

**LIBERTY ELEMENTARY SCHOOL DISTRICT NO.25**

19871 West Fremont Road, Buckeye AZ 85326

# **Guest Teacher Handbook 2023-2024**

Cultivating Curious, Confident, Problem  
Solvers Prepared for Tomorrow



JULY						
S	M	T	W	TH	F	S
						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					

AUGUST						
S	M	T	W	TH	F	S
		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		

SEPTEMBER						
S	M	T	W	TH	F	S
					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

OCTOBER						
S	M	T	W	TH	F	S
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				

NOVEMBER						
S	M	T	W	TH	F	S
			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		

DECEMBER						
S	M	T	W	TH	F	S
					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						



## LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

### 2023-2024 CALENDAR

First Day for Students	August 07
Labor Day	September 04
Parent/Teacher Conf	September 28-29
40th Day	October 23
Fall Break	October 16-20
Veterans Day	November 10
Thanksgiving Recess	November 23-24
Winter Recess	Dec 25 - Jan 05
School Resumes	January 08
Parent/Teacher Conf	January 11-12
Martin Luther King, Jr. Day	January 15
100th Day	February 22
Presidents Day	February 19
Spring Break	March 18-22
Last Day for Students	May 23
<u>Trimesters End/Days</u>	
November 02	47 days
February 15	50 days
May 23	51 days
Total Instructional Days	148 days

1	Holiday
	First and Last days of School Year
	No School
	Early Release

JANUARY						
S	M	T	W	TH	F	S
	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			

FEBRUARY						
S	M	T	W	TH	F	S
				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		

MARCH						
S	M	T	W	TH	F	S
					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						

APRIL						
S	M	T	W	TH	F	S
	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				

MAY						
S	M	T	W	TH	F	S
			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	

JUNE						
S	M	T	W	TH	F	S
						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						

# WELCOME

The Vision for our school district is very clear. We exist to cultivate curious, confident problem solvers prepared for tomorrow. Our guest teachers play a vital role in the ability of all of our stakeholders to steadily work to fulfill the vision set forth. As a valuable asset to our work, you should know that your commitment to serving the students and staff of Liberty Elementary School District provides our schools with a resource for continued growth and consistent development.

As a school district we hold excellence, integrity, equity, collaboration, grit, and innovation in the highest of regard, as these values drive our decision making. Our guest teachers share in our values and take pride in the critical job they do every day.

The role of a guest teacher assumes some inherently difficult traits. Assignments are unpredictable, ever evolving content and expectations to meet standards can be trying, and the time in which services are needed aren't always consistent. With all of that, the impact that guest teachers have far outweighs the perceived negatives of the job. Our goal is to support you so that you aren't simply a guest teacher; rather a part of a school community and an invaluable resource to countless numbers of students.

Continuity of instruction, maintaining standards of discipline, and building positive relationships are the foundations upon which we build our guest teacher program.

This handbook is designed to explain district policies and procedures and to answer some of your general questions. This handbook will also guide you through utilizing SmartFind Express by eSchool Solutions, our district wide automated absent reporting/guest teacher management system. Do not hesitate to ask the office staff questions or call upon us whenever assistance is needed. I want your experience to be a rewarding one.



LIBERTY ELEMENTARY SCHOOL DISTRICT NO.25  
19871 West Fremont Road  
Buckeye, AZ 85326

