

Welcome to UA

Orientation for Long-Term Substitutes

welcome!



We are happy to have you join the Upper Arlington staff and hope that you will find it to be a rewarding, professional experience.

Please know that there are many resources available to you as you transition into your new assignment. This presentation is aimed at providing you with some initial information, as well as contact information for those questions that are bound to come up in the first few weeks.

Take your time reviewing this information and refer back to it, as needed.

On-Boarding Checklist

Once you are hired, Human Resources will begin ensuring your access to these systems:

- Signed AUP agreement
- Laptop
- Email
- All-call system
- PowerTeacher
- Schoology
- Google Classroom
- Classlink

Need to know...

Time sheets

- All days worked are tracked through AESOP
- Human Resources works closely with the ESC to ensure information is accurate

Pay Calendar

- Days 1 - 10: \$100/day
- Days 11 - 60: \$135/day
- Day 61 and beyond: \$232.91; eligible for benefits - ESC will contact them to review this info (sick days: 1.25 days per month; personal days: prorated)

2016-2017 Payroll Schedule ESC of Central Ohio and ESC Council of Governments

	Period Start Date	Period End Date	DEADLINE for Approved Payroll Documents by 9 a.m.	Pay Date
1	08/06/16	08/20/16	08/22/16	09/02/16
2	09/21/16	09/05/16	09/06/16	09/20/16
3	09/06/16	09/20/16	09/21/16	10/05/16
4	09/21/16	10/05/16	10/06/16	10/20/16
5	10/06/16	10/20/16	10/21/16	11/04/16
6	10/21/16	11/05/16	11/07/16	11/18/16
7	11/06/16	11/20/16	11/21/16	12/05/16
8	11/21/16	12/05/16	12/06/16	12/20/16
9	12/06/16	12/20/16	12/21/16	01/05/17
10	12/21/16	01/05/17	01/06/17	01/20/17
11	01/06/17	01/20/17	01/23/17	02/03/17
12	01/21/17	02/05/17	02/06/17	02/17/17
13	02/06/17	02/20/17	02/21/17	03/03/17
14	02/21/17	03/05/17	03/06/17	03/20/17
15	03/06/17	03/20/17	03/21/17	04/05/17
16	03/21/17	04/05/17	04/06/17	04/20/17
17	04/06/17	04/20/17	04/21/17	05/05/17
18	04/21/17	05/05/17	05/08/17	05/19/17
19	05/06/17	05/20/17	05/22/17	06/05/17
20	05/21/17	06/05/17	06/06/17	06/20/17
21	06/06/17	06/20/17	06/21/17	07/05/17
22	06/21/17	07/05/17	07/06/17	07/20/17
23	07/06/17	07/20/17	07/21/17	08/04/17
24	07/21/17	08/05/17	08/07/17	08/18/17

Student Assessments

[Assessment Calendar](#)

Please check the assessment calendar to see if your assignment/grade level will be taking assessments during your time here. If so, contact Erin Miguel at emiguel@uaschools.org, and she will get you in contact with a staff member who can help you prepare.

Useful Information

Schoology contains information that may be helpful as you transition into your new assignment:

Schoology > UA Staff Information > Resources > Useful Links

- AESOP (online system for requesting substitutes via ESC)
- District Map
- UA Help Desk (technology assistance)
- LPDC/MyLearningPlan (for documenting your professional development)
- PowerTeacher (grading, attendance and more)
- Public SchoolWORKS (required online modules/tests)

Technology Help

Our district is one-to-one, which means you may find that staff, students, and parents are utilizing online programs, apps, and communication more frequently.

Schoology > UA Staff Information >

Resources > Operational Technology

- Google Mail Support tutorials
- [UA Help Desk link](#) (*bookmark this link for quick access)
- Voicemail setup

Personalized Learning

- **Grades K-2: iPad**
- **Grade 3: iPad Pro with keyboard**
- **Grades 4-12: 11-inch MacBook Air laptop**

In order to prepare our students for the world beyond our classrooms, it is essential that we personalize learning to provide them with the tools and the opportunities that will both enhance educational experiences and ensure their readiness for the next phase of their lives. The use of technology is a critical tool that will allow us to achieve this goal for every student. Futurist Ian Jukes said it well when he said “We must prepare students for their future and not our past.” The personalization of education and using technology as an appropriate tool to achieve this personalization is the logical next step for the Upper Arlington City School District as we build upon our legacy as a district that is a leader in Ohio and the nation.

PublicSchoolWORKS

Human Resources will contact the ESC and you will receive an email instructing you to complete the following online modules/tests:

- Managing Food Allergies
- Medicine Administration
- Ohio Ethical Use of Tests
- Test Agreement

Once you are identified as a long-term substitute...

- The building principal or building secretary will put in help-desk ticket which will:
 - 1) provide the long-term substitute with a uaschools email address, and
 - 2) provide the long-term substitute with a laptop computer.

*Principals and secretaries, please include first name, middle initial, and last name of the long-term substitute in the help desk ticket. Also include his or her personal email address so directions for logging on to their new email address can be provided.

- Central Office/Human Resources will be notified that the long-term substitute needs to sign an AUP Agreement and complete additional Public SchoolWorks online modules.

Building-Level Contacts Who to go to with questions?

- Building Principal
- Teaching team member or grade-level colleague
- Building aub
- Main office secretary
- *iCoach (Technology), LPDC rep (professional development)

Primary District-Level Contacts

Human Resources: Dr. Kathleen Jenney, kjenney@uaschools.org

HR administrative assistant: Kristy Garrison, kgarrison@uaschools.org

Peer Assistance Specialist: Erin Miguel, emiguel@uaschools.org

District Offices Directory:

Schoology > UA Staff Information > Resources > Staff Directory > 2016 -
2017 Central Office and District Offices Directory

Or click [here](#) to view the PDF.