

Substitute Orientation

Lake Havasu Unified School District

Welcome!

Thank you.

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

Requirements

- Certified:

- > Must hold a valid certificate from the Arizona Department of Education

- Support:

- > Have a high school diploma or equivalency degree

NOTIFICATION OF ASSIGNMENT

- ① Your acceptance as a staff substitute does not assure you of a specific number of days of employment.
- ① Requests for substitutes are made through Aesop or Personnel
- ① A Substitute will be notified by telephone between the hours of 5:00 a.m. and 9:30 a.m.
- ① On heavy absence days, you may be asked to change your assignment. Your cooperation during these times will be greatly appreciated.

Daily Hours



SCHOOLS	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	8:30	3:30	8:00	3:45	8:30	3:30
Round Table Program	7:45	12:20	7:15	12:30	N/A	N/A
High School	8:00	2:55	(6:45) 7:30	3:00	8:00	3:00

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 assignment
 - > Elementary is 11:00a.m.
 - > Thunderbolt is 12 Noon
 - > High school is two periods or less

ARRIVAL



- A. Report to the school secretary.
- B. 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.
- C. Obtain special instructions regarding duties.
- D. Obtain any keys which might be necessary
- E. Obtain any written directions available.

Substitute Responsibilities

- Carry out the lesson plans left by the staff member.
- Complete all reports required of the staff member.
- Assume the same responsibilities and extra duties as the staff member, unless otherwise directed.
- Dress professional

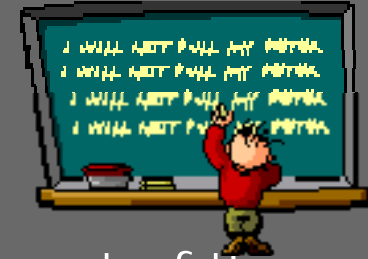


RECORDING ATTENDANCE

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



DISCIPLINE



- A substitute's first objective is to gain the respect of the pupils. This can be accomplished by:
 - (1) being prompt
 - (2) being neat
 - (3) being patient
 - (4) being honest
 - (5) having a sense of humor;
 - (6) being enthusiastic;
 - (7) having a definite objective
- 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.

CLASSROOM ACTIVITIES

- ✎ The substitute should make all reports required concerning attendance, lunches, etc.
- ✎ All teaching materials, library materials, audiovisual aids, etc., should be properly cared for and the room put in order before you leave the building.





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.



EMERGENCY PROCEDURES GUIDELINES

-  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 of the accident stays with the patient and send notification to the nurse.

-  The order of responsibility shall be as follows:
 1. Nurse/Administrative Assistant
 2. Principal
 3. Principal's Designee





Remember to avoid contact with all bodily fluids.

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.



FIRE DRILL PROCEDURES

-  *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.*



CONTINUITY

- ✍ As a substitute teacher, you are expected to provide the regular teacher with a written summary of what was covered with the students.



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.

Expectations



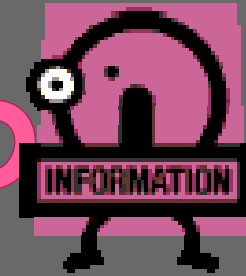
- ❖ Adhere to the laws of the state of Arizona and the United States, and to the policies and lawful and regulations of the Governing Board.
- ❖ Uphold and maintain the specific requirements for the job to which assigned.
- ❖ Transportation: To provide safe transportation for students who ride the school bus to and from school.

CRITICISM



- You will observe many types of situations as you travel from school to school. It is well 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.

General info



- 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.

*Rate of pay is based on length of assignment

**certified positions

Pay Rate

Position	Pay Range
• Custodian	\$8.50 – \$9.05 per hour*
• Paraprofessional Special Ed.	\$7.50 - \$8.00 per hour*
• Personal Care	\$7.75 - \$8.35 per hour*
• Bus Driver	\$11.85 per hour
• Bus Monitor	\$7.25 per hour
• Activity Bus Driver	\$11.85 per hour
• Nurse	\$80.00 - \$155.00 per day*
• Teacher	
○ Bachelors Degree**	\$80.00 - \$155.00 per day*
○ 2yr Associate Degree**	\$70.00 per day

*Rate of pay is based on length of assignment

**certified positions

Federal Withholding

- Federal Tax is withheld from your salary in accordance with exemptions indicated on your W-4 form.
- You will all be required to fill out a new State tax form before you leave today.

Payday

- ◉ *Paydays are every other Friday*
- ◉ *Checks will be sent to your assigned school if you are working on payday Friday.*
- ◉ *Unassigned subs can pick up their check at the DO between 8:00 a.m. and 4:00 p.m.*
- ◉ **CHECKS ARE NOT SENT IN THE MAIL.**

Reasons to use SurePay/Direct Deposit

- **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.
- We will need a VOID check with the Direct Deposit form enclosed with your paperwork.

○ **Try it! You'll like it!**



PAYROLL PACKET

- All of you should have picked up a Payroll Packet. A completed packet with all forms signed must be returned to us today before you leave.
- If packet is incomplete or not turned in you will not receive a paycheck until completed.





Worker's 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

Miscellaneous Information

AZ Tax Credit

\$200 for Single

\$400 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.



The following need returned to us
TODAY before you leave!



- Entire Payroll Packet
- State tax forms
- Notice of scheduled term/recess period forms
- Optional
 - SurePay/Direct Deposit with a VOIDED check.
- Tax credit contributions

THANK YOU

for joining our crew!