Dr. Cort Monroe, Superintendent  
623.474.6600  
623.474.6669

<u>SCHOOL / ADDRESS</u>	<u>ADMINISTRATOR / EMAIL</u>	<u>PHONE NUMBER</u>
<b>BLUE HORIZONS ELEMENTARY SCHOOL</b> 20070 W. Blue Horizons Parkway Buckeye, AZ 85326	Mr. Bruce Nieminski, Principal <a href="mailto:bnieminski@liberty25.org">bnieminski@liberty25.org</a> Ms. Chelsea Sohm, AP <a href="mailto:csohm@liberty25.org">csohm@liberty25.org</a>	623.327.2870 Fax: 623.327-2879
<b>ESTRELLA MOUNTAIN ELEMENTARY SCHOOL</b> 10301 South San Miguel Goodyear, AZ 85338	Ms. Lynzee Booras, Principal <a href="mailto:lbooras@liberty25.org">lbooras@liberty25.org</a> Mr. Tim Dickey, AP <a href="mailto:tdickey@liberty25.org">tdickey@liberty25.org</a>	623.327.2820 Fax: 623.327.2829
<b>FREEDOM ELEMENTARY SCHOOL</b> 22150 West Sundance Parkway South Buckeye, AZ 85326	Ms. Toni Reynolds, Principal <a href="mailto:treynolds@liberty25.org">treynolds@liberty25.org</a> Mr. Loren Velasquez, AP <a href="mailto:lvelasquez@liberty25.org">lvelasquez@liberty25.org</a>	623.327.2850 Fax: 623.327.2859
<b>LAS BRISAS ACADEMY</b> 18211 West Las Brisas Drive Goodyear, AZ 85338	Ms. Sara Schaefer, Principal <a href="mailto:sschaefer@liberty25.org">sschaefer@liberty25.org</a> Ms. Megan Mally, AP <a href="mailto:mmally@liberty25.org">mmally@liberty25.org</a>	623.327.2860 Fax: 623.327.2869
<b>LIBERTY ELEMENTARY SCHOOL</b> 19801 W Fremont Rd Buckeye, AZ 85326	Ms. Holly Weiner, Principal <a href="mailto:hweiner@liberty25.org">hweiner@liberty25.org</a> Ms. Kendra Goodere, AP	623.327.2810 Fax: 623.327.2819
<b>RAINBOW VALLEY ELEMENTARY SCHOOL</b> 19716 West Narramore Buckeye, AZ 85326	Ms. Ryann Cagle, Principal <a href="mailto:sbartlett@liberty25.org">sbartlett@liberty25.org</a> Ms. Stephanie McCorkle, AP <a href="mailto:smccorkle@liberty25.org">smccorkle@liberty25.org</a>	623.327.2830 Fax: 623.327.2839
<b>WESTAR ELEMENTARY SCHOOL</b> 17777 West Westar Drive Goodyear, AZ 85338	Mr. Dave Bogart, Principal <a href="mailto:dbogart@liberty25.org">dbogart@liberty25.org</a> Ms. Amanda Loveless, AP <a href="mailto:aloveless@liberty25.org">aloveless@liberty25.org</a>	623.327.2840 Fax: 623.327.2849

**SCHOOL SITE BELL SCHEDULES**

<b>SCHOOL</b>	<b>Normal Day</b>		<b>P/T Conferences Early Release</b>
	<b>START</b>	<b>END</b>	
Blue Horizons Elementary School	7:35 AM	3:15 PM	12:35 PM
Estrella Mountain Elementary School	7:30 AM	3:10 PM	12:30 PM
Freedom Elementary School	8:20 AM	4:00 PM	1:20 PM
Las Brisas Academy	8:20 AM	4:00 PM	1:20 PM
Liberty Elementary School	7:20 AM	3:00 PM	12:00 PM
Rainbow Valley Elementary School	8:20 AM	4:00 PM	1:20 PM
Westar Elementary School	7:30 AM	3:10 PM	12:30PM

## **GUEST TEACHER CREDENTIALS**

### ***Guest Teacher Certification K-12***

The certificate entitles the holder to be a guest teacher in the temporary absence of a regular contract teacher. An individual who holds a valid Arizona Teaching or Administrator Certificate shall not be required to hold a guest teacher certificate to be employed as a guest teacher.

The individual holding only a guest teacher certificate shall not be assigned a contract teaching position and shall be limited to 120 days of guest teaching in the same school each school year. Guest teaching may not be used to waive the student teaching practicum.

All requirements for the guest teacher certificate must be met. Certificate is valid for six years and renewable by reapplication. Fees are not refundable.

