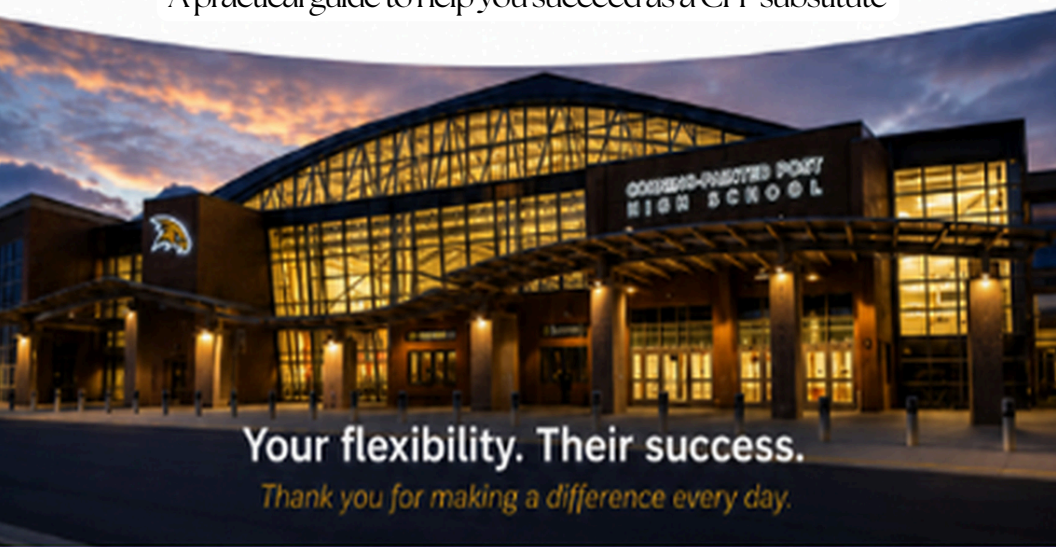
Substitute HANDBOOK & RESOURCES GUIDE

CORNING-PAINTED POST
AREA SCHOOL DISTRICT

Students are the center of all we do.

2026 - 2027
SCHOOL YEAR

A practical guide to help you succeed as a CPP substitute



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TABLE OF CONTENTS

If viewing on a device, each title is "clickable" & will take you to that section.

		Page
1.	**Welcome to Corning-Painted Post School District**	4
2.	**Becoming a Substitute**	5
3.	**Substitute Positions & Requirements**	6
4.	**Employment Overview**	7
5.	**Frequently Asked Questions -** *Getting Started*	8
6.	**Frequently Asked Questions -** *Staying Active*	9
7.	**District Directory & Area Map**	10
8.	**Required Trainings & Compliance**	12
9.	**Completing Your Annual Training**	13
10.	**Frontline Absence Management**	14
11.	**Policies & Regulations**	15
12.	**Technology & Acceptable Use**	16
13.	**Professional Expectations**	17
14.	**Working in CPP**	18
15.	**Dress Code**	19
16.	**Role Specific Guides** *(non-classroom)*	20
16.1	Transportation	20
16.2	Cleaner & Food Service	21
16.3	Clerical & School Nurse	22
16.4	School Monitor & Lifeguard	23
17.	**Safety & Support**	24
18.	**Student Safety**	25
19.	**Payroll & Pay Information**	26
20.	**Substitute Payroll Schedule**	27
21.	**Current Pay Rates**	28
22.	**CPP District Calendar**	30
23.	**My CPP Login Info**	31

Quick Access
RESOURCES

SCAN/CLICK THE QR CODE OR TYPE THE LINK INTO YOUR INTERNET BROWSER FOR ALL OF THE INFO IN THIS HANDBOOK & MANY OTHER DISTRICT RESOURCES:

linktr.ee/CPPSUBS

Welcome Message



Welcome to the Corning-Painted Post Area School District substitute team. Substitutes play an essential role in supporting our students, staff, and schools each day. Whether you are working in a classroom, office, hallway, cafeteria, or school building, your flexibility and professionalism help keep our schools running smoothly.

This handbook was created to provide important information, procedures, expectations, and resources to help you feel prepared and supported in your role. We are grateful to have you as part of the CPPASD team and appreciate your commitment to our students and school community.

Why Substitutes Matter

Substitutes help provide the consistency, supervision, and support that students rely on each day. Whether continuing classroom instruction, assisting students, maintaining safe and clean buildings, supervising common areas, or supporting school offices, every substitute position contributes to the success of our schools.

Your professionalism, flexibility, and willingness to step in when needed help ensure that students continue learning in safe, supportive, and productive environments. Thank you for the important role you play in the CPPASD community.

About CPP

The Corning-Painted Post Area School District is located in southeast Steuben County, New York and is approximately 234 square miles in size with 4,400 students. We consist of a high school, middle school, six elementary schools and the High School Learning Center. We are located in The Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services (GST BOCES).

Mission

Students are the center of all we do.

Vision

The Corning-Painted Post Area School District is a diverse, challenging, high performing teaching and learning community that develops inquiring, knowledgeable and caring young people who help create a better and more peaceful world.

Core Beliefs

We believe that:

1. Students will be capable of achieving personal success.
2. Students will be prepared to succeed in an ever-changing global society.
3. Students will be lifelong learners.
4. Student success requires family and community involvement.
5. Student success requires a safe and nurturing learning community.
6. Student success requires a culture of productive relationships through effective collaboration and communication.
7. Student success requires the development of appropriate curricula, instruction and assessments through data-driven decisions.
8. Staff requires professional development to enhance student success.

How to Become a Substitute

Interested in Joining Our Team?

Corning-Painted Post Area School District welcomes qualified applicants for a variety of substitute positions throughout the school year.

Whether you're interested in working one day a week or every day, substitute employment offers a flexible way to support our students and schools.

Why Substitute?

