

Conejo Valley Unified School District

# **Substitute Teacher's Handbook**





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**BOARD OF EDUCATION**

Jenny Fitzgerald, D.V.M., President  
Bill Gorback, Vice President  
Karen Sylvester, Board Clerk  
Cindy Goldberg, Trustee  
Lauren Gill, Trustee



**SUPERINTENDENT**

Mark W. McLaughlin, Ed.D.

Dear Substitute Teacher:

The Conejo Valley Unified School District is committed to providing an exceptional educational experience for all student in a positive, safe and inviting learning environment. Your services as a substitute teacher are essential if we are to reach this goal. When you serve in the place of the regularly assigned teacher, it means you assume all duties and responsibilities of the regular teacher, carrying forward the educational program established for our district.

Substitute teaching is unique and challenging. This booklet of information has been prepared to assist you to quickly become a part of our teaching staff. We hope it is helpful to you.

We welcome you as a Conejo Valley Unified School District substitute teacher and wish you much success in the coming year.

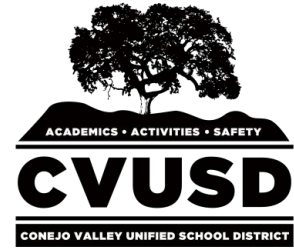
Sincerely,

A handwritten signature in black ink, appearing to read "Mark W. McLaughlin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mark W. McLaughlin, Ed.D.  
Superintendent

**Mark W. McLaughlin, Ed.D**  
Superintendent

**Jeanne Valentine**  
Assistant Superintendent  
Human Resources



**DISTRICT STAFF**

Dr. Mark McLaughlin ..... Superintendent

Jeanne Valentine ..... Assistant Superintendent, Human Resources

Dr. Victor Hayek ..... Deputy Superintendent, Business Services

Kenny Loo ..... Assistant Superintendent, Instructional Services

Dr. Lisa Miller ..... Assistant Superintendent, Student Support Services

Brian Mercer ..... Director, High School Education/Professional Learning

Dr. Sonia Wilson ..... Director, Middle School Education/Assessment

Dr. Dena Sellers ..... Director, Elementary Education

Erika Johnson ..... Director, Special Education

Dr. Ricardo Araiza ..... Director, Multilingual Learners & Equity

Marina Mihalevsky ..... Director, Classified Personnel

Henry Ortiz ..... Director, Technology Services

Amie Mills ..... Director, Child Development

Michelle Jenks ..... Human Resources Technician – Substitute Teacher Desk

Gretl Miller ..... Credentials Technician

Stephani Matweyew ..... Senior Administrative Assistant – Human Resources

# Conejo Valley Unified School District

## 2021-2022 School Year Calendar

FIRST DAY OF SCHOOL IS AUGUST 18, 2021

IMPORTANT DATES

July 21						
Su	M	Tu	W	Th	F	Sa
				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
Student Days = 0						

August 21						
Su	M	Tu	W	Th	F	Sa
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				
Student Days = 10						

September 21						
Su	M	Tu	W	Th	F	Sa
			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		
Student Days = 19						

October 21						
Su	M	Tu	W	Th	F	Sa
					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						
Student Days = 21						

November 21						
Su	M	Tu	W	Th	F	Sa
	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				
Student Days = 15						

December 21						
Su	M	Tu	W	Th	F	Sa
			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	
Student Days = 13						

January 22						
Su	M	Tu	W	Th	F	Sa
						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					
Student Days = 19						

February 22						
Su	M	Tu	W	Th	F	Sa
		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					
Student Days = 18						

March 22						
Su	M	Tu	W	Th	F	Sa
		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		
Student Days = 22						

April 22						
Su	M	Tu	W	Th	F	Sa
					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
Student Days = 15						

May 22						
Su	M	Tu	W	Th	F	Sa
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				
Student Days = 20						

June 22						
Su	M	Tu	W	Th	F	Sa
			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		
Student Days = 8						

AUGUST 2021	
	13 New Teacher Orientation
	16 Professional Learning Day (No School)
	17 Teacher Prep Day
	<b>18 First day of classes</b>
SEPTEMBER 2021	
	6 Holiday - Labor Day (No School)
	7 Holiday - Rosh Hashana (No School)
	16 Holiday - Yom Kippur (No School) / <span style="color: red;">Classified Optional Holiday</span>
OCTOBER 2021	
	11-15 Elementary Minimum Days - Parent/Teacher Conferences
NOVEMBER 2021	
	1 Professional Learning Day (No School)
	11 Holiday - Veterans Day (No School)
	22-26 Fall Break (No School) / 24th = <span style="color: red;">Classified Optional Holiday</span>
DECEMBER 2021	
	20-31 Winter Break (No School)
JANUARY 2022	
	3 Return to School
	14 SPD (No School - <b>Secondary</b> Students Only)
	17 Holiday - Martin Luther King, Jr. Day (No School)
FEBRUARY 2022	
	18 Holiday - Lincoln's Birthday (No School)
	21 Holiday - President's Day (No School)
MARCH 2022	
	18 Professional Learning Day (No School)
APRIL 2022	
	15 Holiday - Good Friday / <span style="color: red;">Classified Optional Holiday</span>
	15-22 Spring Break (No School)
MAY 2022	
	27 Holiday (No School)
	30 Holiday - Memorial Day (No School)
JUNE 2022	
	9 Last Day of School - Elementary
	10 Last Day of School - Secondary
	10 EPD (No School - <b>Elementary</b> Students Only)

END OF TRIMESTER FOR ELEMENTARY		
<i>Progress Report/Grade Referral Dates:</i>		
1 <sup>st</sup> Referral		10/1/2021
End Trimester 1		11/12/2021
2 <sup>nd</sup> Referral		1/14/2022
End Trimester 2		3/4/2022
3 <sup>rd</sup> Referral		4/14/2022
End Trimester 3		6/9/2022

END OF QUARTER/SEMESTER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS		
<i>Grade Referral Dates:</i>		
1 <sup>st</sup> Referral		9/17/2021
2 <sup>nd</sup> Referral		11/19/2021
3 <sup>rd</sup> Referral		2/17/2022
4 <sup>th</sup> Referral		5/6/2022
End Quarter 1		10/22/2021
End Semester 1		1/13/2022
End Quarter 3		3/25/2022
End Semester 2		6/10/2022

