



CHESTER COUNTY INTERMEDIATE UNIT

Substitute Service Employee Handbook

2014-2015 School Year

Welcome to CCIU

Welcome to the Chester County Intermediate Unit (CCIU). As a CCIU substitute teacher, you are an integral and valuable member of Chester County's educational community.

CCIU substitute teachers work in regular and special education classes throughout the county. In addition to intermediate unit programs and schools, CCIU provides substitute teachers to the Coatesville Area School District, Collegium Charter School, Owen J. Roberts School District and West Chester Area School District. As a result, by joining CCIU's substitute teaching staff, you will have a greater opportunity for steady employment.

Although CCIU is the largest provider of special education services in the county, when accepting an assignment for a school district, you will most likely be assigned to a regular education class. However, when accepting an assignment for an IU program or school, you may be given a class in which the students have severe emotional, physical and/or mental disabilities.

CCIU is one of 29 intermediate units created by the Pennsylvania General Assembly in 1971. We provide over 124 programs and over 300 services that directly and indirectly benefit approximately 85,000 students. Our programs include: instructional, remedial and enrichment services for regular, occupational and special education students and staff. In addition, CCIU operates cross-district special education classes for students with less severe handicaps, located throughout the school districts in Chester County.

CCIU operates five schools, including:

- ☞ Child and Career Development Center
- ☞ Technical College High School - Brandywine Campus
- ☞ Technical College High School - Pennock's Bridge Campus
- ☞ Technical College High School - Pickering Campus
- ☞ Chester County Learning Center

CCIU teachers and instructional assistants are highly dedicated educators committed to providing quality education for all children.

We trust you will add a new dimension of professionalism to an already exemplary staff. We solicit your suggestions and want to know your concerns. Please keep us informed so we may provide the support you need to ensure your success and the success of our children. Together we can create a foundation that will be built upon for years to come.

Sincerely,
Danielle Schoeninger, Ed.D.
Assistant Director of Human Resources

Phone Numbers and Email Addresses

AESOP 1-800-942-3767
Web Page Address: <http://www.AesopEducation.com>

Jennifer Stitt, AESOP Operator
Phone: 484-237-5087
Email Address: Aesop@cciu.org
Office Hours: 5:30AM – 12:30PM (and evening)

Justine Akers, Assistant AESOP Operator
Phone: 484-237-5292
Email Address: Aesop@cciu.org
Office Hours: 7:30AM – 3:30PM

Danielle Schoeninger, Ed.D, Assistant Director of Human Resources
Phone: 484-237-5037
Email Address: DanielleSc@cciu.org
Office Hours: 8:00AM – 4:00PM

Responsibilities of Substitute Teachers

At the beginning of the school day, the substitute teacher is required to:

- Arrive to their assignment on time. It is recommended that substitutes arrive at least 15 minutes before the start time. If you anticipate that you may be late, contact the substitute service immediately.
- Report to the school's main office wearing your identification badge.
- Review school policies and procedures such as attendance, discipline, emergency plans, class schedules and medical issues. This information is often found in a substitute information packet or binder on the teacher's desk.
- Review lesson plans thoroughly. If in doubt regarding the directions left by the teacher, contact the office and/or another teacher for assistance.

In the classroom, the substitute teacher is required to:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instruction/lesson plans left by the teacher. Alert the school's administrator if there are no plans to follow. You should check AESOP prior to arriving to the school to see if lesson plans were uploaded or notes were left by the teacher.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures.
- Spend the entire assignment working with and for the students. No personal work, books or computers of any kind should be brought into the classroom. The substitute teacher is expected to carry out the instructions of the regular teacher.
- Leave a summary of work covered, discipline issues, parent calls or notes, etc. for the teacher at the end of the assignment. Ensure that the teacher is aware of students who needed additional help with the assignments.
- Remain in the classroom if a student teacher or intern is teaching and if there are students in the classroom.
- Maintain a positive learning atmosphere in the classroom. Disruptive student behavior in the class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.

The substitute teacher shall inform principal/department head in cases of:

- Personal injury to students or staff.
- Serious illness of any student.
- Damage to school property.
- Serious discipline problems or infractions of school rules.

The substitute teacher is not permitted to:

- Grant permission for a student to leave school before the regular dismissal time.
- Detain a student after dismissal time.
- Communicate information about a student with anyone except with the building principal, department head, or the regular teacher.
- Communicate information about a staff member of a school with anyone but the substitute service. We will then contact the school with the concern.
- Use corporal punishment. Substitute teachers should never touch students at all.
- Release a student from his/her jurisdiction during school hours without permission from the school office.
- Leave money or valuables in the classroom. Deposit money and valuables in the office in a properly marked envelope.
- Criticize the teacher about her/his materials or methods.
- Leave students unsupervised at any time during the day. If you must leave your room, call the main office for coverage.
- Make comments about any student, teacher, administrator, parents, programs or other school districts that will reflect negatively upon that person(s) or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with items approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a report about the day, assignments that were completed and assignments that were not completed.
- Leave the Sign out at the school's main office.

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day.
- Leave detailed notes about which students were helpful, disciplined, etc.
- Correct and organize work completed by students during the day (when appropriate).
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles, files, folders for the teacher.
- Monitor classroom supplies.
- Leave the room neat and orderly.
- Leave a note for the teacher stating something positive about his/her class.

At-Will Employment

Your employment with the Chester County Intermediate Unit is at-will. This means that neither you nor the CCIU has entered into a contract during the duration of your employment. You are free to terminate your relationship with CCIU at any time, with or without reason. Likewise, the CCIU has the right to terminate your employment, or otherwise discipline, or terminate you at any time, with or without reason, at the discretion of CCIU.

If you are terminated due to inactivity, you must wait until the following school year to reapply for employment with us. You will need to reapply online, provide new references as well as provide updated clearances upon rehire.

You are not eligible to receive unemployment as a substitute teacher or substitute instructional assistant. You will receive a reasonable assurance letter for each new school year through email or through the regular mail (if you do not have an email address). This reasonable assurance also applies to breaks throughout the school year such as Thanksgiving, Winter Break and Spring Break.