- ✔ Flexible schedule
- ✔ Work in a variety of schools
- ✔ Gain valuable experience
- ✔ Make a difference in students' lives
- ✔ Explore future career opportunities

Step 1 – Submit an Employment Application

Complete the online Employment Application available on the District website. You can also find it by scanning the QR code below.

Step 2 – Application Review

Your application will be processed and reviewed once all required materials have been received. Applicants who meet the qualifications for the position will be contacted with the next steps in the hiring process.

Step 3 – Fingerprinting

All substitute employees must complete fingerprint clearance through the New York State Education Department before beginning employment. If you have already been fingerprinted through NYSED, please let us know at the time of application, as you may not have to get it done again.

Fingerprinting is not required to be completed at the time of application, but must be done before you begin working.

The only exception to fingerprinting is for currently enrolled CPP Students.

Step 4 – Complete Onboarding

Once all steps have been completed, new substitutes will be contacted to schedule an appointment with Substitute Services to:

- Complete new employment paperwork
- Review annual required training requirements
- Go over all other necessary information pertaining to your employment as a substitute

Employment RESOURCES

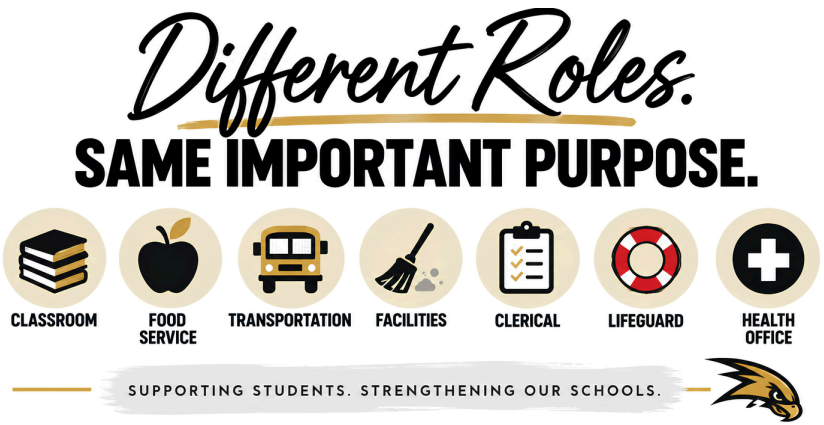
SCAN/CLICK THE QR CODE OR TYPE THE LINK INTO YOUR INTERNET BROWSER FOR ALL OF THE INFO IN THIS HANDBOOK & MANY OTHER DISTRICT RESOURCES:

linktr.ee/CPPJOBS

Substitute Positions & Requirements

Available Substitute Positions

Position	Minimum Requirements
Teacher	Bachelor's degree (required)
Teaching Assistant	High School Diploma or equivalent
Teacher Aide	High School Diploma or equivalent
School Monitor	Evidence of experience supervising children
Clerical	High School Diploma or equivalent & evidence of office/ computer/ customer service skills
Cleaner	None required
Cafeteria	None required
Bus Attendant	High School Diploma or equivalent & evidence of experience supervising children
Registered Nurse (RN)	Current NYS RN License
Bus Driver	Valid CDL with required endorsements
Lifeguard	Valid Lifeguarding & CPR Certifications





SUBSTITUTE EMPLOYMENT OVERVIEW

01 Substitute Roles/Types

CPP employs substitutes in a variety of roles, including:

- Substitute Teachers, Teaching Assistants & Aides, School Monitors, Clerical Staff, Cleaners/Custodial Staff, Food Service Staff, Nurses, Bus Drivers and Attendants.

02 Employment Status

Substitute employment with CPPASD is considered at-will employment. Substitute employees may be removed from service or deactivated from the substitute system at any time deemed necessary and appropriate by the District.

Benefits: Per-diem substitutes are not entitled to benefits such as health insurance, disability, paid vacation, sick time, etc.

03 Annual Requirements

All substitutes are required to complete annual district trainings and clearance requirements prior to working each school year. Failure to complete required trainings may result in removal from the active substitute list until requirements are completed and verified.

04 Maintaining Active Status

To remain active within the substitute system, substitutes should:

- Maintain updated contact information
- Respond to district communication when necessary
- Keep availability updated in Frontline
- Follow district procedures and professional expectations
- Accept assignments on a reasonably regular basis

05 Long-Term Assignments

Long-term substitute opportunities may become available throughout the school year. Additional responsibilities, certification requirements, or compensation structures may apply depending on the assignment and duration.

Frequently Asked Questions

GETTING STARTED

Is substitute employment guaranteed?
No. Substitute employment is based on the District's staffing needs and employee absences. Assignments are not guaranteed.

Can I apply for permanent positions?
Yes! Substitute employees are encouraged to apply for posted vacancies for which they qualify.

How do I update my availability?
Availability can be managed through Frontline, or you can contact Substitute Services directly.

Can I work in more than one substitute position?
Yes. Many substitutes work in multiple positions if they meet the qualifications for each role.

What if I want to do additional/new substitute positions?
Contact substitute services so your qualifications can be reviewed and, if possible, additional positions can be added to your substitute account.

How will I know about important updates?
Substitute Services communicates important information through email and other district communications. Be sure to check your email regularly and keep your contact information current.

What if I move or change my phone number?
Notify Substitute Services promptly so your employment records remain current.

What training do I have to complete as a substitute?
You are required to complete trainings through Vector K-12 Solutions as a substitute.

Can I request to work at specific schools?
Yes. You may set school preferences in Frontline, although assignments are based on district needs.

Who should I contact if I have a question?
If you're ever unsure, start with Substitute Services. We'll either answer your question or connect you with the appropriate department.

Frequently Asked Questions

WORKING & STAYING ACTIVE

How do I remain an active substitute?

Remain in good standing by accepting assignments on a regular basis, completing required annual training, maintaining current contact information, and following district policies and procedures.

Do I have to complete Vector training every year?

Yes - Vector trainings must be completed in full every school year before you can begin working.

