

Lakeview Academy



Instructional Aide and Substitute Handbook

2020-2021

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Aide Meeting Schedule 2019-20 updated 8.31.20

Always on Thursday, 8:20-8:50 Gym 1

Sept 3

Oct. 8

Nov. 12

Dec. 10

Jan. 14

Feb. 11

March 11

April 15

May 13

Lunch Schedule

Time	Lunch	Recess	Recess Location
10:00-10:15	7 th and ½ 9 th	8 th and ½ 9 th	South playground
10:15-10:30	8 th and ½ 9 th	7 th and ½ 9 th	South playground
10:30-10:50	4 th	3 rd	North Playground
10:50-11:10	3 rd	4 th	South Playground
11:15-11:35	1 st	2 nd	North Playground
11:35-11:55	2 nd	1 st	South Playground
12:00-12:15	5 th	6 th	South Playground
12:15-12:30	6 th	5 th	South Playground

**2019-20
Afternoon
Carpool Schedule**

	Monday	Tuesday	Wednesday	Thursday	
Position A	Lee	Stam	Paynter	Sare	A:Corner crossing at 400 N.
Position B	Segbefia	Adams	Berdaguer	Jenkins	B. Outside N Playground on sidewalk
Position C	Rogers	Gruenewald	Clark, K	Walker	C. Outside S Playground on Sidewalk
Position D	Thompson,B	Batschi	Smith, S	Follett	D. Along carpool loop at the corner where kids cross into neighborhood: stop cars to let kids cross
Position E	Griffin	Holt	Turchetta	Thompson,K	E. Along the E. carpool loop sidewalk crossing into East teacher parking lot
Position F	VanOrden	Lind	Pope	Fenton	F. Along E. carpool loop sidewalk
Position G	MS	MS	MS	MS	G. At the crossing to Neptune Park

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)

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 11 Things Aides and Subs Need to Know

This year we are wearing masks at all time and honoring the 6-15 rule. This means that you may not be within 6 feet of anyone for longer than 15 minutes, even if you are wearing a mask! This will allow you to NOT be quarantined in case anyone in your room must quarantine or be in isolation due to Covid-19. If a student or another adult with whom you work is Covid positive or potentially positive, we will be contact tracing to see who was in contact with that person. Please do not put us in the position of having to quarantine you for 14 days because you broke the 6-15 rule.

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 2020-21

Topic		Oh, I knew that!
Professionalism and Courtesy	Email and phone	<ul style="list-style-type: none"> Keep it professional: Do not REPLY ALL Do not use email for personal business: Avon, Tupperware, etc. Check your email daily. Ask your teacher if you can use her computer or check on your phone. Do not be on your phone during work hours, except for that rare emergency.
	Dress Code: see Faculty Guidelines for Dress and Grooming below for more information.	<ul style="list-style-type: none"> Skirts, dresses, tunics and kilts are to be no shorter than 3 inches above the knee. Colored jeans OK. (ONLY BLUE denim on Thursdays) Prideland dress is EXACTLY the same as student Prideland dress on Thursdays: school approved bottoms or BLUE Jeans only and an approved Prideland shirt, or solid, collared shirt NO GUM
	Last Names	<ul style="list-style-type: none"> Call everyone by his/her last name: Mr. Mrs. Ms. Sir Dr. Your Majesty
	General Covid Duties	<ul style="list-style-type: none"> Wear a mask and don't break the 6-15 rule. Mondays: temp check each child as they enter the pod door. Daily: hand sanitize each child as they come in. Work with your teacher on how to sanitize classroom and materials each day.
	Soda Machine	<ul style="list-style-type: none"> Clean up your splashes. Don't leave a mess for others to take care of.
Content and Educational Delivery	In classroom	<ul style="list-style-type: none"> 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.
	Work hours No more than 24 per week.	<ul style="list-style-type: none"> Regular Day: 7:30-1:30 unless you have carpool that day. You need to take at least two 30-minute breaks each week to keep your work hours under 24 total. Clock in and out every day.
	Curriculum	<ul style="list-style-type: none"> Ask your teacher how to best support the various curricular items. Small group? One-one help?
Facilities	Posters in Halls and other things you may be asked to hang up.	<ul style="list-style-type: none"> Spell check EVERYTHING that goes up in the halls: its you're job! (©) Neat and SQUARE: please no packing tape or staples Take down immediately after event or when unit is finished If it's student work: please attach a statement of purpose or tie to a particular content/standard.
	Parking	<ul style="list-style-type: none"> Park in BACK. Save the front for parents and official business. Even if you are late.
	Students are NOT ALLOWED :	<ul style="list-style-type: none"> To accompany you to work or visit you at work (high school kids, etc.) To go into the Workroom, attic, classrooms unsupervised To go into the Faculty lounges, soda and ice machines are off limits: don't send a child to buy you a soda To go into the office (especially after school) To use microwaves To use computers after school
	Faculty Room	<ul style="list-style-type: none"> Clean up after yourself in the faculty lounge, kitchen, workroom Don't leave dishes in the sink: they will be thrown out the next day Label and date everything in the fridge Limit food in the fridge. Fridge is cleaned out on Fridays. Respect the social distancing in the faculty lounge. If there are no open "spots" please find somewhere else to take your break.
	Classroom windows and windows in doors	<ul style="list-style-type: none"> Leave totally unobstructed (if needed for darkness, put a note on the door and remove ASAP) Do not hang coats, backpacks, etc. over the window in the door.

