



Substitute Orientation

2012-2013 School Year

Welcome!

Lake Havasu Unified School District
Denise Mason, Sub Coordinator

Agenda

- Requirements
- Pay
- Notification of Assignment
- Schedules / Daily Hours
- Sub Responsibilities
 - Professionalism
 - Upon Arrival
 - Recording Attendance
 - Discipline
 - Emergency Procedures
 - Child Abuse
 - General

Agenda cont...

- Professional Development
- Workers Compensation
- Voluntary Elections
- Thank you!
- Q & A

Requirements

Returning:

- Signed 12-13 Talx Form
- Updated Preference Sheet

Certified...

- Valid Certificate*
- Valid IVP Fingerprint Card

New (Certified):

- Valid Certificate*
- Valid IVP Fingerprint Card
- Official Transcripts
- District Background Check
- 3 *Professional* References (one must be from current or most recent employer)
- Completed HR/Payroll Paperwork

New (Classified):

- High School Diploma
- Fingerprint Background Check (\$22)
- 3 *Professional* References (one must be from current or most recent employer)
- Completed HR/Payroll Paperwork

**Original certificate must be submitted at the beginning of the year (if not already on file)*

Pay

Certified

Qualifications	Daily Rate	Day 11-19	Day 20+
Bachelors Degree	\$80.00	\$115.00	\$155.00
Associates Degree	\$70.00	n/a	n/a
Nurse (RN/LPN)	\$80.00	\$115.00	\$155.00

Classified

Job Title	Hourly Rate	Hourly Rate – Day 11 +
Bus Driver	\$11.85	\$11.85
Bus Monitor	\$7.65	\$7.65
Custodian	\$8.50	\$9.05
Paraprofessional	\$7.65	\$8.00
Personal Care Assistant	\$7.75	\$8.35

Pay Days

- Paydays are every other Friday
 - The first payday of the 12-13 school year is 8/24/12 for dates 8/6 through 8/17.
 - See complete 12-13 pay schedule provided in your sub folder or online on our website, havasu.k12.az.us.
- Federal Tax is withheld from your salary in accordance with exemptions indicated on your W-4 form.
- Checks (or check stubs) may be picked up at the DO between 7:00 a.m. and 4:00 p.m.
 - Long-term subs: checks will be sent to your assigned school.
- **CHECKS ARE NOT SENT IN THE MAIL.**

Notification of Assignment

- ① Your acceptance as a staff substitute does not assure you a specific number of days of employment. The needs of the District and special abilities are considered in the appointment of all substitutes.
- ① Requests for substitutes are made through Aesop, personnel or school secretaries.
- ① A Substitute will be notified by telephone between the hours of 4:30 p.m. and 9:30 pm for next day assignments and 5:30 a.m. and 11:00 a.m. for same day assignments (these are normally last minute absences or absences that were not filled the night before).
- ① On heavy absence days, you may be asked to change your assignment. Your cooperation during these times will be greatly appreciated.

Daily Hours

- ◎ You must observe the rules and regulations of the Governing Board regarding the hours of arrival and departure. **Substitutes are required to observe the same hours as the absent employee.**
- ◎ Half-day assignments*
 - > Elementary: 11:00am
 - > Thunderbolt: 11:30am
 - > High School: two periods or less
- ◎ Early release days are considered full day assignments.* Check with school's substitute designee for instructions after students are released.
- ◎ Certified subs are required to be at their teaching assignment ½ hour before school starts. Classified subs work 6½ hours per day with ½ hour for lunch. You will start at the following times, unless instructed otherwise.

**Classified staff: paid at an hourly rate based on hours worked.*

Daily Hours cont...

SCHOOL	SCHOOL DAY		CERTIFIED SUBS		CLASSIFIED SUBS	
	Start	End	Arrival	Departure	Arrival	Departure
Elementary	8:00	2:30	7:30	2:45	7:45	2:45
Thunderbolt	8:00	3:00	7:30	3:15	8:00	3:00
Round Table Program	7:45	12:20	7:15	12:30	N/A	N/A
High School	(*7:00) 8:00	2:55	(*6:45) 7:30	3:10	8:00	3:00

**Some HS teachers have a zero period class, time should be noted in AESOP*

Substitute Responsibilities

- Adhere to the laws of the state of Arizona and the United States, and to the policies, laws and regulations of the Governing Board.
- Uphold and maintain the specific requirements for the job to which you are assigned. You must assume the same responsibilities and extra duties as the staff member, unless otherwise directed.
- Transportation: Provide safe transportation for students who ride the school bus to and from school.

Substitute Responsibilities cont...

- Dress and act professionally
- Carry out the lesson plans left by the staff member.
- All teaching materials, library materials, audiovisual aids, etc., should be properly cared for and the room put in order before you leave the building.
- Complete all reports required of the staff member such as attendance, student behavior summaries, etc. **As a substitute teacher, you are expected to provide the regular teacher with a written summary of what was covered with the students.**

Substitute Responsibilities cont... Professionalism

- ❖ Substitutes are expected to maintain high ethical standards.
- ❖ Act in the presence of students in such a manner as to set a good example for them and to encourage them to adhere to all laws and policies of the District.
- ❖ Maintain a good working relationship with fellow employees, citizens of the District, and the community.
- ❖ Be punctual, be regular in attendance, and spend the time on the job to the good advantage of the District.