Am I required to attend an in-person Vector group training?

No - in person sessions are optional, but completion of trainings is mandatory.

Will I be paid for completing the required training?

Substitutes are only paid for attending the optional in-person group sessions. Completion of trainings independently is not compensated.

What is "Reasonable Assurance?"

Reasonable Assurance is the annual renewal agreement of your employment as a substitute with Corning-Painted Post School District. This is required to be signed and returned every year. Letters are typically mailed out in late Spring or early Summer for the upcoming school year.

What happens if I don't complete my annual trainings?

If your annual trainings are not completed AND reported to substitute services by September 1 of each school year, your name will be removed from the Frontline substitute system and you will be marked as "ineligible" until you complete these required steps.

How do I know if I am cleared to work?

New substitutes will be notified of their clearance once their final step (Vector Training) is completed.

Why did my assignment disappear from Frontline?

If an assignment has disappeared from Frontline, there could be a variety of reasons. Generally, it is because the absence you were filling is no longer needed. If you are ever unsure, you can always reach out to substitute services with questions.

Do I need to sign in and out every day?

Yes - substitute pay is based upon the sign-in sheets at each building.

What if I don't know when I should arrive to my scheduled job?

If the assignment is in Frontline, the times should always be listed. If you were contacted directly by a school for an assignment, you can always reach out to the building where your assignment is located to confirm the start and end times of your shift. *(building directory can be found on the next page)*

DISTRICT DIRECTORY

Schools

HOURS FOR ALL TEACHER SUBS
7:45AM - 3:15PM

Building	Code	Main Phone	Principal	Secretary	Ext.
Carder Elementary	CR	607-962-2454	Dan Davis	Bridgett McLean	x5201
Erwin Valley Elementary	EV	607-936-6514	Sara Wilson	Lori Zahradka	x6200
Hugh Gregg Elementary	HG	607-962-1514	Staci Johnson	Daneille Fritsch	x5000
Calvin Smith Elementary	CS	607-936-4156	Heather Wolfe	Shelly Dillon	x5806
Severn Elementary	SE	607-962-6844	Joe Melanson	Emily Frank	x6001
Winfield Elementary	WN	607-962-6706	Colin Sinko	Nancy Jackson	x5600
Middle School (gr. 6-8)	MS	607-654-2966	Frank Barber	Karen Welch	x3047
High School (gr. 9-12)	HS	607-654-2988	Robin Sheehan	Jennifer Nichols	x2757

Board of Education Building

Address
165 Charles St,
Painted Post, NY

Main Phone
607-936-3704

Business Hours
September - June
8:00am - 4:30pm
July & August
8:00am - 3:30pm

Department	Contact	Ext.
Substitute Services	Courtney Horvat	x1021
Payroll	Jen Brois	x1040

Other

Department	Contact	Ext.
Technology	Kim Koser	x2740
Food Services	Brian Rook	x2720
Transportation	Betsy Becker	x2750
Buildings & Grounds	Will Ceasar	x1002

CORNING-PAINTED POST
AREA SCHOOL DISTRICT

SCHOOL LOCATIONS MAP



EV	**Erwin Valley Elementary** 16 Beartown Rd, Painted Post, NY 14870	**CR**	**Frederick Carder Elementary** 289 State St, Corning, NY 14830
WN	**Winfield Elementary** 193 Winfield St, Corning, NY 14830	**CS**	**Calvin U. Smith Elementary** 3414 Stanton St, Painted Post, NY 14870
GR	**Hugh Gregg Elementary** 164 Flint Ave, Corning, NY 14830	**MS**	**Corning-Painted Post Middle School** 35 Victory Hwy, Painted Post, NY 14870
SE	**William E. Severn Elementary** 36 McMahon Ave, Corning, NY 14830	**HS**	**Corning-Painted Post High School** 201 Cantigny St, Corning, NY 14830

★ **Administration Offices (BOE)**
165 Charles St. Painted Post, NY 14870

Required Trainings & Compliance

QR code is a clickable link

VectorSolutions™
Vector Training, K-12 Edition

Corning-Painted Post Area School District uses Vector Solutions to provide the annual New York State required compliance trainings for all substitute employees. These trainings are mandatory for every substitute each school year and help ensure a safe learning environment for students and staff.

Important: Vector Training Access

These training modules are available only after you have been hired and added to the CPP substitute roster. Applicants and individuals who have not yet been hired as a CPP substitute will not have access to the required Vector trainings through CPP.

Required Training Modules

- Bloodborne Pathogen Exposure Prevention (22 minutes)
- Hazard Communications: Right to Understand (23 minutes)
- Sexual Harassment - Updated (41 minutes)
- NY Education Law 2-D (37 minutes)
- Cybersecurity Overview (15 minutes)
- Bullying: Recognition and Response (24 minutes)
- Student Mental Health: Awareness,Intervention and Referral(36 minutes)
- Child Abuse: Mandatory Reporting (22 minutes)
- Sudden Cardiac Arrest (15 minutes)
- Workplace Violence: Awareness & Prevention (28 minutes)

Note: Training modules may change from year to year based on New York State & District requirements.

Important information

- **Vector training is available only after you have been hired as a CPP substitute.**
- Training is required every school year (July 1 – June 30).
- All assigned trainings must be completed AND reported directly to substitute services before you are eligible to work substitute assignments for the new school year.
- Training is completed through Vector Solutions using your CPP Google Account.
- You may complete the training at your own pace.
- Progress is automatically saved, allowing you to stop and return at any time.

Already Completed These Trainings?

If you completed one or more of the required Vector training modules for another school district during the current school year (July 1–June 30), submit documentation to Substitute Services for review. Eligible training may be accepted in place of completing duplicate modules.

Completing Your Annual Training

Step 1 – Watch for Annual Training Information

Each year, Substitute Services will provide information about the required annual Vector trainings through your Reasonable Assurance mailing and additional communications as the new school year approaches.