Ending Employment

If you desire to be removed from the substitute list please notify us by email stating your intent to Jennifer Stitt at Jenniferst@cciu.org or Justine Akers at JustineA@cciu.org.

Harassment Policy

Harassment on the basis of race, color, creed, religion, sex, age, national origin, citizenship status, veteran status, marital status, physical or mental disability, or membership in any other class or category protected by applicable federal, state, or local law is not permitted by CCIU and may result in discipline up to and including termination. Unlawful harassment in employment may take many different forms, including, but not limited:

- ☞ Any conduct that creates a hostile environment or that embarrasses or humiliates.
- ☞ Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments, jokes.
- ☞ Visual conduct such as derogatory posters, photographs, emails, cartoons, drawings, or gestures.
- ☞ Physical conduct such as assault, blocking normal movement, restraint, touching or physical interference with work.
- ☞ Threats and demands to submit to certain non-work related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security or promotion, and retaliation for having reported discrimination or harassment, or having assisted another employee in reporting discrimination or harassment.

Any employee who feels that she/he has been the subject of harassment, whether by a co-worker or supervisor, should report this action immediately. You may contact to Danielle Schoeninger, Assistant Director of Human Resources (484-237-5037) or to Iain Strachan, Director of Human Resources (484-237-5072).

Confidentiality

In the course of employment you may have access to confidential information, either orally or in writing pertaining to the schools, teachers and students. You are responsible not to disclose any confidential information you obtain in this position to anyone other than those with direct performance of your duties. Employees who improperly use confidential information will be subject to disciplinary action (up to and including discharge), and possible legal penalties.

Our policy prohibits us from providing personal information on any employee without prior consent from the individual. If a school district administrator or teacher requests to speak to you regarding a substitute teaching assignment, the substitute service personnel will contact you directly by phone or email.

School Security

Please be aware that the schools and buildings are equipped with security cameras which may be used to monitor activity in the classrooms and throughout the buildings. Daycare programs may be equipped with live streaming security cameras viewable by parents who are off site.

Maintaining Active Employment Status

For each new school year substitutes must work a minimum of one assignment per month for each month from October through May in order to maintain an active employment status. Please remember, if you work for another substitute service, the days worked for the other service does not apply to the CCIU's one day minimum requirement.

If you have extenuating circumstances and cannot fulfill your mandatory one assignment per month you must notify the substitute service in writing. You should notify us of your circumstances as soon as possible.

Circumstances that qualify as exceptions would be as follows: military leave, health issues, family health issues, long-term assignments in a school district, part-time school district employees, extended vacations, student teaching and retirees exceeding the maximum days allowed by PSERS. All substitutes requesting waivers due to extenuating circumstances must also provide supporting documentation including, but not limited to: doctor's notes, letters of employment verification, and letters of student verification. It is the substitute's responsibility to notify the supervisor of the AESOP program in writing of those qualifying circumstances and to provide the necessary proof documents.

If a substitute fails to work at least one day during the month and does not notify the CCIU with an extenuating circumstance, their AESOP account will be made inactive. If an individual with an inactive account would like to resume working, he or she will be required to submit a new employment application for the following school year, and will be required to go through the interview and orientation process, as well as reapply for any clearances that have expired.

Complaints /Requests for Exclusion

Occasionally a school or district will contact the CCIU to request that a specific substitute be excluded from working in their organization. The reasons for the exclusion may include, but are not limited to: the individual has violated a CCIU school or district policy, behaved in an unprofessional or inappropriate manner toward children or other staff, or has been consistently late for assignments. Each complaint is investigated and will be brought to the substitute's attention. All requests for exclusion from a school or program will be investigated in a face-to-face meeting to resolve the issue.

Requests for exclusion are considered to be a serious offense and may result in the removal of the individual from the substitute list. If you are requested to be excluded from two schools or programs, you will be terminated from the substitute list and you will not be eligible to be rehired as a substitute teacher, substitute instructional assistant or substitute nurse.

Name, Address, Email Address and Telephone Number Changes

If you have any changes to your personal information such as your name, address, email and/or telephone number you are required to send an email to Jennifer Stitt at Jenniferst@cciu.org or Justine Akers at JustineA@cciu.org. The appropriate forms will be sent to you for completion once we are notified of the changes.

Please note: Any name changes will require the substitute to present his or her new social security card at the Educational Services Center located at 455 Boot Road, Downingtown, PA 19335.

In AESOP, [lease click on 'Personal Information' on your AESOP homepage to change your phone number or email address. We ask that you please notify Human Resources of changes to your phone number or email address. ***Please remember if you change your phone number in AESOP you must use the new phone number the next time you log into AESOP.***

Networking/Training Opportunities

Substitutes have an opportunity to attend trainings and networking sessions during the school year. All sessions are located at the Educational Service Center from 4:30 to 6:30 PM. Act 48 hours are awarded to participants who have a Pennsylvania Teaching Certificate.

Information on these sessions will be posted on AESOP as well as on the CCIU website. In addition, there are free and low cost workshops offered throughout the school year. Specific details and instructions for registration may be found at <http://www.cciu.org/page/213>. All interested participants must register through www.mylearningplan.com.

Continuing Education

The Chester County Intermediate Unit will provide tuition reimbursement for one credit hour of CCIU continuing education classes for each 30 full days of substitute teaching in CCIU programs. Credits received for continuing education classes may be applied toward the requirements mandated in Act 48. A catalog of continuing professional education classes offered by the IU can be picked up in the Educational Service Center or on line at [www: ccIU.org](http://www.cciu.org).

Contact Justine Akers at JustineA@cciu.org (484-237-5292) or Jennifer Stitt at Jenniferst@cciu.org (484-237-5087) prior to registering for a class. We will confirm that the 30 full days of substituting requirement has been met.