**Reference your STEDI Substitute Handbook,
*Chapter Three – The Professional Substitute***

Substitute Responsibilities Professionalism cont...

You will observe many types of situations as you travel from school to school. It is important to keep in mind that people do not all work in the same way, and that it is not always possible to anticipate or plan for absence. Because of this you will need to guard against making expressed comparisons between classrooms, staff, and schools.

- Avoid conversations of general criticism or listening to hearsay. Instead, address your concerns directly with the appropriate parties as follows:
 - Site principal or designee
 - If the matter remains unresolved, contact the District Personnel Office

Substitute Responsibilities cont... Upon Arrival

- A. Report to the main office. See the school's secretary and complete the "**Substitute Sign In Sheet**". It is extremely important that this be done. It is the record used to determine the number of days/hours for which the substitute is paid.
- B. Obtain special instructions regarding duties.
- C. Obtain any keys which might be necessary.
- D. Obtain any written directions available.

Substitute Responsibilities cont... Recording Attendance

If applicable, substitutes are responsible for keeping student attendance records. The attendance record is a legal document and must be accurate. Some schools require substitutes to use PowerSchool and others may require you to take written attendance and turn it into the office. Check with the school secretary for instructions.

Removal of student from class...

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE RELEASED WITHOUT PERMISSION OF THE PRINCIPAL. If any non-staff person seeks information about a child or permission to take the child from the room, that person is to be directed to the principal's office. The principal will determine whether the child should be excused and will notify you of the decision.

Substitute Responsibilities cont... Discipline

- ➡ A substitute's first objective is to gain the respect of pupils. **Reference your STEDI Substitute Handbook, Chapter One, for effective classroom management strategies.**
- ➡ All schools expect students to do assigned work and to exhibit acceptable behavior. Substitutes must accept no other standard. If a discipline problem develops and you find you are unable to solve it, you should refer it to the principal or the designee.
- ➡ THE SUBSTITUTE SHOULD NOT AT ANY TIME USE CORPORAL PUNISHMENT OR BE PHYSICAL IN ADMONISHING STUDENTS.

Substitute Responsibilities cont...

Emergency Procedures

It is the responsibility of any staff member present to render first aid and to summon a school nurse. The staff person at the scene of the accident stays with the patient and send notification to the nurse. **Remember to avoid contact with all bodily fluids.**

The order of responsibility/notification shall be as follows:

1. Nurse/Administrative Assistant
2. Principal
3. Principal's Designee

Fire Drills...

- Fire Drills will be held at least once per month.
- Students and staff are to exit the building according to the exit routes posted on or near each room door.
- Staff members have the responsibility of making sure every child is out of the classroom
- Any missing child must be reported immediately.

Substitute Responsibilities cont... Child Abuse

- 📁 It is the responsibility of the entire staff to report any suspected child abuse to the principal and/or nurse.
- 📁 You are protected under the law from suit by the parents.

Substitute Requirements cont...

General

- If you are issued items from the school (badges, whistles, etc.) please be sure they are returned at the end of the day.
- Substitutes working in SDC classrooms requesting hepatitis B vaccinations, are to contact personnel services for directions.
- This presentation and a complete copy of the LHUSD Substitute Handbook is available online:
http://www.havasu.k12.az.us/pdf/handbooks/sub_handbook/index.htm

Professional Development

- All active substitutes are invited to attend FREE professional development courses which are offered throughout the year. You may view the *Online Professional Development Calendar* at:
<http://www.havasu.k12.az.us/calendar/professional/Events.html>

If you are interested in enrolling for a class, email the instructor (copy dmason@havasu.k12.az.us) to be enrolled.

- **Certified Substitutes** will receive a free SubWise eMentoring Course with STEDI.org. Course information and registration instructions are included in your sub folders. **Take advantage of this valuable tool – register ASAP!**

Workers Compensation

- All injured employees must fill out an injury report directly after an incident.
- If immediate medical attention is required, you must take injury slip to Troyer Urgent Care.
- If medical attention is later required, the slip must be picked up at the DO before going to Troyer Urgent Care

Voluntary Elections – Direct Deposit

We will need a VOID check attached to the Direct Deposit form enclosed with your paperwork.

Reasons to sign up...

- ⦿ No more going to the bank on Friday! Direct Deposit is electronically deposited into your account the Thursday evening before Friday paydays.
- ⦿ You don't have to worry about holiday pay dates. "REAL" paychecks cannot be picked up until next working day.
- ⦿ Your paycheck will already be in the bank if you are ill on a payday or over the summer if you are out of town.
- ⦿ If you use Direct Deposit you can also deposit a predetermined amount into another bank account, such as savings, credit union, etc.

Voluntary Deductions cont... AZ Tax Credit

- \$200 max for Single
- \$400 max for Married filing jointly
- Keeps your money here in town to help our kids.
- Form included in paperwork. Send form to Payroll, no deadline date.



Thank you!

Without you and your continued support of our district, we could not maintain the daily workings of our educational process.

We wish you a successful 12-13 school year!



Q & A

8/15/2012