These communications will include:

- When the annual trainings become available
- The required completion deadline
- Instructions for accessing Vector using your CPP Google Account
- Optional in-person training session dates and registration information
- Any updates to the required training modules or procedures

Step 2 – Attend an Optional In-Person Training Session

Option 1 – Complete Training at Home

Most substitutes complete the required modules independently from home using their CPP Google Account.

- Complete the modules at your own pace.
- Progress is automatically saved.
- Training completed independently is not paid.

Option 2 – Attend an Optional In-Person Training Session

Each summer, CPP offers several optional in-person Vector training sessions. During these sessions, **substitutes will sit together as a group and complete the training using a shared presentation on a large screen. You will not need to log into a district device or use your own device.**

The training modules and quizzes will be reviewed and completed together as a group during the session.

Substitutes who attend an approved in-person training session receive:

- 4 hours of pay at the Board-approved substitute training rate

Attendance at an in-person session is optional.
Registration may be required due to limited seating.

Step 3 – Notify Substitute Services

- After completing all required training modules, you must notify Substitute Services by phone or email.
- Your training must be verified before your substitute account can be activated for the new school year.
- You will not be eligible to accept substitute assignments until your completion has been verified.

Need Help?

CPP Google Account Issues

If you cannot access your CPP Google Account or need a password reset, contact:
Technology Services
(607) 936-3704 ext. 2740

Questions About Training

Contact Substitute Services for assistance with:

- Training requirements
- Completion verification
- In-person training sessions
- Annual deadlines
- General substitute employment questions

Frontline Absence Management

What is Frontline?

Frontline Absence Management is the system used by Corning-Painted Post Area School District to manage substitute assignments.

Once you have completed **all employment requirements and required annual training,** Substitute Services will activate your account. You will then receive an email invitation to create your Frontline account.

Through Frontline, you can:

- View and accept available substitute jobs
- View your upcoming assignments
- Manage your availability
- Choose how you receive job notifications
- Use the Frontline mobile app to manage assignments

Getting Started

Your Frontline account will be activated once:

1. All employment requirements are complete.
2. Required annual training has been verified.
3. Substitute Services activates your account.

Once activated, watch your CPP email for an invitation to create your Frontline account.

Finding Available Jobs

Available jobs can be accessed through:

- **Frontline online** — Log in to view available assignments.
- **Frontline mobile app** — Search for and accept available jobs.
- **Automated phone calls** — Accept assignments when Frontline calls you, if phone notifications are enabled.

You can also update your availability in Frontline to let the system know when you are available to work.

Job Notifications *Notification preferences can be customized within your Frontline account.*

You can choose how you want to be notified when substitute assignments become available.
Depending on your notification settings, Frontline may contact you by:

- Phone call | Text message | Email | Mobile app notification

Notification preferences can be changed within your Frontline account.

Automated Phone Calls

If you choose automated phone calls, Frontline will call when assignments become available. During the call, you can:

- Hear the job details
- Accept the assignment
- Decline the assignment
- Repeat the job information

Frontline Mobile App

The Frontline mobile app allows you to:

- Search for available jobs
- Accept assignments
- View your schedule
- Manage your availability
- Receive notifications

Don't know your PIN?

Use the PIN link available on the Substitute Resources page, Scanning the QR code below, or contact Substitute Services for assistance.

Download the App:

Apple

Android

All QR codes are clickable links

Forgot PIN?

Frontline Website

Policies & Regulations

District Policies & Regulations

Corning-Painted Post Area School District is committed to providing a safe, respectful, and professional learning environment for all students, employees, and visitors.

All substitute employees are expected to follow the District's Board of Education policies, administrative regulations, and district procedures as a condition of employment.

QR code is a clickable link

This handbook summarizes many of the policies and expectations most applicable to substitute employees; however, it does not replace official Board policies or administrative regulations.

The complete Board Policies can be accessed by scanning the QR code on the back of this handbook. It is your responsibility to review and become familiar with all applicable district policies and procedures. You may request a printed copy of the full policies & regulations at any time.

Policies Every Substitute Should Know

Confidentiality

Student, employee, and district information is confidential. Information learned while working should never be discussed outside of school or shared on social media.

Professional Conduct

Treat students, families, staff, and visitors with courtesy and respect while maintaining professional boundaries at all times.

Personal Conversations

Avoid discussing politics, religion, personal finances, controversial issues, or personal opinions with students. Redirect conversations back to instructional topics when appropriate.

Cell Phones & Technology

Personal cell phone use should be limited to breaks or emergencies and should never interfere with supervision of students or assigned responsibilities. District computers are for school business only. Do not access personal social media on district devices. Always log off shared devices before leaving and never share passwords or other personal login information.

Social Media

Never post photographs, videos, or identifying information about students, classrooms, or school activities.

Student Safety

Immediately report concerns involving student safety, injuries, suspected abuse, threats, bullying, harassment, or unsafe conditions to the main office or an administrator.

Equal Opportunity

CPPASD is committed to maintaining a workplace free from discrimination, harassment, bullying, and retaliation.

TECHNOLOGY & ACCEPTABLE USE

As a CPP substitute, you will receive access to District email, computers, and network resources as deemed necessary. Use them responsibly, professionally, and only as authorized.

Protect Your Account

- Never share your username or password with anyone.
- Keep your password private and do not write it down.
- Use your District account only for authorized District purposes.
- Do not access another person's account, files, folders, or information.

Protect Student & Staff Information

- Treat all student, family, and employee information as confidential.
- Do not access private files or information unless you are authorized to do so.
- Never share personal information, student records, or confidential District information.
- Do not send or post confidential information through unauthorized channels.

Use Technology Appropriately

- District technology is for authorized District use.
- Do not install software or modify equipment without permission.
- Do not download harmful files or access inappropriate content.
- Follow copyright and other applicable laws.

