

**Wachusett Regional School District**

**Substitute Information Sheet**

<b>Town</b>	<b>School</b>	<b>Phone#</b>	<b>Grades</b>	<b>Starting Time</b>	<b>Closing Time</b>
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	x243 Cristy
Special Education	x240 Faith
Supervisor of School Nutrition	x278 Margaret Barton
Nurse Leader	Amy McGeary 508-886-0399 x239

**\*\* 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 4/1/22*

## Wachusett Regional School District

### Substitute Information Sheet

WRSD now utilizes **ReadySub** to fill positions for teachers, aides and nurses.

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

- \*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 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 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:**

- \*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:**

- \*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