



Teacher Assistant 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 willing people that want to work with our 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 may be working with small children and be sitting on the floor.

Working Conditions:

Working with individual students or groups of students on special projects while the teacher is engaged in working with other students. Providing assistance in the development of instructional materials and siding students to use available resources. Supporting the teacher providing an effective climate for learning.

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 Teachers' 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!