Remember: Professional Communication

The District's expectations for professional conduct and communication apply when using District technology, including email and Internet access.
Think before you send, post, download, or share.

Remember:

The District may monitor files and communications created, modified, transmitted, received, saved, or stored using District equipment and systems.
Do not expect information stored or communicated through District technology to be private.

When in Doubt, ASK

When in doubt, ask before accessing, sharing, downloading, or changing something.

Unauthorized or inappropriate use may result in loss of technology privileges, disciplinary action, or referral to appropriate authorities.

QR code is a clickable link

Full Policy

This page is a quick reference only and does not replace the District's official form that you signed upon hire. The complete Ethics and Computer Use / Staff Guidelines for Acceptable Network & Internet Use form is available on the CPP Substitute Resources page (found at the QR code above)

Professional Expectations

Every substitute employee represents Corning-Painted Post Area School District while serving in our schools. Professionalism, reliability, and flexibility help ensure a positive learning environment for students and staff.

Every Substitute is Expected to:

✔️ Maintain confidentiality.
✔️ Arrive on time and report to the main office upon arrival.
✔️ Follow lesson plans or supervisor directions.
✔️ Use professional language and model respectful behavior.
✔️ Maintain professional boundaries with students.
✔️ Keep students appropriately supervised at all times.
✔️ Follow all district safety procedures.
✔️ Ask questions whenever clarification is needed.
✔️ Leave notes or communicate important information for the regular employee when appropriate.
✔️ Report accidents, injuries, or concerns immediately.
✔️ Circulate throughout the classroom rather than remaining seated.
✔️ Actively supervise students during instruction and transitions.
✔️ Encourage respectful behavior and positive classroom culture.
✔️ Maintain a calm and professional demeanor, even during challenging situations.
✔️ Seek administrative assistance before situations escalate.

Substitutes Should NOT:

✘ Use profanity or inappropriate language.
✘ Leave students unsupervised.
✘ Share confidential information.
✘ Use personal devices while supervising students.
✘ Photograph or record students.
✘ Use corporal punishment or physical discipline.
✘ Accept gifts or communicate with students through personal social media or text messages.
✘ Ignore safety concerns or behavioral issues requiring administrative assistance.
✘ Gossip about students or staff.
✘ Discuss confidential information in hallways or public areas.
✘ Sleep while on duty.
✘ Conduct personal business while supervising students.
✘ Leave assigned areas without notifying the office.

Remember...

Don't strive for perfection. Strive to be:
✔️ Prepared
✔️ Flexible
✔️ Professional
✔️ Positive
✔️ Willing to Ask Questions

Those qualities will make you a successful substitute.

Compliance with District Policies and Professional Expectations is a Condition of Employment.

Working in CPP

Welcome to our school district! Every school and department may have slightly different procedures, but the following expectations apply to all substitute employees.

Arrival Expectations

Arrive Early
We suggest arriving about 10–15 minutes before the start of your scheduled assignment whenever possible.

Arriving early allows time to:
- Find a parking spot and get into the front office
- Sign in at the main office
- Receive your assignment and any building-specific instructions
- Pick up keys, badges, or classroom materials (if applicable)
- Locate classroom phone, emergency folder, lunch count sheets, and other needed materials.
- Review lesson plans or work assignments before students arrive

If you are running late or unable to report for your assignment, notify the school as soon as possible.

Parking

Employee parking is available at each school building. Substitutes are not visitors or volunteers and should not park in those reserved parking areas.

If you are unsure where to park, check with the main office upon arrival.

Sign-In Procedures

Upon arrival, report directly to the main office.

You may be asked to:
✔️ Sign in.
✔️ Present identification if requested.
✔️ Receive your room assignment.
✔️ Pick up classroom keys or access badges.
✔️ Receive important information about the day's schedule.

Some buildings may use electronic visitor management or employee sign-in systems.

Keys & Identification Badges

As a substitute, you will not be issued a permanent badge or keys. You may be given a guest badge and/or keys upon your arrival at a building for the day.

If issued:
- Wear your badge at all times while on duty
- Keep keys and badges secure throughout the day.
- Do not loan them to anyone.
- Return all district-issued items before leaving for the day.

Lost keys or badges should be reported immediately.

What to Bring

Being prepared helps your day run smoothly.

Consider bringing:
✔️ Government-issued photo ID
✔️ Fully charged cell phone (for emergencies only)
✔️ Lunch, snacks, and water
✔️ Notebook and pen
✔️ Reading material or quiet work for planning periods
✔️ Weather-appropriate outerwear if assigned to outdoor duties

End-of-Day Procedures

Before leaving your assignment:

If substituting for a teacher or office employee, leave a brief summary including:
- Lessons completed
- Student attendance concerns
- Student behavior or disciplinary issues
- Important messages
- Work that was not completed

Clean Up Your Work Area
Please leave the classroom or workspace in the same condition you found it by:
- Straightening desks and chairs
- Turning off classroom equipment (if instructed)
- Throwing away trash
- Returning materials to their proper locations
- Securing confidential documents

SIGN OUT
Before leaving the building:
✔️ Return to the main office.
✔️ Sign out according to building procedures.
✔️ Return any keys, badges, radios, or equipment issued to you.
✔️ Ask any remaining questions before departing.

Dress Code

While there is no official district dress code for substitute employees, you are expected to dress in a manner that is professional, appropriate for a school environment, and suitable for your assigned duties. As a representative of CPP, please dress with the understanding that you will be working around young students and serving as a positive role model.

Recommended:
- Business casual or school-appropriate attire
- Clean, neat jeans (no rips or holes)

Please Avoid:
- Clothing with offensive language or graphics
- Revealing or excessively casual attire
- Torn or ripped clothing
- Unsafe footwear

When in doubt, choose clothing that is both comfortable and appropriate for working with students.

Role Specific Substitute Guides

Tips & Preparation for Specialized Assignments

Not every substitute assignment takes place in a classroom. These quick guides provide helpful information for substitutes working in transportation, building services, food service, offices, student supervision, and aquatics.