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #FFC0CB; border: 1px solid black; margin-right: 5px;"></span> New Teacher Orientation</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> ALL Teacher Prep Day</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> Professional Learning Day / No School</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #800080; border: 1px solid black; margin-right: 5px;"></span> Secondary Prep Day (SPD)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0000FF; border: 1px solid black; margin-right: 5px;"></span> Elementary Prep Day (EPD)</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #FFFFFF; border: 1px solid black; margin-right: 5px;"></span> School Day</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #808080; border: 1px solid black; margin-right: 5px;"></span> Weekend</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #FF0000; border: 1px solid black; margin-right: 5px;"></span> Holiday / No School</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #800080; border: 1px solid black; margin-right: 5px;"></span> Vacation / No School</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black; margin-right: 5px;"></span> Minimum Days - Elementary Parent Conferences</li> </ul> |
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CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
CONEJO VALLEY UNIFIED SCHOOL DISTRICT



**DIRECTORY OF SCHOOLS**

SCHOOL	ADDRESS	PHONE	FAX	FRONT OFFICE	COUNSELORS	GRADES/ HOURS
Acacia Magnet School for Enriched Learning	55 W. Norman Avenue T.O. 91360-3599	805-495-5550	805-374-1156	Bennett Wutkee, Principal Isabel Alamillo, Office Manager	Jennifer Sheppard Gabriela Magdaleno, School Social Worker	TK/K: 8:15-1:30 <b>TK/K: Weds: 8:15-1:00</b> Gr 1-5: 8:15-2:40 <b>Gr 1-5 Weds: 8:15-1:30</b>
Aspen Elementary	1870 Oberlin T.O. 91360-2099	805-495-2810	805-374-1157	Shane Craven, Principal Stacey Coombe, Office Manager	Lorena Martinez	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 <b>Friday - ALL: 8:15-1:30</b>
Banyan Elementary	1120 Knollwood Drive N.P. 91320-5599	805-498-6641	805-375-6626	Allison Kennedy, Principal Christine Okun, Office Manager	Jannelle Guillot	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Century Academy	33 Greta Street T.O. 91360	805-496-0286		Martin Manzer, Principal Yuliya Reznikova-Eisenberg, Asst. Principal Maria Gomez, Office Manager	Rachel Guyette	8:00-3:00
C.V.U.S.D. Child Care	2801 Atlas Avenue T.O. 91360	805-492-3567	805-492-2302	Amie Mills, Director, Child Development Lisa Courter, Secretary		7:30-4:00 (office) 7:00-6:00 (programs)
Colina Middle School	1500 E. Hillcrest Drive T.O. 91362-2599	805-495-7429	805-374-1163	Shane Frank, Principal Tasia Dove, Asst. Principal Heather Lane, Dean of Students Anita Chiapuzio, Office Manager	Kimberly Chopp Melissa Doll	9:00-3:10 <b>Tuesday: 10:00-3:10</b>
Conejo Elementary / Open Classroom Leadership Magnet	280 N. Conejo School Road T.O. 91362-3199	805-495-7058	805-374-1158	Erica Ulteras, Principal Nancy Avina, Office Manager	Katie Berry Gabriela Magdaleno, School Social Worker	TK/K: 8:15-1:30 Gr 1-5: 8:15-2:40 <b>Weds - ALL: 8:15-1:30</b>
Conejo Oaks Academy (Post-Secondary)	1025 Old Farm Road T.O. 91360-4941			TBD		
Conejo Valley Adult Education	1025 Old Farm Road T.O. 91360-4941	805-497-2761	805-374-1167	Mike Sanders, Principal Diana Batista, Asst. Principal Lorie Roberts, Office Manager		
Conejo Valley High School	1402 E. Janss Road T.O. 91362	805-498-6646	805-413-8399	Martin Manzer, Principal Sean MacDonald, Asst. Principal Dawn Stines, Office Manager	Catherine Kanney	8:00-3:30 <b>Friday: 8:00-1:35</b>
Conejo Valley Independent Study	33 Greta Street T.O. 91360	805-413-8397		Sean MacDonald, Asst. Principal		8:00-3:00
Cypress Elementary	4200 Kimber Drive N.P. 91320-4898	805-498-6683	805-375-5600	Carey Bartlow, Principal Patti McRae, Office Manager	Katie Berry	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 <b>Gr 1-5 Tues: 8:15-1:30</b>
EARTHs Magnet	2626 Michael Drive N.P. 91320-3292	805-498-3686	805-375-5602	Jeff Rickert, Principal Susan Onsgard, Office Manager	Jannelle Guillot	K: 8:15-1:30 <b>K Tues: 8:15-1:00</b> Gr 1-5: 8:15-2:40 <b>Gr 1-5 Tues: 8:15-1:30</b>
Glenwood Elementary	1135 Windsor Drive T.O. 91360-5228	805-495-2118	805-374-1159	Vivian Vina-Hunt, Principal Elsa Casillas, Office Manager	Lorena Martinez Gabriela Magdaleno, School Social Worker	TK/K: 8:30-1:35 Gr 1-5: 8:30-2:40
Ladera STARS Academy	1211 Calle Almendro T.O. 91360-6499	805-492-3565	805-493-8851	Lori Wall, Principal John Orleans, Office Manager	Jennifer Sheppard Gabriela Magdaleno, School Social Worker	K: 8:15-1:30 Gr 1-5: 8:15-2:40 <b>Tuesday - ALL: 8:15-1:30</b>
Lang Ranch Elementary	2450 Whitechapel Place T.O. 91362-5399	805-241-4417	805-241-4617	Megan Triplett, Principal Rahsheen Williams, Office Manager	Jennifer Sheppard	K: 8:25-1:30 Gr 1-5: 8:25-2:35
Los Cerritos Middle School	2100 E. Ave de las Flores T.O. 91362-1599	805-492-3538	805-493-8854	Jason Klinger, Principal Brandy Pacheco, Asst. Principal Kim Michaud, Dean of Students Kathleen Banaszkiwicz, Office Manager	Jenna Davis Karen McCarthy	8:55-3:10 <b>Tuesday: 8:55-1:55</b>
Madroña Elementary	612 Camino Manzanas T.O. 91360-2199	805-498-6102 805-498-6102	805-375-5601 805-375-5601	Isaac Huang, Principal Luz Bediale Campo, Office Manager	Lorena Martinez	TK/K: 8:25 -1:30 Gr 1-5: 8:25-2:35
Maple Elementary	3501 Kimber Drive N.P. 91320-4399	805-498-6748	805-375-5603	Patty Lewis, Principal Jacqueline Maloney, Office Mgr.	Katie Berry	K: 8:10-1:15 Gr 1-5: 8:10-2:35 <b>Monday - ALL: 8:10-1:30</b>

