

Question from Substitutes

1. Working a four-hour day, are you paid for a full day? **Full day**
2. What is expected of subs, as far as the remote part of the day? **See job description in handbook. Classroom teachers will provide instruction via livestream to students but, substitute will need to ensure all technology is set up in the room and help students as needed. Ensure proper supervision of all students in the classroom.**
3. How will the day be scheduled? **Scheduled in advance through the main office and entered into Aesop. Follow school times for a 4-hour session schedule.**
4. What are the district rules for Social distancing, mask, etc.? **Please see the district restart plan on the district website. Every person in the schools must wear a face covering, complete a daily screening, have a temperature check upon arrival at the school, and follow all social distancing guidelines.**
5. Will we have to do in class instruction and zoom at the same time, like the teachers are doing now? **The teachers will be providing instruction through livestream. What if the teacher is out sick?? Follow the current procedure which is the substitute coming in person to teach.**
6. What is expected of substitutes when school opens? **There are 2 scenarios for substitute coverage. 1.) Substitute teachers will be in the classroom while the teacher is teaching remotely from somewhere else. Substitute will then be responsible for supervision and assisting students in the classroom (see Question #1). 2.) The Elementary Teacher is out sick and the substitute teacher will be teaching the students the lesson, both remotely and to the students in the classroom. Lesson plans will be provided by the classroom teacher.**
7. How many working days in a week of hybrid, will we be doing? **TBD**
8. Will the children have lunch? **No.**

9. What is the maximum number of students in a class? **Varies as per classroom size and schedule. All students are only attending on a hybrid schedule.**
10. Is there a shield between the students and the teacher? **Varies.**
11. Would there be purple and gold cohort substitutes? **Schedule to be determined based on substitute availability.**
12. Since some substitutes have had remote training and others have not, will the secretaries be calling us or will this go through AESOP? **Scheduled in advance.**
13. In the Middle and High school, what precautions are in place for changing classes? **Students and teachers will be changing classes at the same time (with less than approximately 500 students in the building and only 5 minutes of passing time we do not see the need to stagger changing times.) Hallways and stairwells will be labeled as unidirectional.**
14. Who will be responsible to disinfect desks in all school levels during the day? **HS & MS - students will clean and wipe their own desks. Teachers will do the same. See training video on the district website: <https://www.monroe.k12.nj.us/Page/14920>**
15. What time will the kindergarten classes be running? Will the same substitute be covering both classes? **Kindergarten will follow their building's AM/PM schedule, but Wednesdays will be fully virtual and will operate on a 4 hour session. Yes, the daily substitute teacher will cover both am and pm sessions.**
16. All substitutes are working full days now, how will the schedule change with four hour sessions? **Substitutes will work the 4 hour shortened day schedule, unless they are working kindergarten classes or some other unique positions.**
17. If a substitute teacher is placed in a remote classroom and the classroom teacher calls out sick, what is the substitute's responsibility for the day? **Substitutes will teach both the remote students and in person students. Class would be canceled for the PM session. HS - Students in the building and at home will receive asynchronous work.**

18. Will there be COVID protocols sent to substitutes? **All protocols are available on the district website.**
<https://www.monroe.k12.nj.us/Page/14920>
19. If a substitute requests Plexiglas in order to work, do we accommodate them? **All substitutes can be provided with face coverings, upon request. All classrooms will have wipes and gloves available. Social distancing will be happening in all classrooms. If there is a specific need, please reach out to the district.**
20. What are the responsibilities of a substitute teacher and a teacher on leave working from Home? **Teachers that meet the requirements to work remotely, will teach the children at home and in school remotely, the substitute will be responsible to monitor the students in-person in the class. The substitute will also set up the technology so the students in person in the classroom can watch the teacher's lesson on the computer.**
21. Will substitutes be expected to "teach" the same way teachers do or will they be simplified plans during this difficult time to make it easier on the substitutes? When I substitute at the elementary level, I have the same exact lesson plans that the teachers teach and give the same type of instruction but I feel that will be difficult now to do because of all that is occurring. **The teacher will provide lessons. All curriculum and instruction has been modified for the remote learning environment and shortened schedules.**
22. The state government is mandating masks be supplied to employees. Does this apply to substitute teachers as well? **The substitute teacher will be provided a mask, upon request, at each school.**