TRANSPORTATION

Transportation assignments may vary by route, vehicle, building, and supervisor. Always follow the instructions provided by the Transportation Department or your assigned supervisor. If you're unsure about something, ask before beginning the assignment.

BEFORE YOU BEGIN

All Transportation Substitutes Should:

□ Report to the appropriate supervisor/department
□ Confirm your assignment, schedule, and location
□ Review any route- or assignment-specific instructions
□ Ask questions about anything unfamiliar
□ Confirm how to report problems, delays, or emergencies

BUS DRIVER

Your focus: Safe transportation of students.

- Confirm your assigned bus, route, and schedule.
- Complete required vehicle/pre-trip procedures.
- Follow assigned routes and transportation procedures.
- Maintain a safe and professional environment.
- Report vehicle concerns, accidents, delays, or safety concerns immediately.

Driver Tip:
If something about the route, vehicle, or assignment is unclear, ask before you leave.

BUS ATTENDANT

Your focus: Student supervision and assistance.

- Meet with the driver before the route begins.
- Review student- or route-specific information.
- Actively supervise students.
- Assist students as directed.
- Follow the driver's directions and transportation procedures.
- Report student safety concerns immediately.

Bus Attendant Tip:
Know who you are responsible for and where you need to be before the bus leaves.

SAFETY & END OF ASSIGNMENT

- Follow all applicable transportation and vehicle safety procedures.
- Never operate equipment or a vehicle you have not been instructed/authorized to use.
- Report accidents, injuries, vehicle problems, or other safety concerns immediately.
- Keep assigned areas, vehicles, and equipment secure.
- Follow supervisor directions throughout the assignment.



FOOD SERVICE & CLEANER

A Note About These Assignments

These assignments help keep our schools clean, safe, organized, and ready for students and staff. Daily duties may vary based on the building and supervisor.

BEFORE YOU BEGIN

- □ Report to your supervisor
- □ Confirm your assigned area/station
- □ Review the day's priorities
- □ Locate supplies/equipment
- □ Ask about building-specific procedures
- □ Confirm your scheduled hours

FOOD SERVICE SUBSTITUTE

Your Focus: Safe, clean, and efficient food service.

- Follow food service procedures and supervisor directions.
- Follow food safety and sanitation practices.
- Keep work areas clean and organized.
- Handle equipment as instructed.
- Report spills, injuries, equipment concerns, or unsafe conditions.
- Maintain a professional and courteous attitude.

Food Service Tip

Ask your supervisor what your priority tasks are before you get started.

CLEANER SUBSTITUTE

Your Focus: Clean, safe, sanitary facilities.

- Follow the assigned cleaning schedule/priorities.
- Use cleaning products/equipment as instructed.
- Keep supplies and equipment secured.
- Use caution around wet floors.
- Report spills, damage, maintenance concerns, or unsafe conditions.

Cleaner Tip

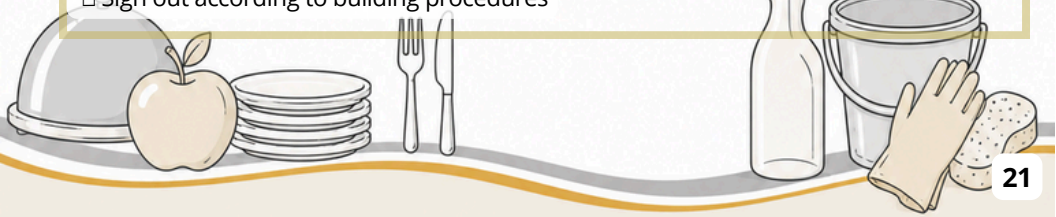
If you aren't sure how to use a product or piece of equipment, ask before you begin.

SAFETY & BEFORE YOU LEAVE

Never clean blood or bodily fluids unless you have been trained and are authorized to do so.

Before You Leave

- □ Complete assigned duties
- □ Clean/organize your work area
- □ Return supplies/equipment
- □ Report unfinished work or concerns
- □ Sign out according to building procedures



CLERICAL & NURSE

A Note About These Assignments

Office and health services substitutes support the day-to-day operation of our schools in specialized roles. Because these assignments involve confidential information and/or specialized responsibilities, always follow building procedures and supervisor direction.

CLERICAL SUBSTITUTE

Your Focus: Supporting the office and keeping things moving.

Before You Begin

□ Report to assigned office
□ Identify your supervisor/contact
□ Confirm duties and priorities
□ Ask about phone/visitor procedures
□ Determine which systems you'll use
□ Confirm confidentiality procedures

During Your Assignment

- Protect confidential information.
- Follow office procedures.
- Use district technology appropriately.
- Never share passwords.
- Ask before accessing unfamiliar files/systems.
- Take accurate messages.
- Be professional and courteous.

Clerical Tip

Ask: "What are the most important things you need me to accomplish today?"

BEFORE YOU LEAVE

□ Complete required documentation
□ Secure confidential information
□ Return keys/equipment
□ Communicate important information to the appropriate staff member
□ Check with your supervisor before leaving

REGISTERED NURSE SUBSTITUTE

Your Focus: Providing nursing services while following professional and district requirements.

Before You Begin

□ Report to the health office
□ Check in with the appropriate nurse/administrator
□ Review building-specific procedures
□ Locate emergency supplies/communication methods
□ Review assignment-specific information
□ Confirm who to contact for assistance

During Your Assignment

- Follow district health office procedures.
- Maintain student confidentiality.
- Work within your professional scope.
- Document as required.
- Communicate concerns appropriately.
- Follow established illness/injury/emergency procedures.
- Ask for assistance when needed.

Nurse Tip

Take a few minutes at the beginning of an unfamiliar assignment to learn the building's procedures and identify who to contact for assistance.

The information in this handbook does not replace professional nursing judgment, district health procedures, or applicable laws and regulations.