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
CONEJO VALLEY UNIFIED SCHOOL DISTRICT



**DIRECTORY OF SCHOOLS**

SCHOOL	ADDRESS	PHONE	FAX	FRONT OFFICE	COUNSELORS	GRADES/ HOURS
Newbury Park High School	456 N. Reino Road N.P. 91320-3798	805-498-3676	805-499-3549	Steve Lepire, Principal Carly Adams, AP - Activities Michael Godfrey, AP - Athletics Linda Eckelkamp, AP - Attendance Kristina Konish, AP - Instruction Allison Steltz, AP - Student Support Svcs. Linda Abilez, Office Manager	Tina Choi Tina Coleman Edith Cortes Richard Napora Lesley Nedwick	7:10-3:05 <b>Weds: 7:10 -1:10</b>
Redwood Middle School	233 W. Gainsborough Road T.O. 91360-3499	805-497-7264	805-497-3734	Nicole Judd, Principal Paola Vargas, Asst. Principal Dawn Jacobson, Dean of Students Sonja Gannfors, Office Manager	Barbara Broihier Tracy Rosenthal	9:00-3:10 <b>Tuesday: 9:30-3:10</b>
Sequoia Middle School	2855 Borchard Road N.P. 91320-3898	805-498-3617	805-375-5605	Karla DiDomizio, Principal Kelly Welch, Asst. Principal Martin Nichols, Dean of Students Jaime Taylor, Office Manager	Shannon Martens Kelly Meador	8:45-2:55 <b>Tuesday: 8:45-1:30</b>
SHINE Home School	2450 Whitechapel Place T.O. 91362-5399	805-497-9511 ext 1210		Dr. Dena Sellers Lynne Hill, Administrative Assistant		
Sycamore Canyon School	4601 Via Rio N.P. 91320-6872	805-498-1573	805-498-0385	Doug Hedin, Principal Cheryl Moncourtois, Asst. Principal Carrie Penix, Dean of Students Jo-Ann Flowers, Office Manager	Nathan Snider Nicole Vitto	TK/K: 8:15-1:30 <b>Tuesday: 8:15-1:15</b> Gr 1-5: 8:15-2:40 <b>Tuesday: 8:15-1:30</b> Gr 6-8: 8:45-3:08 <b>Tuesday: 8:45-2:05</b>
Thousand Oaks High School	2323 N. Moorpark Road T.O. 91360-3198	805-495-7491	805-374-1165	Eric Bergmann, Principal Jeniffer Modolo, AP - Activities Brian Banducci, AP - Athletics Christina Harrison, AP - Attendance Danielle Oliveri, AP - Instruction Dawn Thomas, AP - Student Support Svcs. Jeanne Orth, Office Manager	Robyn Britt Priscilla Montero Kelly Ross Darla Scott Bill Zasadil	7:23-2:47 <b>Weds: 8:28-2:47</b>
Walnut Elementary	581 Dena Drive N.P. 91320-2999	805-498-3608	805-375-5604	Aileen Wall, Principal Angela Sommer, Office Manager	Jannelle Guillot Gabriela Magdaleno, School Social Worker	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 <b>Gr 1-5 Weds: 8:15-1:30</b>
Weathersfield Elementary	3151 Darlington Drive T.O. 91360-4593	805-492-3563	805-492-4452	Laurie Davis, Principal Jacqueline Wright, Office Manager	Nathan Snider	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Westlake Elementary	1571 E. Potrero Road W.V. 91361-1529	805-374-2150	805-496-4006	Terri Culpepper, Principal Nassim Harrison, Office Manager	Nathan Snider	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Westlake High School	100 N. Lakeview Canyon Road W.V. 91362-3895	805-497-6711	805-497-2606	Jason Branham, Principal Vicky Torossian, AP - Activities Michael Lipka, AP - Athletics Heather Godfrey, AP - Attendance Carlos Cardenas, AP - Instruction Steven Barnes, AP - Student Support Svcs. Susan Greiner, Office Manager	Tawnya Ferdolage Andrea Jacobo Amy Kirksey Sonia Magana Emily Nelson	7:25-2:48 <b>Weds: 8:30-2:48</b>
Westlake Hills Elementary	3333 S. Medicine Bow Court W.V. 91362-3545	805-497-9339	805-374-1162	Michael Niemczyk, Principal Michele McDonald, Asst. Principal Irene Nelson, Office Manager	Katie Berry	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Weds: 8:15-1:30
Wildwood Elementary	620 W. Velarde Drive T.O. 91360-1399	805-492-3531	805-493-8855	Donna Vollmer, Principal Karen Meyer, Office Manager	Lorena Martinez	K: 8:10-1:20 Gr 1-5: 8:10-2:35 <b>Gr 1-5 Tues: 8:10-1:20</b>
University Center (Special Education - Be Me Preschool)	2801 Atlas Avenue T.O. 91360	805-492-4051	805-241-4346	Marcy Holland, Coordinator - (Ext. 113) Jessica Garcia, Secretary		Pre-school and infant programs



## **SUBSTITUTE QUALIFICATIONS AND EMPLOYMENT PROCEDURES**

Conejo Valley Unified School District's (CVUSD) policy is to employ the best qualified individuals for its substitute teaching positions. Applicants for substitute teachers must have a valid California Teaching Credential or a 30-Day Substitute Permit. Credential information may be obtained from the Ventura County Office of Education (VCOE) – 805-393-1900 or <https://www.vcoe.org/Credentialing/Substitute-Permits>. Preferred applicants will have a valid California Teaching Credential and successful previous teaching experience.