General aide responsibilities

NEW Instructions for Aide Work in the Mornings

- 7:40-8:00 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.
- 7:40-8:05/8:10 (or 8:15 on Mondays) Hand sanitize at the pod doors as kids come in
- 7:40-8:15 Mondays : temp check at pod doors. Students who are above 99.5 need to be pulled aside and the nurse contacted before they can enter the school.

7:40-7:55 Monitor and supervise students entering classrooms while teacher finishes up prep work.

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 recess and lunchroom monitoring. Please check your Lakeview email frequently.

a. 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.

b. 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.

c. 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.

d. Extra Duty Assignments

First and Second grade aides will “teach” elementary PE to their class once a week. The Elem. PE teacher will provide your classroom teacher with lesson plans you can use. You can also come up with your own activities.

Elementary Aides: will “cover” 2 additional specialty classes each week: “Teacher Choice”. Typically this is computer time for the kids while the teacher get prep time. Work with your teacher to determine what this looks like.

e. Substituting for your 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 lunch. 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.

Expectations

a. Breaks

You are only allocated 24 work hours per week. You will need to clock out at least 2 times for 30 minutes each (totaling 60 minutes) in order to keep your work hours at or below 24 total. Work out the best times for you to take breaks with your teacher. You may use the faculty lounge upstairs, but if all the "spots" are filled, please respect the need for social distancing and find another place for your break.

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 (except on Thursday) 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).
- Thursday 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.

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. 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.
- COVID Symptoms: any child who exhibits any COVID symptoms needs to have the nurse pick him up from your room and assess him. You will need to call down to the office and the nurse or assistant will come get the student. Do not send a possibly symptomatic student to the office.

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.
- Please keep an accurate seating chart for each day. We need to know who sat where in case of contact tracing.
- Due to the need for social distancing, students can only stay in the lunchroom during designated eating times. If a child does not finish lunch, have the student pack any leftovers (not wet, dripping, open liquids!) into their bag to take home.
- Due to the flipped lunch schedule, some of you will have recess first. Please make every effort to have the kids in the lunchroom 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.
- When lunch is over, dismiss kids who have cleaned up and are ready to be dismissed (typically by quiet/ready tables). Do not allow a mass exodus.
- Do your best to get the tables clean and sanitized before the next group comes in. The custodial staff will help with this.
- 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.

i. Recess

- It is your responsibility to take students to lunch recess.
- Kinder aides will unlock and open the back gates for AM pickup. 5th grade aides will shut and lock after their 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.

General Playground Rules

- No students are allowed on playground equipment.
- Students can remove their masks if they are playing games that let them be 6 feet apart. If they are just walking around, talking to friends, less than 6' apart, their masks need to be on.
- No playground toys such as balls and jump ropes can be used this year. The Lion's Den remains locked.
- 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.
- Please do not allow students to leave lunch bags and coats and materials on the playground. Collect them at the end of each recess.

j. 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 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, please make sure that you have followed the "chain" above first. Don't just walk a child to the office if there is a problem. Your teacher will direct you if you need to send a child to the AD for discipline.
- 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.

k. 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.

l. Work hours

AIDE:

Elementary aide work hours are from 7:30 until 1:30 (or 1:45) Monday through Thursday. You do not work on Fridays.

At 7:40 students enter the building. Work with your aide team to decide who does temp checks (on Monday) and who hand sanitizes each morning. On Monday, please stay at the pod doors til about 8:15. Other days, when the crowd thins, you can go back to class. After 8:15 on most mornings, late kids must check in at the office. Work with your team to determine what other cleaning and prep needs to be done in the mornings.

ROAR and SpEd aides have different work schedules.

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:

Teacher and Aide substitutes: Your work hours are 7:30 til the end of the day.

Subs for SpEd, 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, get "Raptored" and have a temp check .

Then you 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.

Questions and Concerns:

Please talk to your EC or the Assistant Director (Anne) if you have any questions or issues we can help with.

Thanks for being such a tremendous asset to Lakeview. We could not do this without you!

We got this!