

"Tips for Subs"

Warren County ESC Special Programs/Classrooms



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These tips are intended to inform substitutes working within the Warren County Educational Service Center's special needs programs and do not necessarily apply to other school districts or their classrooms in the SWO-COG. The tips have been compiled by Jodi Porter, a former full time substitute for our programs who has considerable experience in these programs. Her expertise will provide other substitutes with foreknowledge helpful when accepting jobs in the mentioned classrooms.

Social Communication Classrooms

Bowman Primary (Lebanon) - Elementary age children - 1 teacher, 3 paraprofessionals

You may see moderate to intense behaviors. (Those who have training will deal with behaviors. Assist with remaining students.)

Students are on structured, individual schedules. You may be assigned to a particular student. Students go out to inclusive classes with general education peers. You may be asked to accompany them. You may be asked to assist in toileting skills including the use of disposable undergarments.

We have a working lunch. Bring lunch or buy from cafeteria. Wear comfortable clothes and shoes. Paraprofessionals are very knowledgeable of the children and will direct you.

Lebanon Junior High - 1 teacher, 4 paraprofessionals

You will see moderate to intense behaviors in this classroom. Allow teacher and/or paraprofessionals to manage behaviors. Assist with remaining students. Several students in the classroom are nonverbal and use different forms of communication devices. Consult teacher or paraprofessionals. These students are on individual schedules and need to be assisted in engaging in activities. Assisting in hygiene and toileting skills including the use of disposable undergarments may be required of you.

Bring lunch or order from cafeteria. We have a working lunch. Students may need help with feeding skills. Wear comfortable clothes and shoes. Paraprofessionals are very knowledgeable and will direct you.

Royalmont Academy (Mason) - 1 teacher, 2 paraprofessionals

These students have moderate to intense behaviors. Teachers/paraprofessionals will contend to behaviors. Assist with remaining students. You may be asked to assist in hygiene and toileting skills. Students are on individual/group schedules. You may be assigned to an individual or asked to prompt individuals to engage in activities.

In the future, we may have students attending inclusive classes with general education peers. You may be asked to accompany them.

Bring lunch. At this time, we have no cafeteria there. We have a working lunch. There is a Peanut/Egg allergy in this classroom. Wear comfortable clothes and shoes.

Paraprofessionals are very knowledgeable and will direct you.

Lakota West Freshman Campus #1 - 1 teacher, 3 paraprofessionals

These students are high school age. The students vary in specific needs. You will be asked to prompt and assist students with their individualized schedules. Some students will require more assistance than others. You may be asked to help with hygiene and toileting skills including the use of disposable undergarments.

You may see moderate to intense behaviors. Teachers/paraprofessionals will contend with behaviors. Assist with other students.

Bring lunch or order from cafeteria. We have a working lunch. You may be asked to assist with lunch. Wear comfortable clothes and shoes. Paraprofessionals are very knowledgeable and will direct you.

Lakota West Freshman Campus #2 - 1 teacher, 3 paraprofessionals

These students are high school age and older. Very high functioning students. Many go out to inclusive classes with general education peers. You may be asked to accompany them to class. You will be asked to prompt and assist students with engagement during activities or instruction in class. The majority of students are self sufficient with hygiene and toileting skills.

You may see moderate to intense behaviors in this classroom. If you do not have training, allow teachers/paraprofessionals to manage behaviors. Assist with other students.

Bring lunch or order from cafeteria. We have a working lunch. Paraprofessionals are very knowledgeable and will direct you.

School Age (Multi-Disabilities)

Royalmont Academy (Mason) - 1 teacher, 2 paraprofessionals

These students are elementary age students. The students have a varying range of disabilities. There is a lot of total care required throughout the school day. You may be asked to assist in feeding, toileting skills (including the use of disposable undergarments), lifting and transferring students, and prompting/engaging students in activities and individual goals.

Bring lunch. No cafeteria at this time. We have a working lunch. Paraprofessionals are very knowledgeable and will direct you.

Franklin Junior High - 1 teacher, 2 paraprofessionals

The students in this classroom have varying disabilities with a wide range of academic and functional needs. They range in academic level of Pre-K through 8th grade. One-on-one assistance/guidance/monitoring is required to

service all needs. You may be asked to assist in toileting skills/functional life skills. Some students attend inclusive classes with general education peers. You may be asked to accompany them.

Bring a lunch or order from cafeteria. We have a working lunch. Wear comfortable clothes and shoes. Paraprofessionals are very knowledgeable and will direct you.

Mason High School - 2 Classrooms - 2 teachers, nurses, 6 paraprofessionals

The students in these classrooms have varying disabilities and all need one-on-one assistance. Their needs are very involved including feeding, toileting (including the use of disposable undergarments), lifting and transfers to variable positions (mat, bouncy chairs, etc.), and working on individual goals. You may be required to assist in any of the above. Nurses are on staff for dispensing of medicines, attending to medical needs and G-Tube feedings. You will be asked to assist in prompting and engaging students in activities.

Bring lunch or order from cafeteria. We have a working lunch. Wear comfortable clothes and shoes. Paraprofessionals are very knowledgeable and will direct you.

Franklin High School - 2 classrooms

#1 Classroom - 1 teacher, 3 paraprofessionals

This classroom consists of students with varying degrees of multiple disabilities. Most of the students are self sufficient in toileting/feeding skills. You may be asked to assist. Paraprofessionals are very knowledgeable and will direct you. They will also do medication dispensing and documentation of any behaviors or seizure disorders. Many students attend inclusive classes with general education peers. You may be asked to accompany them. You may be asked to prompt or engage other students in classroom activities or individual goals.

Bring a lunch or order from cafeteria. We have a working lunch. Wear comfortable clothes and shoes.

#2 Classroom - 1 teacher, 3 paraprofessionals, nurse

This classroom consists of students with varying degrees of multiple disabilities. There is a wide range of functional and educational needs. You may be asked to assist in prompting and engaging students in one-on-one or small group instruction. A few students attend inclusive classes with general education peers. You may be asked to accompany them.

The nurse will attend to any medical needs. Paraprofessionals are very knowledgeable and will direct you. They will also contend with behaviors while you assist with other students.

Bring a lunch or order from cafeteria. We have a working lunch. Wear comfortable clothes and shoes.

Transition Living Classroom

Waynesville - 1 teacher, 6 Job Coaches

These interns are post high school age. They meet at an apartment that is part of Quaker Heights Care Community Campus. You will be asked to assist these interns in completing daily living skills at the apartment (cleaning, laundry, office skills, etc) and/or accompanying the interns to Quaker Heights or outside employment sites to learn skills.

Job coaches are very knowledgeable and will assist you and direct you.

Bring lunch. We eat at the apartment. We have a working lunch.

We walk to many of the sites. Wear proper outerwear and shoes.

Preschool Classrooms

Waynesville and Franklin - 1 teacher, 1 or more paraprofessionals

Our Preschool classrooms are composed of children with special needs and typical needs. You will be asked to participate in activities and help wherever needed. Some children may have behaviors, be "runners", be medically fragile or need assistance with toileting skills including the use of disposable undergarments.

Wear comfortable clothes and shoes. Bring a lunch. Lunch is between classes. Classes are 1/2 day- A.M./P.M. Paraprofessionals are very knowledgeable and will direct you.