In order to meet the criteria for a substitute teaching interview, the following items must be completed and submitted with the Substitute Teacher application on EdJoin:

- California Teaching Credential or
- 30 Day Substitute Permit and passing CBEST (or its equivalent) score;
- Proof of Bachelor's Degree,
- Resume, and;
- 3 Letters of Recommendation.

When CVUSD receives the application, an interview will be scheduled with CVUSD staff.

Individuals who have passed the interview process will need to successfully complete the following items to be eligible to substitute teach for the district:

- Medical exam and evidence of clearance from Tuberculosis;
- Livescan and DOJ clearance;
- Web based training and;
- Completion of HR paperwork.

Once the eligibility requirements have been completed, an email will be sent to schedule a substitute teacher orientation. During the orientation, information on how to use the substitute teaching automated system, Frontline Education will be provided. Orientation training will also include substitute teaching expectations and discussion of policies and procedures. At orientation, the district will issue a CVUSD Substitute Teacher ID Badge. The ID Badge is to be carried at all times while working at CVUSD sites. An employee number will be included on the badge. This is the default number utilized as the Personal Identification Number (PIN) for the Frontline Education system.

## **SUBSTITUTE TEACHING ASSIGNMENTS**

Substitute teaching assignments are available through the Frontline Education system. Once substitute teacher orientation is completed, two emails will be sent from the Frontline system and one from the Human Resources (HR) Substitute Technician.

- Netpost email — provides information on using the Frontline phone system. This email will include an ID Number (phone number) and PIN.
- Frontline email — allows creation of a username and password to gain access to the web based Frontline system.
- HR Substitute Technician email — provides training information on using the Frontline Education system including links to training videos.

Please keep the username, password, ID and PIN confidential.

An assignment can be posted in the Frontline Education system at any time. Posted assignments will be for the same day, the following day, or days or months into the future. If an assignment has not been filled by the day prior to start of the absence, the Frontline phone system will call between 3:30 p.m. and 10:00 p.m. the day before and 5:45 a.m. and up to 30 minutes prior to the class start time. If the assignment still has not been filled, a phone call, text, or email may be received from the HR Substitute Technician.

There are five (5) ways that you can accept/receive jobs.

- Frontline Website — <http://www.aesoonline.com>
- Frontline Phone System — 1-800-942-3767
- Frontline Education App – available jobs will display on the homepage
- Direct Request by a Teacher — netpost email
- HR Substitute Technician Request — phone call, text, or email

The Substitute Quick Reference Guide (see attachment at the end of this handbook) demonstrates how to accept jobs the system offers through the website. Using the website allows the substitute to access teacher attachments and notes. When the position is accepted, the system will display the following information:

- Job Number – record this number for future reference
- Name of School
- Name of Teacher (Regular Teacher or Special Education Teacher if a roving position)
- Date(s) of the Assignment – one day or multiple days including non-consecutive days
- Subject or Grade Level – when assignment is for a non-roving position
- Class Times – substitute is required to check in a half hour prior to listed start time
- Other Information – specific teacher instructions may be shared in “Substitute Notes” or found in attachments provided

For verification purposes, keep a copy of the assignment emails received. **Remember when an assignment is accepted, the district expects the substitute teacher to carry out the obligation and commitment and the assignment should only be cancelled in case of an emergency or illness.**

Teachers have three (3) options to request a substitute teacher.

- Directly contact the substitute – the substitute teacher will be contacted by the teacher and asked about their availability for an assignment. If the substitute teacher agrees to accept the assignment, the teacher will enter the assignment in Frontline and directly assign the substitute. A netpost email will be sent to the substitute with the details of the assignment including the job number. The substitute teacher is directly assigned to this job. ***If the job is assigned in error, the substitute should immediately cancel the job and notify the HR Substitute Technician, Michelle Jenks.***
- Preferred substitute request – teachers can select to have a list of preferred substitute teachers in the system so that when an assignment is entered in Frontline, netpost emails will be sent to ALL preferred substitute teachers on the list. The email will **not** have a job number and will ask the preferred substitute(s) to accept the assignment. The first preferred substitute to accept the assignment will receive the assignment. Once this

occurs, the assignment will no longer display to the other preferred substitutes. If none of the preferred substitutes accept the position, it will later be displayed to all substitutes.

- Substitute request – teachers without any list of preferred substitute teachers in the system enter an assignment and it is available to any substitute who has selected to work at the teacher’s school.

Substitute teachers are expected to check in with the Office Manager at the end of the day to turn in their substitute packet and see if there is a need for them to return the following day. If the teacher will be out the next day, the substitute teacher is expected to accept continued assignment in that position. However, if a substitute has indicated limited availability, they will be assigned to continue the assignment only if the assignment includes those days they are available to work.

## **SUBSTITUTE TEACHING ASSIGNMENTS – LONG TERM**

Long term assignments are assignments that are 11 or more days in length. These assignments will be made according to the following criteria:

- Subject matter and grade level certifications
- Principal and teacher requests
- Previous evaluations
- Availability of the substitute

Decisions to fill long term assignments will be made on an equitable basis, considering the factors listed above and the needs of the District and the students.

## **SUBSTITUTE AVAILABILITY**

The system will automatically set schedule availability to being available every day of the week. In order to not be called for a specific day, a recurring day of the week, or a series of consecutive days, Non Work Day(s) needs to be created under the “Non Work Days” tab on the home page. If Non Work Day(s) are not created, the system will continue to call and offer positions. Non Work Day(s) also let the HR Substitute Technician know that the substitute is not available for work and phone calls will not be made to the substitute. **Substitutes who have not marked Non Work Day(s) and do not answer phone calls from the district or refuse job offers ten times during the school year, will be removed from the system.**

On rare occasions, substitute teaching jobs at the school site may be changed to provide continuity in a classroom or to meet the needs of the school. Alternative assignments will be provided at the school site. Due to various circumstances, an assignment may be cancelled. If an assignment is cancelled after you begin the drive for the school, check with the Office Manager to determine if there is another assignment at the school. If not, contact the HR Substitute Technician for an assignment at another school site.