School Closings

In case of emergencies or bad weather, substitutes are responsible for keeping alert to the possibility of school closings or delayed openings. School announcements are made over most local radio and television stations and district websites. Be sure to check AESOP to be sure your ½ day assignments have not been canceled when there is an in climate weather delay.

Dress Code

You are an employee of the Chester County Intermediate Unit and you must comply with our dress code. The dress code for all substitute teachers, aides and nurses is to be professional at all times. ***You must wear your identification badge to all assignments.***

Below are some items that are not acceptable for assignments.

- ☞ Baseball Caps
- ☞ Denim of any kind, including jeans
- ☞ Spaghetti Strapped/Strapless Dresses
- ☞ Face Jewelry
- ☞ Fleece
- ☞ Flip-Flops
- ☞ Halter Tops
- ☞ Hiking Boots
- ☞ Leggings including stir-up pants
- ☞ Shorts
- ☞ Sandals
- ☞ Sneakers
- ☞ Sweatpants & Sweatshirts
- ☞ T-Shirts
- ☞ Tank Tops
- ☞ Tube Tops

If you are in doubt as to what wear please call Jennifer Stitt at 484-237-5087 or Justine Akers at 484-237-5292.

Work Related Injury Directions

UPDATED JULY 2010

If you suffer a work-related injury, your health and wellbeing are our first concern. If the injury is of a serious nature and requires the assistance of an ambulance or rescue personnel, they should be contacted immediately. If the injury is of a less serious nature, the following procedures must be followed:

1. If you suffer a work-related injury, the first thing you **MUST** do is report the injury to your supervisor. S/he or a designated person in your building, will provide you with an SDIC packet, you can call “First Step” @ 1-800-445-6965 ext. 101. You must also call Justine Akers, Worker’s Compensation Coordinator at 484-237-5292.
2. If you require a prescription for your work-related injury or disease, do not use your personal health plan prescription card. Please use the Jordan-Reses First Fill Sheet which you will receive in the claim package. When you call in your report of injury to SDIC, they will assign you a claim number. Please use this claim number when seeing a panel physician.
3. If you suffer a work-related injury, CHESTER COUNTY INTERMEDIATE UNIT or our insurer will pay reasonable surgical and medical services and supplies, orthopedic appliances and prosthetics, including training in their use when needed. In order to insure that your medical treatment will be paid for by Chester County Intermediate Unit or our insurer, you must select from one of the approved health-care providers.
4. Please call in advance for an appointment if you need treatment. You must continue to treat with an approved providers for ninety (90 days) from the date of your first visit.
5. If, after this ninety (90) day period, you still need treatment and the Chester County Intermediate Unit has provided this list as set forth above, you may choose to continue with this health care provider, or you may choose another provider. You must notify Maureen Linahan, Assistant Director Human Resources, of this action within five (5) days of your first visit to the health care provider of your choice. Your bills will be paid if you have provided proper notice and if your provider files reports as required. (These reports must be filed within ten (10) days after your first visit and at least once a month for as long as treatment continues.)
6. If one of the health care providers listed above refers you to a specialist, the Chester County Intermediate Unit or our insurer will pay for these services as provided by law.
7. All workers’ compensation claims will be processed on behalf of the School District by:
SCHOOL DISTRICTS INSURANCE CONSORTIUM, P.O. BOX 1249, NORTH WALES,
PA 19454,
Phone: 800-445-6965.

iPay Directions for Viewing Pay Stubs

In an effort to further support the IU paperless initiative all employees using direct deposit will not receive paper statements. All pay statements and W2 statements are available electronically through iPay two days before payday and paychecks will be deposited directly into an employee's account on payday. Please go to www.cciu.org and click on 'Human Resources' and 'Frequently Asked Questions'. Once you click on the FAQ's, the iPay information is under the Payroll Question Section. These instructions provide a step-by-step screen shot of the registration process.

The only additional information you need is:

- ☞ Your company's Registration pass code: **cciu-1234**
- ☞ The web site address (URL) to use for Self Service Registration: <https://ipay.adp.com>
- ☞ You can register for iPay after you receive your first paycheck.

Substitute Pay Schedule for 2014-2015

Start Date	End Date	Deadline for Entry into AESOP	Check Date
Monday, June 16, 2014	Monday, June 30, 2014	Wednesday, July 02, 2014	7/16/2014
Tuesday, July 01, 2014	Tuesday, July 15, 2014	Thursday, July 17, 2014	8/1/2014
Wednesday, July 16, 2014	Thursday, July 31, 2014	Friday, August 01, 2014	8/15/2014
Friday, August 01, 2014	Friday, August 15, 2014	Monday, August 18, 2014	8/29/2014
Saturday, August 16, 2014	Sunday, August 31, 2014	Tuesday, September 02, 2014	9/16/2014
Monday, September 01, 2014	Monday, September 15, 2014	Wednesday, September 17, 2014	10/1/2014
Tuesday, September 16, 2014	Tuesday, September 30, 2014	Thursday, October 02, 2014	10/16/2014
Wednesday, October 01, 2014	Wednesday, October 15, 2014	Friday, October 17, 2014	10/31/2014
Thursday, October 16, 2014	Friday, October 31, 2014	Monday, November 03, 2014	11/14/2014
Saturday, November 01, 2014	Saturday, November 15, 2014	Monday, November 17, 2014	11/28/2014
Sunday, November 16, 2014	Sunday, November 30, 2014	Tuesday, December 02, 2014	12/16/2014
Monday, December 01, 2014	Monday, December 15, 2014	Tuesday, December 16, 2014	12/31/2014
Tuesday, December 16, 2014	Wednesday, December 31, 2014	Friday, January 02, 2015	1/16/2015
Thursday, January 01, 2015	Thursday, January 15, 2015	Friday, January 16, 2015	1/30/2015
Friday, January 16, 2015	Saturday, January 31, 2015	Monday, February 02, 2015	2/13/2015
Sunday, February 01, 2015	Sunday, February 15, 2015	Tuesday, February 17, 2015	2/27/2015
Monday, February 16, 2015	Saturday, February 28, 2015	Monday, March 02, 2015	3/16/2015
Sunday, March 01, 2015	Sunday, March 15, 2015	Tuesday, March 17, 2015	4/1/2015
Monday, March 16, 2015	Tuesday, March 31, 2015	Thursday, April 02, 2015	4/16/2015
Wednesday, April 01, 2015	Wednesday, April 15, 2015	Friday, April 17, 2015	5/1/2015
Thursday, April 16, 2015	Thursday, April 30, 2015	Friday, May 01, 2015	5/15/2015
Friday, May 01, 2015	Friday, May 15, 2015	Monday, May 18, 2015	6/1/2015
Saturday, May 16, 2015	Sunday, May 31, 2015	Tuesday, June 02, 2015	6/16/2015
Monday, June 01, 2015	Monday, June 15, 2015	Wednesday, June 17, 2015	6/30/2015
Tuesday, June 16, 2015	Tuesday, June 30, 2015	Thursday, July 02, 2015	7/16/2015

