WEST NEW YORK
SCHOOL DISTRICT

Our Mission: Maximizing all students' potential for success in an ever-changing world.

The information available on this webpage is designed to assist you when you serve as a substitute teacher in the West New York School District. Please take your time in exploring the website to make your experience a rewarding one.

Assignment & Identification Procedure

The West New York school district is pleased to present Frontline Education™ Absence Management Solution (formerly Aesop). The system is available through the internet, telephone (Interactive Voice Response system - IVR) and mobile apps Jobulator or SubAlert (available in the Apple Store and Google Play Store), creating an easy-to-use system for Substitute Teachers scheduling and accepting assignments. For your convenience, the system is available 24 hours a day, 7 days a week.

Once the substitute teacher arrives at the school, it is the responsibility of the Principal or Assistant Principal of the building to assign the substitute to a classroom. All substitutes are encouraged to report to the main office at least 15 minutes prior to the start of school for their class assignment.

Substitute Teacher(s) must show proper Photo Identification upon the entrance of the building (i.e. driver's license, passport, etc…). You will be required to enter a school building through the **MAIN ENTRANCE ONLY**. If you do not have appropriate identification, you will be sent home without pay for the day.

The staff member designated to give the Substitute Teacher(s) their respective assignment for the day will cross reference the Substitute Teacher's name with the Absentee Report for that day and issue the Substitute Teacher(s) a Temporary Daily Substitute ID Card which the "SUB" will wear for the entire day. The main office will hold the Substitute Teacher's submitted Photo Identification Card.

At the end of the day, the Substitute Teacher(s) will return to the Main Office to pick up their respective Photo Identification Card(s) and return their Temporary Daily Substitute ID Card.
You are expected to attend the substitute teaching assignments that you accept.

Contact your Substitute Coordinator immediately when you know that you cannot fulfill an assignment.

West New York School District Substitute Teacher Coordinator
Zuleika Reyes
201-553-4000 ext. 30032
zreyes@wnyschools.net.

Business hours:
Monday through Friday
8:00 am - 4:00 pm

THE DISTRICT IS AFFIRMATIVE ACTION/EQUAL OPPORTUNITY COMPLIANT