or as a parent volunteer. Any guests must also register at the front desk.

### **1. Enforcing the student dress code**

Teachers are the primary enforcers of the dress code. Your job is to assist teachers in enforcing the dress code. Please remember to use Love and Logic (empathy and kindness) as you point out dress code infractions to students. If a student has several dress code infractions, admin will meet with the student.

### **e. Hallway expectations**

Students are expected to remain quiet and walk in lines in the hallways. Please enforce this expectation.

### **f. First Aid**

Students occasionally have health issues that you need to address.

- Bleeding: You have bandaids in your hip pack that you take to recess. Classrooms also have a supply of bandaids. If the cut is minor, just have the student wash it well and put on a bandaid.
- Head injury (fall off the bars, etc.) Send to the office for evaluation. Fill out an incident report and give it to the nurses' office.
- Bumps and bruises. Most students DO NOT need an ice pack. Please do not send them to the office for an ice pack unless there is obvious swelling or bruising.
- Stomach upset: Do not send a student to the office to call home because he feels "sick". That is the teacher's responsibility. If a student tells you during recess or lunch that he is not feeling well and needs to call home, tell him he will have to wait until after recess and let his teacher know.

### **g. How to handle issues, problems and concerns that come up**

- If you have an issue with your classroom teacher or another employee, please go to that person first and try to resolve the issue.
- If you are unable to resolve the issue, make an appointment to see the Assistant Director and talk about your options. Admin wants you to be happy and successful in your job and we will do everything we can to help you succeed.
- If you have an issue with a parent, talk to your classroom teacher about how to proceed.

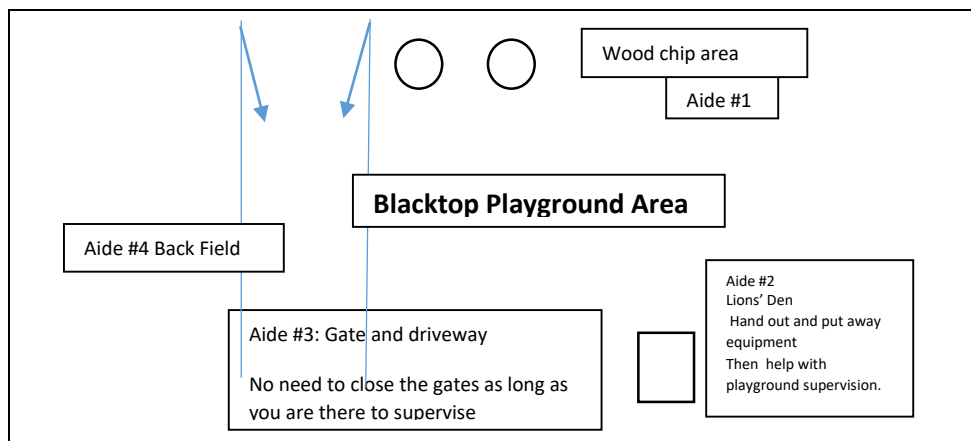
### **h. Lunch**

- Lunch room monitoring, clean up and recess duty are part of the aide job description.
- Students are allowed to stay in the lunchroom the entire time if they need extra time to eat. Please notice which kids typically take a long time and let them have the time they need.
- You bring your class into the lunchroom. You will go to lunch recess after lunch. Please be on time.
- Monitor and walk around and interact with children. Please do not stand out in the hall or doorway and converse with your co-workers.
- Please do not bring your own lunch or snack to eat during student lunch time.
- Please do not be on your cell phone during lunch.
- Five minutes before lunch is over, turn off the lights on your side of the lunchroom. This is the "5 minute warning" signal for kids to focus on eating and not socializing. Kids are still allowed to chat while eating.
- When lunch is over, turn the lights back on and dismiss kids who have cleaned up and are ready to be dismissed (typically by quiet/ready tables). Do not allow a mass exodus.
- Typically, the aides from each grade which comes in after you wipe tables and sweep the floor and the grades from your grade level escort children to recess.
- If you are absent or will miss your lunchroom duty, it is your responsibility to secure a sub. Do not ask your co-workers to cover for you.

- If there is inclement weather, kids will be supervised in their classrooms. This is part of the aide responsibility also.
- Once kids are returned to their classes after lunch, you will typically work until noon and then clock out.
- Please do not leave early. It puts a burden on your co-workers and leaves children unsupervised.
- Middle school aides: during lunch time will monitor the lunchroom and then take kids to recess. They do not clean the lunch room unless there is inside recess. After inside recess, they will assist in cleaning the lunchroom.