Daily substitutes do not submit timecards for payroll. All assignments recorded in AESOP are what you will be paid for. You must check your AESOP ensuring your days worked are accurate.

Coatesville Building Substitutes are the only substitutes who need to submit timecards for payroll, fax your timecards to 484-237-5158.

If you have questions or concerns about your paycheck you may call Justine Akers at 484-237-5292 or Jennifer Stitt at 484-237-5087.

Pay Policies

In the event a payday falls on a weekend or a holiday, pay shall be made available to employees on the previous business day.

Employees may have their pay directly deposited into their bank account. Moneys may be divided and sent to as many as three separate accounts. Direct deposit to any bank is done at no cost to the employee. No checks can be issued until you have completed the necessary paperwork with the Human Resources Department. The Intermediate Unit recognizes different levels of substituting. The pay schedule reflects the difference in commitment and responsibility required in each situation.

- ☞ **Daily Substitute Teacher** - one who substitutes on a variable basis and who is paid a daily rate of \$95-\$113 with no benefits.

Substitute Teacher Rates for Coatesville, Owen J Roberts, West Chester and CCIU are for 7.5 hours a day (half day rate is ½ of a regular day pay and is for assignments that are 3 hours and 45 minutes or less).

Substitute Teacher Rates for Collegium is for 8.50 hours a day (half day rate is ½ of a regular day pay and is for assignments that are 4 hours and 35 minutes or less).

If you accept a morning half day assignment and the teacher has not arrived in the classroom before your end time, you must call down to the office to request coverage if you must leave. Please do not assume the school will pay you for the extra time if they have not asked you to specifically cover for any extra time.

- ☞ **Extended Daily Substitute Teacher** - one who substitutes for the same teacher for more than twenty (20) consecutive days in the same assignment. The daily rate is then increased to \$120-\$169 per diem. This applies only to professional teaching positions.
- ☞ **Daily Substitute Instructional Assistants** - one who substitutes on a variable basis and who is paid a daily rate of \$83.00 (7.5 hours per day) with no benefits.
- ☞ A \$5.00 per diem stipend is paid to daily substitutes, instructional assistants, and teachers who are assigned to the CCIU Learning Center, Choices, Impact and Teach programs.

PLEASE NOTE:

It is your responsibility to check your AESOP profile prior to leaving for your assignment to ensure there have not been any cancellations.

In the event you arrive at an assignment and the school no longer requires a substitute, you are required to call the CCIU AESOP Staff. If you are offered another comparable assignment and you do not accept, you will not be compensated for the day.

Your pay reflects the information that is recorded in the AESOP system. If your assignment varies from what is recorded in AESOP you must notify us at the number given below. Failure to do this may lead to an inaccurate paycheck. If you have any questions, please feel free to contact Justine Akers at 484-237-5292 or Jennifer Stitt at 484-237-5087.

Chester County Substitute Pay Rates

Coatesville School District

\$100.00 per day

Collegium School District

\$110.00 per day

CCRES, Inc.

\$83.00 per day for substitute instructional assistant

Owen J Roberts School District

\$105.00 per day

\$115.00 after 20 consecutive, same teacher days, retroactive to day one

West Chester School District

\$95.00 per day

\$120.00 after 20 consecutive, same teacher days, not retroactive

Chester County Intermediate Unit School District

\$83 per day for substitute instructional assistants

\$113.00 per day

\$124.00 after 20 non-consecutive days

\$169.00 after 20 consecutive, same teacher days, retroactive to day one

As of August 2014 (Rates are subject to change)

AESOP Online

By using AESOP Online, <http://www.frontlinek12.com/aesop>, you can quickly view all available jobs. You can also accept or cancel assignments and review current jobs. The system offers a link to MapQuest to provide you with driving directions to our schools. Your home page has an interactive calendar for a quick glance of scheduled assignments and non-work days. You will receive messages on the home page regarding long-term and permanent job openings, sub networking meetings and general items of interest.

How Does It Work?

AESOP Online works in conjunction with your AESOP telephone system. It uses the database already there and compliments the telephone operation of AESOP. All data is instantly input and is available in AESOP as soon as it is entered into the system either by telephone or online.

AESOP Online is used to access AESOP from your home or office computer, or any computer as long as you can connect to the Internet. Simply enter <http://www.frontlinek12.com/aesop>. Enter your ID (phone number) and pin number to access your account.

Training on AESOP Online

To access AESOP Online, simply enter your ID number (phone number) and your pin number at the log-in screen. The welcome screen will appear. On the left side of the welcome screen are User Guides and Videos that that will provide you with training for the AESOP Online system.

For a complete guide on how to use the online system as well as the phone system use the below link to access the substitute guide: <https://help.frontlinek12.com/Sub/HelpPage/index.htm>

Receiving an AESOP Call

Substitutes may be called between 5:30 AM – 12:00 PM for same day assignments. AESOP will call out from 5:30 PM – 9:30 PM for future assignments. Remember to record your confirmation number after accepting your assignment. You can review available substitute jobs by calling 1-800-942-3767 or on-line at <http://www.frontlinek12.com/aesop>.

