

Wachusett Regional School District

Substitute Information Sheet

| Town | School | Phone# | Grades | Starting Time | Closing Time |
|-------------|--------------------------------|----------------|---------------|----------------------|---------------------|
| Holden | Davis Hill Elementary School | (508) 829-1754 | K-5 | 9:00 AM | 3:30 PM |
| Holden | Dawson Elementary School | (508) 829-6828 | K-5 | 9:00 AM | 3:30 PM |
| Holden | Early Childhood Center (ECC) | (508) 829-4766 | PK | 9:00-11:20AM | 12:30-2:50PM |
| Holden | Mayo Elementary School | (508) 829-3203 | K-5 | 9:00 AM | 3:30 PM |
| Holden | Mountview Middle School | (508) 829-5577 | 6-8 | 8:15 AM | 2:45 PM |
| Holden | Wachusett Regional High School | (508) 829-6771 | 9-12 | 7:35 AM | 2:10 PM |
| Paxton | Paxton Center School | (508) 798-8576 | K-8 | 8:20 AM | 2:50 PM |
| Princeton | Thomas Prince School | (978) 464-2110 | K-8 | 8:25 AM | 2:55 PM |
| Rutland | Central Tree Middle School | (508) 886-0073 | 6-8 | 8:15 AM | 2:45 PM |
| Rutland | Glenwood Elementary School | (508) 886-0399 | 3-5 | 9:10 AM | 3:40 PM |
| Rutland | Naquag Elementary School | (508) 886-2901 | K-2 | 9:00 AM | 3:30 PM |
| Sterling | Chocksett Middle School | (978) 422-6552 | 5-8 | 8:30 AM | 3:00 PM |
| Sterling | Houghton Elementary School | (978) 422-2333 | K-4 | 9:15 AM | 3:45 PM |

Contacts:

Central Office - Main Phone Number (508) 829-1670

| | |
|--------------------------------|---------------------------------------|
| Human Resources | x228 Gail |
| Payroll | x236 Michelle x243 Cecelia |
| Special Education | x240 Randi |
| Supervisor of School Nutrition | x278 Margaret Barton |
| Nurse Liaisons | x224 Jeff Carlson x238 Kim Merrick |

Sub Caller Information

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|--|--------------------|
| Sub caller for grades K-8: Tina Callahan | 508-798-5484 |
| Sub caller for grades 9-12: Amy/Gail | 508-829-6771 x1634 |

**** Important ****

***All substitutes are issued badges which *must* be worn while on school property**

***Substitutes should report directly to the school's office upon arrival**

*** Please see reverse side for specific substitute details ***

Wachusett Regional School District

Substitute Information Sheet

Sub Teacher or Sub Aide Information:

- *Will be called either the morning of (~ 6:00 am), or days in advance if known that sub is needed
- *Morning calls for K-8 are typically made between 6:00 and 6:30 am
- *Morning calls for 9-12 are typically made between 5:30 and 6:00 am
- *Substitute Teachers should report to the school 30 minutes prior to school start time
- *Dress code should be appropriate to this position

Sub ABA Information:

- *Will be called by the school either the morning of, or in advance if it's known a sub is needed
- *Should report to school by 8:00 am unless otherwise specified
- *Will work 1:1 with a student and be required to follow the student's guidelines for program consistency and maintaining safety
- *Will follow the student's daily schedule and support the student as directed by the Special Ed Teacher
- *Dress code should be appropriate to this position

Sub Clerical Information:

- *Will be called either the morning of, or days in advance if known that sub is needed
- *Dress code should be appropriate to this position

Sub Cafeteria Information:

- *Typically will be called in the morning (usually after 7:30 am) by Head Food Service Associate at individual school
- *Clothing:
 - Black or Tan pants, no jeans
 - Polo shirt, any color (can wear long sleeves *under* polo shirt if cold)
 - Comfortable shoes (sneakers ok)
 - Aprons and Hair nets provided
 - Hat optional

Sub Custodial Information:

- *Typically will be called by Head Custodian or Principal at individual school
- *Calls will be made mornings or afternoons, depending upon the shift needing coverage
- *Calls may be made days in advance if known that sub is needed
- *Basic knowledge of house keeping and cleaning skills
- *Clothing:
 - Comfortable clothing and shoes
 - T-Shirt and Jeans allowed (neat in appearance, no distasteful slogans or wording please)

Sub Nurse Information:

- *Will be called either the morning of (~ 6:00 am), or days in advance if known that sub is needed
- *Morning calls typically from sub caller Tina; Advance notice calls typically from school nurse
- *Current Nursing license required
- *Current AED, CPR & First Aide certification preferred
- *Sub manual provided at each school
- *On the job training available when called, or earlier at your request
- *Clothing:
 - Comfortable clothing, no jeans (Lab Coat provided)
 - Comfortable, safe, rubber-soled shoes