### **i. Recess for Elementary Aides and Middle School Aides at lunch.**

- It is your responsibility to take elementary students to AM and lunch recess.
- Kinder aides will unlock and open the back gates for AM pickup. MS aides will shut and lock after MS lunch recess.
- It is your responsibility to make sure there is one walkie talkie per grade out on the playground.
- Students are expected to walk quietly in the halls, in one line.  
It is your responsibility to supervise and enforce this expectation.
- Please do NOT:
  - a. Get on your phones
  - b. Hide by the shed
  - c. Clump and talk to other aides
  - d. Not watch kids or intervene if you see a problem
  - e. Be late, leave early, not show up.



1. Two aides will stay on the blacktop. One will open the Lions' Den and be in charge of distributing equipment and putting it back.

2. One aide will open the fence to the back field and stay by the road to stop traffic.

3. One aide will go to the back field to supervise kids.

Students are not allowed in the Lions' Den.

Students are not allowed to blow up balls.

Students are generally not allowed to go into the parking lot or street to retrieve balls that go over the fences.

If a ball goes over the fence, one aide should collect it and return it to the Lions' Den. Do not return it to students.

## General Playground Rules

- Students younger than 4<sup>th</sup> grade are not allowed to use the overhead bars on the big playground.
- No students are allowed to sit or stand on top of the large play equipment on either playground.
- Woodchips stay in the woodchip area.
- No "deadman's drop" off the bars and no "Red Rover" on the slide or anywhere.
- No balls on the blacktop, except basketballs or 4 square balls for 4 square. No soccer or kicking balls on the blacktop.
- Do not allow kids to leap over the fences.
- An adult must supervise the back field if students are there.
- Tag games are ok, but excessive hitting, slapping, etc. are not.
- Please use good judgment when supervising the playground. Let the kids be kids, but help them make safe play choices.
- At the end of recess, ALL balls and toys MUST be returned to the Lions' Den and the door locked. Unless there is an aide from the next grade standing by the Lions' Den, YOU MUST LOCK THE DOOR. Please do not assume that the next grade will take care of cleanup and locking the Den.
- Please do not allow students to leave lunch boxes and coats and materials on the playground. Collect them at the end of each recess.

### i. School Wide Discipline

Lakeview Academy is a "Love and Logic" school. This means that we encourage relationship building, student choices and consequences that fit individual situations. You will receive training in Love and Logic throughout the year. If you are in doubt about how to handle a situation with a student, ask your classroom teacher.

The typical "chain" for student discipline is:

FOLLOW all established discipline procedures as you have been trained to do:

- Whichever adult (aide or teacher) who first sees an infraction or is called to deal with a behavior problem. (such as playground issues).
- The classroom teacher of the student who committed the infraction.
- The Assistant Director(s) if the classroom teacher so directs. Typically, you will not bring a child to the office unless there are egregious behavior issues such as fighting.
- If you must bring a child to an assistant director for discipline: Anne sees students in the AM, Perry sees students in the PM. There are a few exceptions, which we will make you aware of as needed.

The expectation is that you will resolve most behavior issues that you encounter on the playground and in the lunchroom. You can also assist your classroom teacher during instructional time by using Love and Logic principles to help kids stay on task and make good choices. Talk with your classroom teacher about your involvement in classroom discipline and what she expects.

### j. Training and Aide Meetings

Periodically (typically monthly) aide meetings and training will be held. You are expected to attend these meetings. Substitutes are not expected to attend these meetings. You do not get a sub while you are in the meeting. Your classroom teacher knows and supports your attendance. There will be training offered periodically throughout the year and at these meetings. It is important that you participate.

## **k. Work hours**

### **AIDE:**

Elementary aide work hours are from either 7:30 (if you have an early assignment) or 7:45 until noon. Please be clocked in and in the classroom by 7:45.

This allows you time to meet with your teacher before the kids arrive. There are other assignments in the mornings that will rotate: playground duty, pod clean-up etc. You will work with the aides on your team to meet these assignments.

There are additional aide work assignments available: AM crosswalk, AM breakfast supervision, etc. At the first aide meeting of the year those jobs will be explained and you will be asked to sign up for them.

ROAR, SpEd and other aides have job specific hours.

Middle School aides work either 7:45-1:00, or 11:45-2:55. If you are a full-time aide you work 7:45-2:55.