Please Note When AESOP calls you:

- ☞ The phone number that appears on Caller ID is: 1-800-942-3767
- ☞ Typically, AESOP will not leave a message on your home answering machine
- ☞ Please say 'Hello' in order for AESOP to begin the phone call
- ☞ If you are sick and do not wish to work, Press 2 to prevent further calls today

Reviewing/Canceling Assignments

You have the option to review all future assignments to confirm dates, start times and confirmation numbers by calling 1-800-942-3767 or on-line at <http://www.AesopEducation.com>.

Employees are expected to honor the commitment they make upon accepting an assignment, but we understand that occasionally there may be circumstances that may require you to cancel an assignment. We request that you cancel the assignment as soon as you are aware of the need to do so; this will provide us with a greater opportunity to find a replacement. Cancellations on the morning of the assignment are not looked upon favorably unless there is a valid reason.

If you need to cancel an assignment on the day the assignment is scheduled and that particular assignment is for a half day beginning either mid-morning or in the afternoon you must cancel the assignment through the AESOP system and contact Justine Akers at 484-237-5292 or Jennifer Stitt at 484-237-5087 as soon as possible.

DIRECTORY OF SCHOOLS

As a substitute, you may be assigned to classes held in one of the following schools. You will want to pay special attention to the starting and ending times. In addition to this handbook, the directory of schools is also listed on the Chester County Intermediate Unit website: www.cciu.org.

INTERMEDIATE UNIT LOCATIONS

Aspire
Erthinger Building at WC University
700 South Church Street
West Chester, PA 19380

Child & Career Development Center
*Care and Teach
1525 East Lincoln Highway
Coatesville PA 19320
610-383-7400

Chester County Technical College –
Brandywine Campus
*Gateway
453 Boot Road
Downingtown PA 19335
610-384-1585

Chester County Technical College – Pennock’s
Bridge Campus
*Gateway
280 Pennock’s Bridge Road
West Grove PA 19380
610-345-1800

Chester County Technical College – Pickering
Campus
1580 Charlestown Road
Phoenixville PA 19460
610-933-8877

Milltown Square Programs
* Chaamp
150 E. Pennsylvania Avenue, Suite 450
Downingtown PA 19335
610-518-2671

Education Center – West Chester
*Changes
540 East Union Street, Suite D
West Chester PA 19382
610-444-1352

Chester County Youth Center
505 S Wawaset Rd
West Chester PA 19382
610-793-5910

Impact/Insight
Human Services Building
1140 McDermott Drive, Suite 101
West Chester PA 19380
610-430-6141

Learning Center
*Options, Reach Career Academy, Steps and
Transitions
1625 East Lincoln Highway
Coatesville PA 19320
610-383-3740

Milltown Square Programs
* Chaamp
150 E. Pennsylvania Avenue, Suite 450
Downingtown PA 19335
610-518-2671

Project Search
Phoenixville Hospital
140 Nutt Road
Phoenixville PA 19460
610-983-1722

Transitional Living Program
922 West Baltimore Pike
Kennett Square PA 19348
610-212-5980

Transitional Living Program
127 E. Gay Street
West Chester PA 19380
610-719-0640

INTERMEDIATE HEAD START LOCATIONS

Chester County Learning Center
341 Kersey Street
Coatesville PA 19320
484-384-6205

Education Services Building
455 Boot Road
Downingtown PA 19335
484-237-5000

Jordon Bank Head Start Center
536 Hodgson Street
Oxford PA 19363
610-932-1166

Kennett Square Head Start Center
380 W. Cedar Street
Kennett Square PA 19348
610-444-2880

Owen J Roberts Head Start Center
932 Sanatoga Road, Room 41
Pottstown PA 19465
610-469-5103

Phoenixville Head Start Center
c/o CAT Pickering
1580 Charlestown Road
Phoenixville PA 19460
610-933-3763

SKL Head Start Center
1530 E. Lincoln Highway
Coatesville PA 19320

Technical College Head Start Center
280 Pennock's Bridge Road
West Grove PA 19390
610-345-1820

West Chester Head Start Center
510 E. Union Street
West Chester PA 19382
610-692-5805

AVON GROVE SCHOOL DISTRICT

Avon Grove High School
257 East State Road
West Grove PA 19390
610-869-2446

Avon Grove Intermediate School
3rd-6th Grade Center
395 South Jennersville Road
West Grove PA 19390
610-869-2010

Fred Engle Middle School
107 Schoolhouse Road
West Grove PA 19390
610-869-3022

Penn London Elementary School
383 South Jennersville Road
West Grove PA 19390
610-869-9803

COATESVILLE AREA SCHOOL DISTRICT

Caln Elementary School
3609 East Lincoln Highway
Thorndale PA 19372
610-383-3760

Rainbow Elementary School
1113 W. Lincoln Highway
Coatesville PA 19320
610-383-3780

Coatesville Area Senior High School
1445 East Lincoln Highway
Coatesville PA 19320
610-383-3730

Reeceville Elementary School
248 Reeceville Road
Coatesville PA 19320
610-383-3785

Coatesville 9 & 10 Grade Center
1425 East Lincoln Highway
Coatesville PA 19320
610-383-3735

North Brandywine Middle School
256 Reeceville Road
Coatesville PA 19320
610-383-3745

East Fallowfield Elementary School
2254 Strasburg Road
E Fallowfield PA 19320
610-383-3765

Scott Middle School
800 Olive Street
Coatesville PA 19320
610-383-6946

Friendship Elementary School
296 Reeceville Road
Coatesville PA 19320
610-383-3770

South Brandywine Middle School
600 Doe Run Road
Coatesville PA 19320
610-383-3750

Kings Highway Elementary School
841 West Kings Highway
Coatesville PA 19320
610-383-3775

COLLEGIUM CHARTER SCHOOL

Kindergarten to Grade 2 Building
500 James Hance Court
Exton, PA 19341
610-903-1300 ext. 6109

