

# 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 Marcia
Special Education	x242 Danielle
Supervisor of School Nutrition	x278 Margaret Barton
Nurse Leader	Amy McGeary 508-829-6771 x1327

### **\*\* 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 \*\*\***

*Revised 4/25/23*

## Wachusett Regional School District

### Substitute Information Sheet

WRSD now utilizes **ReadySub** to fill substitute positions.

#### **Sub Teacher, Sub Aide and Sub Clerical Information:**

\*Dress code should be appropriate to this position

#### **Sub ABA Information:**

\*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 Cafeteria Information:**

\*Clothing:

- Black or Tan pants, no jeans or leggings
- Short sleeved solid color polo shirt, any color (can wear long sleeves *under* polo shirt if cold)
- Comfortable slip-proof, closed toed shoes (sneakers ok)
- Aprons and Hair nets provided
- Hat or visor optional

#### **Sub Custodial Information:**

\*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:**

\*Current Nursing license required

\*Current AED, CPR & First Aid certification required

\*Sub manual provided at each school

\*On the job training required prior to subbing (scheduled with Nurse Leader)

\*Clothing:

- Comfortable clothing, no jeans (Lab Coat provided)
- Comfortable, safe, rubber-soled shoes