If for some reason the substitute teacher is unable to report for an assignment, the substitute must **immediately** call the Frontline number or log in to the website to cancel the assignment so that the system may begin to call another substitute. If the system does not allow cancellation, both the Office Manager at the school site and the HR Substitute Technician must be called so other arrangements for coverage can be made. If a substitute teacher does not show up for an assignment, the classroom will be left without a substitute teacher and the school site will have

to make other arrangements with teachers at the site to cover the job. This may result in a request by the principal to no longer use the substitute teacher's services at the school site.

When the substitute teacher or the classroom teacher/administrator cancels an assignment, the system will send an informational netpost email regarding the cancellation. It is a good practice to look at emails each morning to ensure that an assignment has not be cancelled. If the cancellation is within a day of the assignment start date, the system will call the substitute and continue to call until such time the substitute teacher accepts the notification of the cancellation.

## **FRONTLINE SYSTEM NOTIFICATIONS**

### **Notification to Renew California Teaching Credential or 30-Day Substitute Teaching Permit**

- The Frontline system will send a notification email 45 days in advance of the expiration date of the credential/permit.
- Renewal of the credential/permit is the responsibility of the substitute teacher and should be done in advance of the expiration date.
- Credential renewal is completed on the California Commission on Teacher Credentialing website at [www.ctc.ca.gov](http://www.ctc.ca.gov).
- Email the HR Substitute Technician once the credential has been renewed so the system can be updated and the county notified.
- Please note that if the credential is expired, a substitute teacher will not be able to substitute teach.

### **Notification that the Tuberculosis (TB) Test Needs to Be Renewed**

- The Frontline system will send a notification email 45 days in advance of the expiration date of the TB test (4 years from the date it was first administered).
- Renewal of the TB test is the responsibility of the substitute teacher.
- District paperwork to renew the TB test can be provided to the substitute by the HR Substitute Technician.
- Email the HR Substitute Technician once the TB test has been renewed so the system can be updated. If the district TB test vendor was not used, provide a copy of the TB test with the email.

## **MODIFICATIONS TO THE FRONTLINE SYSTEM**

Changes can be made to the following items in the Frontline system by selecting the "Preferences" link on the left-hand side of the homepage on the website:

- Phone Number – this is the phone number the system will use to call to offer jobs and the ID number used when using the Frontline phone system.
- Email Address – this is the email address Frontline uses to send notifications and assignments.
- PIN Number – this is the PIN used in the Frontline phone system when answering the phone. It can be set to any 5-digit number.
- School Preference – this is where substitute teachers can select schools to work. The default setting is all CVUSD schools.

## RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

### Reporting to School

- The substitute teacher is expected to be at school **30 minutes before the start time listed on the assignment.**
  - If the substitute teacher arrives late to the assignment (after the 30 minutes prior to assignment start time), the Office Manager has the right to cancel the assignment and to schedule another substitute to the position.
- The district hires and pays substitute teachers for **full day and half day assignments.**
  - Full day assignments are assignments that are 3.5 hours or more as outlined by start and end times of the assignment.
  - Half day assignments are assignments that are less than 3.5 hours as outlined by start and end times of the assignment.
  - The 30-minute time period prior to the start time of the assignment is considered in the full day/half day designation.
- Substitute teachers are expected to **wear the identification (ID) badge** provided by the district and to **bring a driver's license** for identification purposes.
  - If the identification badge is misplaced or damaged, a call or email should be made to the HR Substitute Technician so an appointment to create a new badge can be scheduled.
- Upon arrival to the assigned school, the substitute teacher should **check in at the school office** with the Office Manager or designee.
  - Be prepared to provide to the office the ID, driver's license, job number, and the name of the teacher on the assignment.
  - A signature on a sign-in sheet may be requested.
  - The office will supply:
    - A substitute packet containing basic information about the school and assignment;
    - Classroom key(s); and
    - A Substitute Teacher Report to Regular Teacher form.
- The substitute teacher should **locate the regular teacher's mailbox** to check for notes, bulletins, attendance cards, and other items needed for the school day.
  - Only take items from the mailbox that will be needed for the school day.

### Teaching the Class

- The **substitute teacher is expected to fulfill all the duties of the regular teacher** in so far as is practical.
  - Duties include following the lesson plans of the teacher, correcting and grading papers, completing prep activities for the next day, and other assigned activities.
  - Substitute teachers assume the same responsibility as regular teacher for students, equipment, and assigned materials.
  - Substitute teachers should only use cell phones and engage in personal activities during lunch time.
  - When possible, the principal will reassign the regular teacher's morning duties.