Grades 4 to 6 Building
515 James Hance Court
Exton, PA 19341
610-903-1300 ext 6372

Grades 2 to 4 Building
150 Oaklands Boulevard
Exton, PA 19341
610-903-1300 ext. 6362

Grades 7 to 12 Building
535 James Hance Court
Exton, PA 19341
610-903-1300 ext. 6602

DOWNINGTOWN AREA SCHOOL DISTRICT

Beaver Creek Elementary School
601 Pennsylvania Avenue
Downingtown PA 19335
610-269-2790

Bradford Heights Elementary School
1330 Romig Road
Downingtown PA 19335
610-269-6021

Brandywine Wallace Elementary School
435 Dilworth Road
Downingtown PA 19335
610-269-2083

Downingtown Senior High School East
50 Devon Drive
Exton PA 19341
610-363-6400

Downingtown Senior High School West
445 Manor Avenue
Downingtown PA 19335
610-269-4400

Downingtown Middle School
115 Rock Raymond Road
Downingtown PA 19335
610-518-0685

East Ward Elementary School
435 Washington Avenue
Downingtown PA 19335
610-269-8282

Lionville Middle School
550 West Uwchlan Avenue
Downingtown PA 19341
610-524-6300

Lionville Elementary School
526 West Uwchlan Avenue
Downingtown PA 19335
610-363-6580

Pickering Valley Elementary School
121 Byers Road
Chester Springs PA 19425
610-458-5324

Shamona Creek Elementary School
501 Dorlans Mill Road
Downingtown PA 19335
610-458-8703

Springton Manor Elementary School
400 Fairview Road
Glenmoore, PA 19343
610-942-8950

Uwchlan Hills Elementary School
50 Peck Road
Downingtown PA 19335
610-269-5656

West Bradford Elementary School
1475 Broad Run Road
Downingtown PA 19335
610-384-9030

GREAT VALLEY SCHOOL DISTRICT

Charlestown Elementary School
2060 Charlestown Road
Malvern PA 19355
610-935-1555

General Wayne Elementary School
20 Devon Road
Malvern PA 19355
610-647-6651

Great Valley High School
225 North Phoenixville Pike
Malvern PA 19355
610-889-1900

Kathryn D Markley Elementary
354 Swedesford Road
Malvern PA 19355
610-644-1790

Great Valley Middle School
255 North Phoenixville Pike
Malvern PA 19355
610-644-6440

Sugartown Elementary School
611 Sugartown Road
Malvern PA 19355
610-699-1500

KENNETT CONSOLIDATED SCHOOL DISTRICT

Bancroft Elementary School
181 Bancroft Road
Kennett Square PA 19348
610-925-5711

Mary D Lang Elementary School
409 Center Street
Kennett Square PA 19348
610-444-6260

Greenwood Elementary School
420 Greenwood Road
Kennett Square PA 19348
610-388-5990

New Garden Elementary School
265 New Garden Road
Toughkenamon PA 19374
610-268-6900

Kennett High School
100 East South Street
Kennett Square PA 19348
610-444-6620

New Garden Kindergarten Center
335 Starr Road
Landenberg PA 19350
610-268-5600

Kennett Middle School
195 Sunny Dell Road
Landenberg PA 19350
610-268-5800

OCTORARA AREA SCHOOL DISTRICT

Octorara Area Elementary School
104 Highland Road
Atglen PA 19310
610-593-8242

Octorara Area Middle School
228 Highland Road
Atglen PA 19310
610-593-8223

Octorara Intermediate School
221 Highland Road
Atglen PA 19310
610-593-4608

Octorara Primary Learning Center
87 Highland Road
Atglen PA 19310
610-593-8350

Octorara Area High School
226 Highland Road
Atglen PA 19310
610-593-8253

OWEN J ROBERTS SCHOOL DISTRICT

East Coventry Elementary School
932 Sanatoga Road
Pottstown PA 19465
610-469-5103

OJR High School
981 Ridge Road
Pottstown PA 19465
610-469-5101

East Vincent Elementary School
340 Ridge Road
Spring City PA 19475
610-469-5106

OJR Middle School
881 Ridge Road
Pottstown PA 19465
610-469-5102

French Creek Elementary School
3590 Coventryville Road
Pottstown PA 19465
610-469-5104

West Vincent Elementary School
2750 Conestoga Road
Chester Springs PA 19425
610-469-5108

North Coventry Elementary School
475 Kemp Road
Pottstown PA 19465
610-469-5105

OXFORD AREA SCHOOL DISTRICT

Elk Ridge School
200 Wickersham Road
Oxford PA 19363
610-932-6670

Oxford Area High School
705 Waterway Road
Oxford PA 19363
610-932-6640

Jordan Bank School
536 Hodgson Street
Oxford PA 19363
610-932-6625

Oxford Presbyterian Church
6 Pine Street
Oxford PA 19363
610-932-9640

Hopewell School
602 Garfield Street
Oxford PA 19363
484-365-6150

Penn's Grove Middle School
301 South Fifth Street
Oxford, PA 19363
610-932-6615

Nottingham School
736 Garfield Street
Oxford PA 19363
610-932-6632

PHOENIXVILLE AREA SCHOOL DISTRICT

Barkley Elementary School
320 Second Avenue
Phoenixville PA 19460
484-927-5300

Phoenixville Middle School
1330 South Main Street
Phoenixville PA 19460
484-927-5200

East Pikeland Elementary School
1191 Hares Hill Road
Phoenixville PA 19460
484-927-5350

Schuylkill Elementary School
290 South Whitehorse Road
Phoenixville PA 19460
484-927-5400

Phoenixville Area High School
1200 Gay Street
Phoenixville PA 19460
484-927-5100

Kindergarten Center
100 School Lane
Phoenixville PA 19460
484-927-5450

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT

Beaumont Elementary School
575 Beaumont Road
Devon PA 19333
610-240-1400

New Eagle Elementary School
507 Pugh Road
Wayne PA 19087
610-240-1550

Conestoga Senior High School
200 Irish Road
Berwyn PA 19312
610-240-1000

Tredyffrin/Easttown Middle School
801 Conestoga Road
Berwyn PA 19312
610-240-1200