### **Clocking in and out**

Use the time clocks in the teacher work room to clock in and out.

You set up your own password.

You will track hours based on the work you do: different hours clocked for SpEd work, sub work, etc. If you have questions, check with the business office.

#### **a. Adjusting your time sheet**

You can adjust your time clock if you forget to clock in or out.

It is unethical to adjust your time clock to show you clocked in on time when you were late. Too many adjustments to your time sheet will be flagged: and you will have a conversation with admin.

#### **b. Absences for Aides**

Unless there are special circumstances which are cleared by Admin, you are expected to miss no more than 10 days per year. If you are absent or know you are going to be absent, please fill out a PTO form (available in the front office). Please list your substitute. It is your responsibility to obtain a sub if you are going to be absent.

### **SUBSTITUTE:**

Elementary teacher and MS teacher subs: Your work hours are 7:45 til the end of the day (or ½ day depending).

Subs for SpEd, all aides, specialty teachers and part-time teachers: your work hours will vary depending on the job you accept. Check with the teacher.

Substitutes sign in at the front desk on the sub sign-in sheet. You also clock in in the workroom. You can either borrow a key from the front desk or get someone to open your classroom door.

If you are an aide who is subbing for your teacher: clock in as a substitute on the time clock. Make sure you indicate who you are subbing for.

## **6. Morning Duties for Elementary Aides**

There are 4 aides for each grade. Each morning one aide takes one job. You may sign up by week or by day with your grade. Please fill out the form provided and turn it into Admin at the conclusion of training.

If you have an aide doing “extra” AM duties, the aide who is doing “teacher time” will also double up and do “pod” duty.

## AM Job Descriptions

1. **7:45-7:55 "Pod" area:** straighten up the pod/computer/tables area. Check the sink and make sure it's cleaned out from any projects your teachers did the afternoon before.

As you clean around the pod, shoo kids back outside or to the designated gym on inclement weather days.

As the students come in after the bell rings, help them get to their classrooms and help maintain a quiet, orderly area.

2. **7:45-7:55 Playground Duty/ Gym 2** (Please be clocked in and on the playground or in one of the gyms by 7:30). If it is a red flag day you will be in a gym supervising students.
  - Supervise students.
  - No balls in the gym in the mornings.
  - Do not open the Lions' Den in the morning.
  - Blow your whistle when the bell rings and line up students. DO NOT SEND THE KIDS into the building/classrooms before the first bell rings at 7:55. Once you hear the bell, send the kids in through the doors that your grade uses. Listen for the bell, do not use your phone as the "clock" to send kids in.
  - If you have playground duty and the playground has icy spots, use the salt provided at the K-1 and 2-3 Pod doors and spread it around. You may want to station an adult by the ice to keep kids from falling. Icy spots on the playground are not reason to have indoor time before school.

Before school recess locations: Grades 2,3 : North playground

Grades K,1,4,5,6: South playground

3. **7:45-8:00 Carpool Duty**

Grades 1-3: West side of the school.

Grades: 4-6 East side of the school.

Assist kids out of cars, keep traffic moving, don't let cars line up 3 lanes deep.

4. **7:45-7:55 Teacher Time:** If you have no other assignments in the morning, meet with your teacher at 7:45 and get instructions for the day.

If you have AM duties, meet briefly with your teacher as kids are coming in and doing morning work.

5. **MS 7:45-7:55 AM duty.**

Middle school students are upstairs in the rotunda until the bell rings. They are not allowed down the middle school halls. Elementary students are NOT allowed upstairs, unless going to the library via the closest stairs. MS aides are in charge of monitoring the rotunda before the bell rings.

## 7.Extra Duty Assignments



Please be on time. If you cannot complete an assignment, it is your responsibility to secure a sub.

## AM Assignments

### 7:30 AM Crosswalk between 400 North and the West carpool pull-in.

- b. Pick up a stop sign and vest from outside Anne's office or Miss Paynter's 3<sup>rd</sup> grade room.
- c. Be at the crosswalk at 7:30 am. Stay until after the bell has rung at 8:00 (maybe longer if there are lots of late kids).
- d. Walk kids coming east on 400 North across the carpool lanes and onto school property. Use the stop sign to stop traffic.
- e. Keep an eye on the crossing guard and try to coordinate with her for stopping traffic turning into the school.
- f. NUMBER ONE JOB: KEEP KIDS SAFE

**7:30-7:45 Playground Duty/ Gym 2 or North Playground** (Please be clocked in and on the playground or in one of the gyms by 7:30). If it is a red flag day you will be in a gym supervising students.