- **Review the lesson plan and prepare** for the school day.
  - A folder labeled “Special Information for Substitute” contains the regular teacher’s specific instructions regarding teaching the class. The folder is usually kept on or in the teacher’s desk in the classroom.
  - If there are no lesson plans, check with the Office Manager to see if lesson plans were emailed or left in the office. If not, check with grade/subject area teachers.
  - Review the teacher’s instructions and material provided prior to the start of class. If there is a question about the instructions or where something is located, ask for help from another teacher, the department chairperson, or the Office Manager.
  - Set up and ensure that technology needed for day is working. If unsure about the use of the classroom technology, seek assistance.
  - Prepare and set out materials needed for classroom instruction.
  - Become familiar with emergency procedures.
  - Review school and classroom rules and procedures.
- **Greet the students and share expectations** for the day.
  - Meet the students at the door to welcome them to the classroom.
  - Write name (e.g. Mr. Jones, Mrs. Garcia) on the board.
  - Share the regular teacher’s expectations for the day regarding behavior and planned activities. Share any additional expectations that don’t contradict expectations of the teacher or prevent the lesson from being completed (e.g. expectation of no phone use if the phone is needed to complete an assignment).
  - Invite students to share the class rules and procedures and ensure they match the teacher’s provided rules and expectations.
  - Take attendance promptly and gather any information concerning school lunch counts, etc.
- **Follow the teacher’s lesson plans** as assigned.
  - These may be regularly scheduled plans or special substitute lesson plans.
  - In the absence of lesson plans, **be prepared to teach the class** using classroom curriculum and/or subject and age appropriate activities.
  - Have extra ideas/activities ready in case lesson plans are completed early.
- Treat students with **dignity and respect** while maintaining **classroom control**.
  - Students’ physical and emotional safety are of primary importance.
  - Friendliness and firmness, along with a reasonable sense of humor, are basic to success in maintaining classroom control.
  - Moving around the classroom and assisting students with their activities as directed in the lesson plan is important in maintaining classroom control.
  - Keeping students on task by engaging students and presenting lessons in an interesting manner usually keeps disciplinary problems to a minimum.
  - Use positive classroom management strategies. For example, counting, raising a hand, clapping or snapping to repeat a suggested pattern, responding with a repetitive phrase and using positive praise assists with gaining and retaining engagement. Providing incentive/rewards such as free time or a game for positive and appropriate behavior, etc. helps with motivation. Food should not be used as an incentive due to potential food allergies.
  - Students **must** be under the supervision of a teacher at all times.
    - Students should not leave the classroom without authorization or permission from the teacher.

- No student should leave the school without permission of the principal or school office personnel even if an adult comes to pick up a student.
- Should a disaster or school emergency occur, it is the substitute teacher's responsibility to remain with the class and follow school emergency procedures.
- If a student is disruptive and unresponsive to direction, send a note to the office explaining the behavior or send for an administrator to come to the classroom. This is not a negative reflection on the teacher or the substitute.
- Ask for assistance if needed. If there is a paraeducator in the classroom, use their knowledge of the students and their needs to ensure that behavior does not escalate with a guest teacher.
- The day's success depends on what the substitute brings to the school: positive attitude, preparation, organization, understanding, and adaptability.

### **End of Day/Class Period Activities**

Complete **prep activities** and other assigned duties.

- Prep periods are to be used to prepare for upcoming classroom activities, grading papers, or other activities assigned by the teacher, principal, or Office Manager.
- During prep periods at a high school or middle school, a substitute teacher may be required to cover for another class.
- On student minimum days, substitutes are expected to check with the Office Manager or designee to determine when the assignment is to be completed.
- Substitute teachers who are teaching TK or Kindergarten are expected to stay on site until the school day ends completing prep activities as assigned by the classroom teacher. If there are no prep activities assigned, the substitute teacher is expected to check with the Office Manager or designee for other assigned activities.

Become familiar with **dismissal procedures**.

- Walk elementary students to recess, lunch, and other activities while ensuring all students are supervised.
- Monitor students during transitions between and after class periods.

Encourage students to assist in **cleaning the classroom** and **putting away classroom materials**.

- Leave classroom as clean as it was at the beginning of the day (or cleaner).
- Put away all art supplies, PE equipment, and other classroom materials.
- Ensure iPads, Chrome Books, and laptops are stored appropriately and plugged in so they are ready for the next day's instruction.
- Organize collected papers by subject area/class period. If time permits, papers can be put in alphabetical order by student's last name.

Complete the **Substitute Teacher Report to Regular Teacher form** before leaving for the day.

- Be honest in detailing what occurred throughout the day.

- Fill out the form completely noting lesson plan progress, academic concerns, behavior all-stars, behavior issues, and unusual occurrences.
- Legibly write name and phone number on the form so that the teacher has contact information for the preferred substitute list or as a contact for future assignments.
- Leave the form, and any other notes for the teacher e.g. notices, bulletins, parent notes, etc. on the teacher's desk.

When teaching for the same teacher for three or more consecutive days, the substitute should confer with the regular teacher and/or principal regarding instructional plans.

Before leaving the classroom for the day, turn off the lights, close the windows, and **lock the door**.

Before leaving the building, **report to the school office** and:

- **Turn in key(s)** and substitute packet;
- Determine if there is further need for your services. The Office Manager may assign an additional day(s) for the current assignment or may have another assignment(s) that needs to be filled.
- Inform the principal, assistant principal, or Office Manager of any significant irregularities or problems which occurred during the day.
- Any **injury to a student, no matter how minor, must be reported to the school office** on the same day it occurs.
- Report any allegations of suspected child abuse or neglect to the principal or assistant principal. Remember that you are a **mandated reporter**.

If there is a concern about an assignment, communicate directly with the school principal. If the concern has not been resolved by speaking with the principal, the Assistant Superintendent of Human Resources is available to assist with any unresolved problems.

### **CVUSD Employee Code of Conduct**

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations. In fulfillment of the obligation to students, employees:

- Shall make every effort to protect students from conditions harmful to learning or the health and safety. Shall not engage in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:



exclude any student from participation in any program, deny benefits to any student, or grant any advantage to any student.

- Shall not engage in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
- Shall not use profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
- Shall not use professional relations with students for private advantage. Shall not engage in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
- Shall not divulge confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
- Shall not use tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
- Shall not be dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records.
- Shall not reasonably restrain students from independent action in the pursuit of learning.
- Shall not unreasonably deny students access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to students' progress.
- Shall not wear inappropriate attire. Business casual is the dress code for the district.

## **SUBSTITUTE TEACHER EVALUATION**

The services of **substitute teachers are essential to the success of the educational program** in the Conejo Valley Unified School District (CVUSD). The district is as concerned with the quality of substitute instruction as it is with the instruction of the regular teacher.

- Actions, behavior, manner, and professionalism all reflect upon the ability to be a successful substitute teacher. A list of the top ten traits that make for a successful substitute can be found on page 21.
- The addition of a substitute to a teacher or school's preferred substitute list or repeatedly being requested to teach at a school(s) are seen as positive evaluations of a substitute.

Substitute teacher evaluation is the responsibility of the school principal. Teachers, office staff, parents, and other professionals may provide input to the principal concerning the evaluation process. Evaluations may be either positive or negative.