Devon Elementary School
400 South Fairfield Road
Devon PA 19333
610-240-1450

Valley Forge Elementary School
99 Walker Road
Wayne PA 19087
610-240-1600

Hillside Elementary School
507 Howellville Road
Berwyn PA 19312
610-240-1500

Valley Forge Middle School
105 West Walker Road
Wayne PA 19087
610-240-1300

UNIONVILLE SCHOOL DISTRICT

Charles F Patton Middle School
760 Unionville Road
Kennett Square PA 19348
610-347-2000

Pocopson Elementary School
1105 Pocopson Road
West Chester PA 19382
610-793-9241

Chadds Ford Elementary School
3 Baltimore Pike
Chadds Ford PA 19317
610-388-1112

Unionville Elementary School
1775 West Doe Run Road
Kennett Square PA 19348
610-347-1700

Hillendale Elementary School
1850 Hillendale Road
Chadds Ford PA 19317
610-388-1439

Unionville High School
750 Unionville Road
Kennett Square PA 19348
610-347-1600

WEST CHESTER SCHOOL DISTRICT

B Reed Henderson High School
400 Montgomery Avenue
West Chester PA 19380
484-266-3300

East High School
450 Ellis Lane
West Chester PA 19380
484-266-3800

East Bradford Elementary School
820 Frank Road
West Chester PA 19380
484-266-2100

East Goshen Elementary School
800 North Chester Road
West Chester PA 19380
484-266-1500

E N Peirce Middle School
1314 Burke Road
West Chester PA 19380
484-266-2500

Exton Elementary School
301 South Hendricks Avenue
Exton PA 19341
484-266-1400

Fern Hill Elementary School
915 Lincoln Avenue
West Chester PA 19380
484-266-1600

G A Stetson Middle School
1060 Wilmington Pike
West Chester PA 19382
484-266-2700

Glen Acres Elementary School
1150 Delancey Place
West Chester PA 19380
484-266-1700

Hillsdale Elementary School
725 West Market Street
West Chester PA 19382
484-266-2000

J R Fugett Middle School
500 Ellis Lane
West Chester PA 19380
484-266-2900

Mary C Howse Elementary School
641 West Boot Road
West Chester PA 19380
484-266-1300

Penn Wood Elementary School
1470 Johnny's Way
West Chester PA 19382
484-266-1900

Rustin High School
1100 Shiloh Road
West Chester, PA 19382
484-266-4300

Sarah W Starkweather Elementary School
1050 Wilmington Pike
West Chester PA 19382
484-266-2200

Westtown-Thornbury Elementary School
750 Westbourne Road
West Chester PA 19382
484-266-1800

INTERMEDIATE UNIT PROGRAM DESCRIPTIONS

ASPIRE

Located at West Chester University

Ages 17 to 20 years

The Aspire Program provides students with the opportunity to participate in college campus experience and to develop social, academic and emotional skills to be successful. Student's work on developing executive function skills including: time management, organization and planning for assignments. Students have the opportunity to enroll in a college course and participate in community career experiences.

AUTISM

Countywide program

Ages 5 to 21 years

The autism support classroom programs provide academic, social, language, developmental and behavioral support services for students diagnosed with an autism spectrum disorder. Students receive individual and/or small group instruction. The primary goal of the program is to promote interpersonal and social skills while maintaining appropriate academic advancement.

CHAAMP - COMMUNITIES HELPING ADOLESCENTS WITH AUTISM MAKE PROGRESS

Located in the Milltown Shopping Center in Downingtown

CHAAMP allows students with autism to use the community as their classroom in order to prepare them for the transition from school to adult life. The program provides autistic adolescents with the skills necessary to lead an independent life.

CHANGES - DRUG & ALCOHOL TREATMENT PROGRAM

Located in West Chester

High School Students

This program provides drug and alcohol treatment to high school students while providing academic instruction that is consistent with their home school requirements.

CHESTER COUNTY YOUTH CENTER & SHELTER

Located in West Chester

This program provides a full academic program to adjudicated youth and those requiring a shelter for various reasons.

CHESTER COUNTY TECHNICAL COLLEGE HIGH SCHOOLS

Located at TCHS-Pickering

High School Students

A career and technical public high school specializing in providing students with the technical training and academic preparation to be successful in work, in college and in life. Both schools provide academic and technical courses.

Located at TCHS-Brandywine and TCHS-Pennock's Bridge

These are joint venture schools with Delaware County Community College. These schools will offer career and technical programs for high school students and allow students to become dual-enrolled in programs that blend high school with for-credit college courses.

CHILD AND CAREER DEVELOPMENT CENTER

Located in Coatesville

Ages 14 to 21 years

This location is a center-based, pre-vocational program for students in a highly structured, staff-intensive environment. The program provides learning experiences for students with severe learning disabilities, physical handicaps, mild emotional disturbances and mild to moderate mental retardation.

Basic academic, life and pre-vocational skills are taught in an integrated program for students, aged 14 to 21 years old. Emphasis is placed on developing functional skills ranging from basic survival and self-help to higher level reading and math skills.

CHILD CARE CENTERS

CCIU Infant/Toddler Center Located in Coatesville

CCIU Early Care and Education Center Located in Downingtown

Ages 6 weeks to 5 years

The CCIU child care centers are three Star sites in the Keystone Stars program and provide exceptional early education opportunities. The Downingtown site is open to CCIU and district staff at a discounted rate and open to all in the community. The Coatesville site initially opened to provide child care for teen parents but is also open to the community at large. The CCIU Childcare programs are designed with a balance between free play and structured activities, as well as small and large group activities. Our staff is experienced and has professional training in Early Childhood Education and ongoing Professional Development activities. Our classroom equipment is carefully selected to meet the developmental and learning needs of the children it serves.

