



Monitor (Bus, Pool, School) Substitute Information Sheet

Welcome to the Rome City School District! We are happy you have decided to join us and we look forward to you helping us to guide and enrich the children of Rome.

Attitude:

You must have be cheerful, caring and a willing person who wants to work with children. The job is done best when each employee does his/her share and takes interest and pride in his/her work. Remember, our children are our future- and they readily respond to a kind word or a smile! Children should always be treated with respect and kindness.

Attendance:

It is important that you are dependable. You are called when we need help. We expect you to go to any school in the District for which you are called. Refusal to report to a school will be recorded and a substitute may have his/her name removed from the list after continued refusals.

Appearance:

It is important that you look neat and clean. You are required to wear appropriate clothing and comfortable shoes. Do not wear jewelry that will interfere with your work. Remember you will be working with children and may be on the school bus, in the cafeteria and or out on the playground.

Working Conditions:

You may oversee students passing between classes, assist students in the cafeteria with opening of food containers, and monitor students getting on and off the bus, in locker rooms and in the pool area.

Performance:

You will be reviewed periodically on how you perform. This will help us to determine whether you will be given a permanent appointment should one become available and you have all requirements.

Salary:

Your starting salary will be \$10.40 per hour. A check will be mailed to your home every other Wednesday for hours worked.

You may join the Employee Retirement System if you would like (it is not mandatory). A percentage will be deducted from your pay. The form may be obtained from the Human Resources Office.

If you have any questions or concerns regarding your position as a substitute, please feel free to discuss this with the Human Resource Office at 315-338-6532. Welcome aboard!