MONITOR & LIFEGUARD

A Note About These Assignments

School monitors and lifeguards have assignments that require active awareness and supervision. Stay attentive, remain in your assigned area, and ask for assistance whenever you are unsure how to handle a situation.

SCHOOL MONITOR SUBSTITUTE

Your Focus: Student supervision outside the classroom.

Before You Begin

- □ Confirm assigned location(s)
- □ Review the day's schedule
- □ Ask about transition/lunch/recess procedures
- □ Locate the main office
- □ Know how to contact staff for assistance

During Your Assignment

- Stay in your assigned area.
- Actively supervise.
- Be visible and attentive.
- Reinforce expectations calmly.
- Address minor concerns appropriately.
- Report serious/ongoing concerns.
- Never leave students unattended.
- Contact the office when assistance is needed.

Monitor Tip

Be visible before you need to be involved. Active supervision can prevent problems before they start.

LIFEGUARDS

Your Focus: Pool safety and active supervision.

Before You Begin

- □ Report to the appropriate supervisor
- □ Review pool-specific procedures
- □ Locate emergency equipment
- □ Know how to summon assistance
- □ Confirm required attire/equipment

During Your Assignment

- Maintain active supervision at all times.
- Follow pool rules and procedures.
- Remain attentive and avoid distractions.
- Address unsafe behavior promptly.
- Do not leave the pool area unattended.
- Report injuries or safety concerns immediately.
- Follow supervisor/building directions.

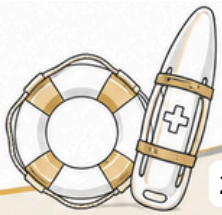
Lifeguard Tip

Your attention is your most important piece of equipment.

BEFORE YOU LEAVE

- □ Report incidents or concerns
- □ Return equipment/keys/badges
- □ Complete required end-of-assignment procedures
- □ Check with your supervisor
- □ Sign out according to building procedures





Safety & Support

Safety is Everyone's Responsibility

The safety and well-being of our students, staff, and visitors is our highest priority. As a substitute employee, you play an important role in maintaining a safe learning environment.

If you are ever unsure how to respond to a situation, contact the main office immediately.

Emergency Procedures

Every school has established emergency procedures. Upon arriving at your assignment, familiarize yourself with:

- Emergency evacuation routes
- Classroom emergency information
- Fire exit locations
- Building-specific procedures

Always follow directions from administrators, emergency personnel, and the public address (PA) system.

SITUATION	WHAT YOU SHOULD DO
Fire Drill / Evacuation	Follow the posted evacuation route, take attendance if possible, and remain with your students until instructed to return.
Lockdown	Secure the room immediately, keep students quiet and out of sight, and wait until law enforcement or administration gives the all-clear.
Lockout	Continue normal instruction inside the building while exterior doors remain secured. Follow administrative directions.
Hold-in-Place	Keep students in or return them to the classroom and continue instruction while awaiting further instructions.
Shelter-in-Place	Move students to the designated safe area and remain there until directed otherwise.
Medical Emergency	Contact the nurse or main office immediately. Do not transport an injured or ill student yourself unless directed.

For complete emergency procedures, scan the QR code on the back of this handbook to view the District Emergency & Crisis Preparedness Guide.

Mandated Reporting

All substitute employees are mandated reporters under New York State law.

If you suspect child abuse or neglect:

- Notify the building administrator immediately.
- Follow district reporting procedures.
- Do not investigate or question the student yourself.

Student Illness or Injury

If a student becomes ill or is injured:

- Notify the school nurse immediately.
- If the nurse is unavailable, contact the main office.
- Never send a student home on your own.

For serious medical emergencies, contact the main office immediately and follow their instructions.

Bloodborne Pathogens

Never clean blood or other bodily fluids unless you have been trained and are authorized to do so.

If a spill occurs:

- Keep students away from the area.
- Notify the custodian or main office immediately.
- Follow district procedures.

Student Release

Students may only leave school through established district procedures.

Never release a student to a parent, guardian, or other individual without authorization from the main office.

Missing Student

If a student leaves without permission:

- Notify the main office immediately.
- Do not leave the remaining students unattended.
- Provide the student's name and last known location.

SAFETY REMINDERS

Remember...

✔️ When in doubt, call the office.
✔️ Never leave students unattended.
✔️ Follow directions from administrators and emergency personnel.
✔️ Report safety concerns immediately.
✔️ Student safety always comes first.

If you are ever uncertain how to respond in an emergency or safety situation, contact the main office immediately. It is always better to ask for assistance than to guess.

PAYROLL & PAY INFORMATION

Getting Paid

Substitute employees are paid according to district-approved pay rates and the district payroll schedule.

To ensure accurate payroll processing, it is your responsibility to follow all district timekeeping procedures.

Payroll Checklist

✔️ Sign in when you arrive.
✔️ Sign out before leaving.
✔️ Work only the hours assigned or approved.
✔️ Report payroll discrepancies as soon as possible.
✔️ Keep your contact and direct deposit information up to date.

Payroll Checklist

- Daily sign-in and sign-out records are used to verify hours worked.
- Payroll is processed according to the district payroll calendar.
- Pay dates may occasionally change due to holidays or bank closures.
- If you believe there is an error with your pay, contact Payroll or Substitute Services promptly.

Long-Term & Additional Compensation

Some substitute assignments may qualify for additional compensation based on:

- Continuous assignments
- Years of district service
- Retiree status
- Covering additional class periods
- Board-approved rate adjustments

Refer to the current substitute pay schedule for details.

Employment Questions

Questions regarding:

- pay
- taxes
- direct deposit
- employment verification
- payroll discrepancies

should be directed to Payroll.

Questions regarding:

- Frontline
- assignments
- activation
- trainings

should be directed to Substitute Services.