- Supervise students.
- No balls in the gym in the mornings.
- Do not open the Lions' Den in the morning.

### 7:30 AM: Breakfast assignment

2. Be in the lunch room at 7:30 to help cafeteria people as needed. Some days you may need to set up tables. Typically, there are 8-10 tables set up on the left side of the cafeteria.
3. Make sure there are bags in the garbage cans.
4. Assist kids in getting food, finding seats, cleaning up after themselves.
5. Keep food fights and silliness to a minimum.
6. Feel free to use Love and Logic to help kids make better choices.
7. Start to encourage kids to finish and get to class as the first bell rings.
8. Collect left over trash, wipe down tables, sweep the floor.
9. If the garbage cans are mostly full, tie off the bags, put them in the dumpster outside the cafeteria door and replace the bags.

### MS Lunch assignment (12:05-12:45 ish) 4-6 aides

- a. Head to the cafeteria at 12:05 for crowd control. Please do not just stand there and talk to the rest of the aides. Circulate, talk to kids, help out as needed. Keep peanut table for peanut kids and 1-2 friends ONLY.
- b. 12:10-12:15 ish  
MS aides  
Escort kids out the side doors and around to the back playground for recess.  
One aide go upstairs to keep kids outside.  
One aide stay by the back door of the Prideland Café to keep kids headed to the playground.  
Other aides divide up coverage on the playground and back field.  
When the bell rings, escort the kids back to class: insist on quiet in the front lobby area.  
1-2 aides stay and put away stray balls, lock the Lions' Den, etc.
- c. Lunch room clean up: 4 grade level aides
  - a. Hold kids accountable for cleaning up their own mess.
  - b. Wipe tables as kids leave.
  - c. Put up tables as the room empties out.
  - d. Sweep floor as you put away tables.
  - e. Allow kids to stay in the lunch room and chat until the bell rings if they choose.
  - f. After everyone has left, put up the rest of the tables and sweep the floor.
  - g. Empty the garbage cans, put new bags in and roll out into the hall.

#### Faculty Dress Code (8.20.18)

##### Standards of Dress and Grooming:

Faculty and staff shall be well groomed and expected to dress in a professional, appropriate and non-distracting manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school administration.

##### Guidelines:

- Whiskers: Neatly trimmed beards and mustaches.
- Hair: Must be clean and well groomed. Natural color or non-distracting colors.
- Clothing: Must be professional, clean, neat and modest (no underwear or midriff showing). Please dress in business casual attire. Blue jeans, exercise wear, cargo pants, t-shirts with graphics, low-cut or other revealing clothing is not acceptable. Casual wear, including blue jeans, may be worn to special activities as approved by the Director(s). Friday dress is "Prideland dress": **blue** jeans and an approved Lakeview t-shirt OR a solid color shirt with collar and buttons.
- Skirt and dress lengths must be no shorter than 3 inches above the knee cap.
- Footwear: Shoes should also reflect professionalism and the needs of the job: flip flops are not acceptable. Open-toed shoes should have a back.

## Elementary Teacher-Aide Collaboration Meeting Notes

<p>1. What are my classroom duties first thing in the morning or at the beginning of class?</p>	<p>2. How would you like kids to line up/leave the classroom at the end of the class period?</p>
<p>3. What procedures do you have that I can reinforce?</p>	<p>4. When you are instructing, what can I do to help kids who are not on task?</p>
<p>1. What is your “go to” attention getter?</p>	<p>2. What can I do when I have nothing to do?</p>
<p>3. What is your classroom management plan and how can I help?</p>	<p>4. How much grading do you anticipate me doing?</p>

5. What's my role during student work time?	6. How proactive do you want me to be in collaboration with you?
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## Middle School Teacher-Aide Collaboration Meeting Notes

1. What is your policy about students getting out of their seats and when they need a drink or restroom break?	2. How often and when would be the best time to check in with you for the day?
3. What procedures do you have that I can reinforce?	4. When you are instructing, what can I do to help kids who are not on task?
1. What is your "go to" attention getter?	2. What can I do when I have nothing to do?
3. What is your classroom management plan and how can I help?	4. Do you anticipate ongoing filing needs?

5. What's my role during student work time?

6. How can I support you in the recovery process?