- Negative evaluation reports may result in a substitute teacher not being reassigned to a specific school.
- A series of three negative reports or a report of a serious nature may result in release from employment.

The principal or designee shall have the right to exclude any substitute teacher from the classroom at any time when such an action is in the best interest of students. Notification of such actions shall be made in writing to Certificated Human Resources.

The Assistant Superintendent, Human Resources, is available to discuss substitute concerns regarding their employment with Conejo Valley Unified School District.

## **SUBSTITUTE TEACHER SALARY INFORMATION**

The Board of Education establishes, by policy, the daily rate of pay for substitute teachers.

### **Current District Rates**

- Full Day Pay Rate - \$125
- Half Day Pay Rate - \$65
- Full Day (Starting 10<sup>th</sup> consecutive day in same assignment) - \$140\*
- Half Day (Starting 10<sup>th</sup> consecutive day in same assignment) - \$70\*

\*30 Day Substitute Permit: The substitute has a permit that allows them to teach up to 30 days in one general education teacher's classroom for the entire year (20 days for Special Education).

### **Long Term District Rates**

- 31-90 Consecutive Days in the Same Classroom - \$160/day<sup>^</sup>
- 91+ Consecutive Days in the Same Classroom - \$250/day<sup>^</sup>

<sup>^</sup>Substitute duties include all employee responsibilities. Otherwise rate remains at \$140/day.

### **Pay Days**

- Substitute Teachers are paid once a month.
- The pay period is from the first day of the month through the last day of the month.
- **Payments are made the last day of the following month** e.g. September 1 to September 30 substitute days are paid October 31.
- The first payment will be made by check and will be mailed to the address of record.
- All subsequent payments will be made via direct deposit.

### **Payroll Deductions**

- Substitute teacher salaries are subject to payroll deductions required by law
  - Federal withholding tax
  - State withholding tax
  - Teacher's Retirement, if the substitute qualifies
- Substitutes who are already members of the California State Teachers' Retirement System (CALSTRS) through any district will have retirement deductions taken from all earnings regardless of the number of days of service rendered monthly.
- If a substitute teacher teaches 100 days in a school year or more than 10 days in a school month within a public school district within the State of California, the substitute automatically becomes a member of CALSTRS and deductions will be made thereafter.
- Those working fewer days have the option to become members of CALSTRS.

### **Payroll Employee Portal**

- Your paycheck stub, W2 forms, and other payroll information is available in the CVUSD Employee Portal. To access the portal, go to <https://myescape.vcoe.org> and create a new account. For quick access, there is an icon on the top of the CVUSD website.

## Sick Leave

- Sick leave is accrued at one hour per 30 hours worked up to 48 hours in a school year.
- A **maximum of 24 hours of sick leave** can be used per school year.
- A substitute teacher must render a minimum of thirty (30) days of service from the date of hire with the district to use sick leave.
- The substitute teacher must be employed with the district for at least 90 calendar days to use sick leave.
- Upon termination, resignation, retirement or other separation from employment, there will not be reimbursement for accrued, unused paid sick leave.
- A substitute teacher can use sick leave for an illness, diagnosis, preventative care, or treatment of one's own health condition or that of a family member or as a result of being a victim of domestic violence, sexual assault, or stalking.
- Substitutes using sick leave need to cancel a scheduled assignment in Frontline by phone or online using the cancellation reason of "sick" and **notify HR Technician Michelle Jenks that they are unable to accept the assignment due to illness** and are requesting the use of sick leave.
- If the absence to be cancelled is for a day in a multi-day assignment, the substitute needs to contact Michelle Jenks, HR Technician to cancel the day. If the substitute with a multi-day assignment is unable to reach Michelle Jenks, they should contact the Office Manager at the school they are scheduled to substitute teach.

More details on sick leave can be found in the CVUSD Policy, *Paid Sick Leave Policy for Non-Permanent Employees*.

If there are any questions regarding pay, the number of days worked in a month or sick leave, contact Michelle Jenks at the Human Resources substitute desk. It will be important to keep a record of days worked.

## RESPONSIBILITY OF THE SCHOOL TO THE SUBSTITUTE

### Principal or Designee

- If the absent teacher has early morning duty, ensure arrangements are made to assign this duty to another teacher.
- Ensure that substitute teachers are **provided with a substitute packet** containing clear, up-to-date instructions, and information regarding practices and procedures at the school, including but not limited to:
  - Attendance and tardy procedures
  - Bell schedules
  - School rules including playground and cafeteria rules
  - Time schedules for library, nurse, audio-visual, etc.
  - Campus map
  - Names and titles of key staff members
  - Fire drill and emergency procedures
- Check that each teacher has prepared a folder labeled "Special Information for Substitute" containing but not limited to:
  - Complete lesson plan(s)
  - Daily schedule

- Class roll
- Seating chart
- Class rules
- Necessary slips and forms
- Reading, math, and spelling group lists, if appropriate
- Name and room number of teacher(s) who can assist a substitute
- Playground and bus duty assignments

Ensure that these folders are updated periodically and contain current information to guide the substitute teacher.

- When needed, complete and submit to Human Resources evaluations of the teaching performance of substitute teachers.
- **Welcome and encourage substitute teachers** who are assisting at the school.

### Teacher

- Each teacher should **prepare a folder labeled “Special Information for Substitute”** including complete lesson plans, daily schedule, class roll, seating chart, class rules, necessary slips and forms, extra duties, and other items that will help the substitute teacher be effective.
- Teachers should leave answer keys to tests and worksheets.
- Inform substitute teachers where supplies, AV equipment, and teacher’s edition textbooks are located so the day’s activities can be carried out.
- Provide the substitute with the name of teacher(s) who are available to assist substitute teachers with questions.
- Leave a list of students who leave the classroom for activities, those who have severe medical issues, or those with other concerns that will be helpful to the substitute teacher.
- Note the names of student assistants or staff members who assist in the classroom.
- Arrange for a transitional day with the substitute teacher for long term absences.