Substitute Payroll Schedule

2026–2027 School Year

Payroll #	Dates Worked	Pay Date
1	June 13 - June 25	July 10
2	June 26 - July 9	July 24
3	July 10 - July 23	August 7
4	July 24 – August 6	August 21
5	August 7 – August 20	September 4
6	August 21 – September 3	September 18
7	September 4 – September 16	September 30*
8	September 17 – October 1	October 16
9	October 2 – October 15	October 30
10	October 16 – October 29	November 13
11	October 30 – November 9	November 24*
12	November 10 – November 23	December 11
13	November 24 – December 8	December 22*
14	December 9 – December 17	January 8
15	December 18 – January 7	January 22
16	January 8 – January 21	February 5
17	January 22 – January 28	February 12
18	January 29 – February 11	March 5
19	February 12 – March 4	March 19
20	March 5 – March 17	April 2
21	March 18 – March 30	April 16
22	March 31 – April 15	April 30
23	April 16 – April 29	May 14
24	April 30 – May 13	May 28
25	May 14 – May 27	June 11
26	May 28 – June 10	June 25
27	June 11 – June 16	June 30*

****Tues. payday** | *****Wed. payday** | ******Thurs. payday**

You will be notified of any changes in this calendar.
No notices will be sent regarding irregular dates already scheduled.

Current Substitute Pay Rates

(Effective January 1, 2026)

Teacher Substitute Daily Rates

Position	Daily Rate
Uncertified Teacher (Bachelor's Degree Required)	$135
Uncertified Teacher (After 90 Days of CPP Service)	$145
NYS Certified Teacher	$160
Retired NYS Teacher	$170
Retired CPP Teacher	$185

Additional Teacher Compensation

Assignment/Adjustment	Additional Pay
Every 20 Full-Days of Subbing	$100
Continuous Assignment (1–19 days)	+$10/day
Continuous Assignment (1–89 days)	+$15/day
Teacher Covering 7+ Periods/day	+$10/day
Retired CPP Teacher Covering 7+ Periods/day	+$15/day

Training Compensation

Substitutes who attend an approved in-person annual Vector training session are paid for training.

Training Rate

- $16.00 per hour
- Paid for scheduled in-person sessions only

Independent completion of Vector training outside of the group sessions is not compensated.

Current Substitute Pay Rates

(Effective January 1, 2026)

Support Staff Hourly Rates

Position	Entry Rate
Teaching Assistant	$16.00
Teacher Aide / School Monitor / Bus Attendant	$16.00
Clerical	$16.25
Cleaner	$16.10
Cafeteria	$16.10
Bus Driver	$18.50
Delivery Driver	$16.00
Registered Nurse	$24.50

Minimum Reporting Pay

If you report to work for a scheduled substitute assignment and the assignment is canceled or is no longer needed ***after you arrive***, you will receive a minimum of two (2) hours of pay for reporting to work.

Before dismissing a substitute, the building will make every reasonable effort to assign alternate duties or another substitute assignment.

Important Notes

- Hours worked after a payroll period closes will be paid on the following paycheck.
- Pay dates occasionally change due to holidays.
- Always review your pay statement for accuracy.
- Rates shown are entry-level substitute rates.
- Pay rates may increase based on years of service, retiree status, long-term assignments, or Board-approved rate schedules.
- Current rates are subject to change upon Board of Education approval.

Need the Full Payroll Calendar?

The complete District Payroll Calendar, including conference days, holidays, and payroll processing dates, is available by scanning the QR code in the Resources & Quick Links section of this handbook.

CORNING-PAINTED POST AREA SCHOOL DISTRICT

Students are the center of all we do.

2026-2027 CPP AREA SCHOOL DISTRICT SCHOOL CALENDAR

JULY 2026

S	M	T	W	TH	F	S
			1	2	3*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3 ... Independence Day

AUGUST 2026

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 18-19 ... Regents Exams

SEPTEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DAYS IN SESSION: 17 + 2

Sept. 1 ... Conference Day

Sept. 2 ... Gr. 6 & 9 Attend/Conference Day

Sept. 7 ... Labor Day

Sept. 8 ... All Grades (K-12) Attend

OCTOBER 2026

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DAYS IN SESSION: 21

Oct. 12 ... Indigenous Peoples/Columbus Day

NOVEMBER 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26*	27*	28
29	30					

DAYS IN SESSION: 17

Nov. 11 ... Veterans Day

Nov. 25-27 ... Thanksgiving Recess

DECEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23*	24*	25*	26
27	28	29	30	31*		

DAYS IN SESSION: 16

Dec. 23-31 ... Winter Recess

JANUARY 2027

S	M	T	W	TH	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18*	19	20	21	22	23
24	25	26	27	28	29	30
31						

DAYS IN SESSION: 19

Jan. 1 ... Winter Recess

Jan. 18 ... Martin Luther King, Jr. Day

Jan. 26-29 ... Regents Exams

FEBRUARY 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15*	16	17	18	19	20
21	22	23	24	25	26	27
28						

DAYS IN SESSION: 14 + 1

Feb. 1 ... Conference Day

Feb. 15 ... President's Day

Feb. 15-19 ... Mid-Winter Recess

MARCH 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26*	27
28	29	30	31			

DAYS IN SESSION: 21 + 1

March 15 ... Conference Day

March 26 ... Good Friday

APRIL 2027

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DAYS IN SESSION: 17

April 5-9 ... Spring Recess

MAY 2027

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31*					

DAYS IN SESSION: 20

May 31 ... Memorial Day

JUNE 2027

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DAYS IN SESSION: 19

June 15-17 & 21-24 ... Regents Exams

June 18 & 25 ... Regents Exam Rating Day

Observed Holiday/Recess

Conference Day

Regents Exams

No School Staff or Students

TOTAL # OF DAYS 181 + 4 = 185

* District Offices are Closed

Approved 2/11/2026

Notes

My CPP Login Information

Computer Username: _____

Google Username: _____ **@cppasd.com**

Password: _____

Notes