EMOTIONAL SUPPORT CLASSES

Countywide

Grades K to 12

Emotional support classrooms provide academic and emotional support for students identified as emotionally disturbed those manifest behaviors which result in behavioral and academic deficits. Students receive academic and emotional support.

GATEWAY

Located in TCHS-Brandywine and TCHS-Pennock's Bridge

High School Students

The Gateway Program provides services to students who are exhibiting mild to moderate adjustment difficulties and are not reaching their full potential in the traditional middle/high school setting. Our school provides students with the opportunity to achieve academic success, explore career aspirations, and attend college classes while still in high school. We also provide mental health services in our program if there is a student need.

HEADSTART

Located in Coatesville, Downingtown, Jennersville, Kennett Square, Oxford, Pottstown, Phoenixville and West Chester

Ages 3-5 years

This is a comprehensive preschool program for economically disadvantaged children aged three to five in Chester County. The program provides education, health, nutritional, social, and other service to enrolled children and their families.

HOME & COMMUNITY BEHAVIORAL HEALTH PERSONAL CARE ASSISTANT (BHPCA)

Countywide

The position is a one to one staff to student ratio, to provide behavioral support. The program allows students to remain in the least-restrictive academic setting possible. This position requires minimal data recording.

LIFE SKILLS SUPPORT

Countywide

Ages 5 to 21 years

This program provides a continuum of services for students whose social/behavioral skills are developmentally delayed. The primary goal is to develop each student's cognitive, social, motor, behavioral and vocational potential to increase independent functioning.

MULTI-DISABILITY SUPPORT

Countywide

Ages 5 to 21 years

This program provides learning experiences for students who have been diagnosed with multiple disabilities. The primary goal is to develop basic and independent living skills.

OPTIONS/STEPS/TRANSITIONS PROGRAM

Located in Learning Center

Grades 5 to 12

This school serves both special and regular education students in the county and from Devereux. These students have shown disruptive behavior in their home schools, largely due to academic, social and/or emotional deficiencies. The maximum class size is 15 students.

Students are provided with the tools to work cooperatively with their peers. They learn the skills to deal with everyday issues at their ability level. Educational staff provides individual attention when dealing with academic and behavioral issues.

PRESCHOOL SPECIAL EDUCATION (PSE)

Countywide

Ages 3 to 5 years

Provide classroom-based services as a result of a multidisciplinary evaluation as determined by the IEP team. Provide related services such as speech and language therapy, occupational therapy, physical therapy, vision and hearing services and behavioral support. Students may include children with developmental delays, autism, hearing impairment, speech and language impairment, mental retardation and visual impairments. The primary goal of the program is to improve a child's developmental levels to enable him/her to access the general curriculum when he/she becomes school aged.

PROJECT SEARCH

Located in Phoenixville Hospital

Ages 18 years or older

This is located at Phoenixville Hospital and provides an onsite job training program that combines classroom instruction with practical job training within the hospital.

SCHOOLBASED MENTAL HEALTH PROGRAMS

*CARE and TEACH located in Child and Career Development School in Coatesville
INSIGHT and IMPACT located in West Chester*

Middle School through High School Students

These programs provide an integrated program of academic instruction and mental health counseling for students with severe emotional distress. The day consists of core academic instructions and a half day of mental health therapy and therapeutic support.

TRANSITIONAL LIVING PROGRAM (TLP)

Located in Kennett Square and West Chester

Ages 18 and older

The TLP provides transitional and functional living skills for students whose social/behavioral skills are developmental delayed. The surrounding community is a primary environment for instruction. Students are instructed on independent living skills such as cooking, budgeting, time management and career exploration.

Commonly Used Acronyms/Abbreviations

School Districts:

- **AGSD** - Avon Grove School District
- **CASD** - Coatesville Area School District
- **DASD** - Downingtown Area School District
- **GVSD** - Great Valley School District
- **KCSD** - Kennett Consolidated School District
- **OASD** - Octorara Area School District
- **OJRSD** - Owen J. Roberts School District
- **OXASD** - Oxford Area School District
- **PASD** - Phoenixville Area School District
- **TESD** - Tredyffrin-Easttown School District
- **UCFSD** - Unionville-Chaddsford School District
- **WCASD** - West Chester Area School District

Commonly seen on AESOP:

- **BHPCA** – Behavioral Health Personal Care Assistant (1:1 position providing behavioral support, minimal data-recording)
- **BVA / PVA**– Brandywine/Philadelphia Virtual Academy (Online Learning School, Cyber School, based out of Downingtown/Philadelphia)
- **CCLC** – Chester County Intermediate Unit Learning Center (Ages 14-21, Emotional Support/Behavioral Support)
- **CCRES** – Staffing Agency (Provides instructional assistants to Kennett Consolidated School District)
- **CDC or CCDC** – Child and Career Development Center (Ages Pre-K – 21, Special Education School in Coatesville)
- **CHAAMP** – Communities Helping Adolescents with Autism Make Progress (Ages 14-21, moderate to severe autism)
- **ECEC** – Early Childhood Education Center (Daycare)
- **ESC** – Educational Services Center (Central Office Building of CCIU – 455 Boot Road, Downingtown)
- **H & C** – Home and Community Services (Ages K-12, Behavioral Health Personal Care Assistant positions)
- **IU** – Intermediate Unit (Assignments located in IU school or program, paid at IU teacher or aide rate)
- **PSE** – Preschool Special Education (Ages 3-5, Autism or Multiple Disabilities)
- **SKL** - Stanley K. Landis Building (HeadStart Location, Coatesville)
- **TCHS** – Technical College High School (Ages 14-21, Vocational [Vo-Tech] High School, Formerly CAT Programs)

Middle Initials:

- **T** – Teacher
- **TT** – Teacher Temp or Teacher with Emergency Permit
- **A** – Aide (Instructional Assistant)
- **N** – Nurse
- **R** – Retiree

**** Combination of initials refer to positions you are set up to view.**