### Office Manager or Designee

- Greet the substitute teacher promptly upon arrival.
- Provide substitute packet, key(s), Substitute Teacher’s Report to Regular Teacher form, and any necessary information regarding the assignment.
- If no lesson plan or if the substitute teacher has questions concerning the activities for the day, have the substitute telephone the absent teacher.
- Direct the substitute teacher to the regular teacher’s mailbox and classroom.
- If necessary, provide directions or personal tours concerning the locations of the classroom, lunchroom, restrooms, and other areas of campus needed by the substitute during the course of their assignment.
- Provide additional teaching duties, if available, for substitutes covering in a TK or Kindergarten classroom or limited duty classroom to cover the school day.
- At the end of the day, retrieve the substitute packet and key(s) and remind substitute to complete Substitute Teacher’s Report to Regular Teacher form.
- If a Substitute Evaluation Report is necessary, ensure the completed report is turned in by the regular teacher and provided to the principal. The principal will complete and submit the Substitute Evaluation Report to Human Resources.

- Enter any changes to the assignment into the Frontline System. Ensure that if the substitute needs to stay in the assignment(s) for an additional day, that these days are entered into Frontline. If unable to enter information into Frontline, notify Michelle Jenks at [mjenks@conejouisd.org](mailto:mjenks@conejouisd.org) so the information can be entered. Failure to enter the information may result in the school being billed for the substitute.

## **LEGAL STATUS OF SUBSTITUTE TEACHERS**

There is no tenure for substitute teachers in the State of California. Section 459 of the California Education Code states that “governing boards of school districts shall classify as substitute employees those persons employed in positions of regularly employed persons absent from service,” and Section 44953 states that “governing boards of school districts may dismiss substitute employees at the pleasure of the Board.”

## **LETTERS OF REASSURANCE**

Each spring, a “Letter of Reassurance” is provided to each substitute teacher notifying the substitute teacher that CVUSD intends to utilize their services for the next school year.

- It is the responsibility of the substitute teacher to submit the letter to the Human Resources Substitute Desk by the date indicated on the electronic letter.
- Failure to do so will serve as notification to CVUSD the substitute teacher no longer wishes to remain as a substitute teacher for the district for the next school year.

If for some reason the substitute teacher does not receive a letter by the end of May, it is the responsibility of the substitute to call or email the Human Resources Substitute Desk.

## **TOP TEN SUBSTITUTE TEACHER TRAITS**

Based on a survey of CVUSD teachers, these are the traits/values/characteristics that make for the best substitute teachers. Those who are most effective in these areas, are more likely to be added to preferred substitute teacher lists across the district. The top ten traits in order of importance to teachers are as follows:

- 1. Follows the teacher’s lesson plans**
  - a. Reviews and understands lesson plans provided
  - b. Spends instructional time on the provided lesson plans
  - c. Implements the plans completely
  - d. Allows for teacher’s instructional goals to be met
- 2. Leaves detailed notes**
  - a. Shares class progression on the plans provided for the day
  - b. Discusses educational concerns
  - c. Provides detailed information regarding student behavior – both positive and negative
  - d. Includes unusual occurrences
- 3. Implements effective classroom management**
  - a. Introduces themselves
  - b. Follows classroom and school rules and routines

- c. Displays firm, fair, and consistent messaging
- d. Moves around the room checking for understanding and engaging with students

**4. Engages students**

- a. Builds rapport with students
- b. Introduces the lesson(s) in an energetic and enthusiastic manner
- c. Offers praise and encouragement
- d. Interacts in a positive manner during learning activities

**5. Demonstrates adaptability and flexibility**

- a. Adapts positively to changing conditions
- b. Demonstrates flexibility with schedule changes and students moving in and out of the classroom
- c. Adds supplemental learning material pertaining to subject area as time permits
- d. Provides appropriate incentives

**6. Loves working with students**

- a. Greets students with a smile
- b. Treats students with respect
- c. Allows for divergent thinking and learning styles
- d. Respects differences in ability levels
- e. Demonstrates cultural awareness

**7. Demonstrates organizational skills**

- a. Sets up supplies, materials, and technology prior to class start time
- b. Becomes familiar with school and class policies, procedures, and technology
- c. Brings substitute teacher “bag of tricks”
- d. Uses prep time to prepare for the next day

**8. Cleans the classroom**

- a. Allows for enough time for students to pick up the classroom at the end of the period/class
- b. Ensures classroom equipment is properly stored
- c. Organizes work collected from students (by class/period and alphabetically)
- d. Ensures classroom is ready for the next day

**9. Provides safe environment**

- a. Students feel respected
- b. Fosters sense of safety and security
- c. Provides appropriate level of supervision
- d. Students are willing to share their feelings, thoughts, and ideas

**10. Demonstrates professionalism**

- a. Shows up 30 minutes prior to assignment start time
- b. Wears professional clothing
- c. Works cooperatively with other staff members and teacher assistants
- d. Leaves contact information so that they can be contacted for future assignments



# Absence Management

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) | [I forgot my PIN or password](#)

[Having trouble signing in?](#)

## SIGNING IN

Type [aesoponline.com](https://aesoponline.com) in your web browser’s address bar or go to [app.frontlineeducation.com](https://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

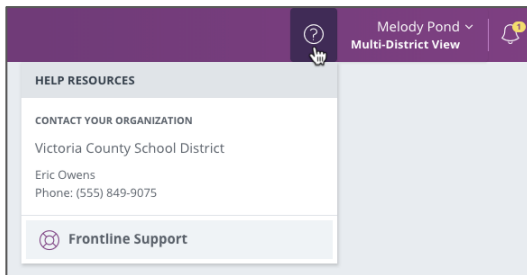
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

The interface displays three monthly calendars for April, May, and June 2018. In the April calendar, the 30th is highlighted in green. Below the calendars are four tabs: '2 Available Jobs' (selected), '1 Scheduled Jobs', '2 Past Jobs', and '0 Non Work Days'. The 'Available Jobs' tab shows a list of jobs for 'Barker, Bob' with columns for Date, Time, Duration, and Location. A job is listed for 'Mon, 4/30/2018' from '11:00 AM - 6:00 PM' for a 'Full Day' at 'Victoria County School District' and 'Victoria County Community Schools'. To the right of the job entry are 'Reject' and 'Accept' buttons.



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