- A Bachelor's degree from an accredited institution. Official transcript(s) required.
- A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
- Completed request form with a money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE). Cash will not be accepted.

### ***Emergency Guest Teacher Certification***

The certificate is valid for one school year or part thereof and expires on the following July 1. The certificate entitles the holder to guest teacher only in the district that verifies an emergency employment situation exists and in the temporary absence of a regular contract teacher. The individual holding only an emergency guest teacher certificate shall not be assigned a contract teaching position and shall be limited to 120 days of guest teaching per school year.

All requirements for initial issuance of Emergency Guest Teacher Certificate must be met:

1. Associate's Degree, High School Diploma, GED, official high school transcripts with diploma posted or official university college transcripts with posted high school graduation date.
2. The Request Form for Issue of Emergency Guest Teacher Certificate signed by the school district Superintendent verifying an emergency situation exists.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
4. Completed request form with a \$60 money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE), Cash will not be accepted.

Requirements for re-issuance of the Emergency Guest Teacher Certificate are:

1. Official transcripts showing 2 semester hours of academic courses completed since the last issuance of the Emergency Guest Teacher Certificate. District in-service programs designed for professional development may be used for guest teacher academic courses. 30 clock hours of in-service is equivalent to the 2 semester hours needed for re-issuance. The district superintendent or personnel director shall verify in-service hours. Individuals who have earned 30 or more semester hours are exempt from this requirement.
2. The request form for Issue of Emergency Guest Teacher Certificate signed by the school district superintendent.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
4. Completed request form with a \$60 money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE). Cash will not be accepted.

## **PROCEDURAL EXPECTATIONS**

The following guidelines are intended to serve as a set of common expectations to be carried out by our guest teachers.

- School hours for guest teachers:
  - Arrival time is 30 minutes prior to the start of school as outlined in the site bell schedules listed above.
  - Departure time is a minimum of 15 minutes after school dismissal.
  - Any deviations from this must have prior approval from the school principal or his/her office manager or from the guest teacher coordinator.
- Reporting requirements:
  - Guest Teacher ID badge should be visible at all times while on campus. The ID badge remains the property of the Liberty School District. If you have lost or damaged your ID Badge, please call the Human Resource Department for a new badge.
  - The guest teacher should report to the front office upon arrival at the assigned school and fill out a timesheet.
  - At the end of the day, you will also report back to the office to sign out on your timesheet.
  - Return any possession of the school district including but not limited to classroom key and guest teacher folder.
- Dress code
  - Professional appearance is required, however suits and ties are not expected.
  - It is recommended that you wear closed toed shoes.
  - Jeans are allowed on Fridays only. Skirts must be measured no shorter than 2 inches above the knee. No shorts, tank tops, spaghetti straps, crop-tops, or low cut tops allowed. No T-shirts are allowed, however, nice collarless shirts are acceptable. If you are subbing for PE, shorts, sweats, workout clothing is acceptable.
- Payroll
  - All timesheets will be sent over to the district office for payroll processing by the school(s) that you have worked at. You should: keep your own records of the days that you worked should you have any concerns regarding your paycheck,
  - Paychecks will be mailed to you, or arrangements can be made for pickup. Arrangements can also be made for direct deposit by calling the Human Resource Dept. Lisa Marshel is the contact person at the district office to arrange for pickup or any payroll, paycheck questions. She can be reached at LMarshel@liberty25.org or 623-474-6615.

## **DUTIES AND RESPONSIBILITIES**

- Duties and responsibilities:
  - The guest teacher will be expected to assume responsibility for the duties of the regular classroom teacher, such as playground supervision, morning duty, lunch duty, etc. This information can be found in your lesson plans for the day or with the front office staff.
  - The guest teacher is encouraged to preserve the regular routine of the classroom. It is very important that the daily class schedule and lesson plans provided by the regular teacher be followed.
  - It is a good practice to leave the classroom as clean as or cleaner than when you arrived.
  - Firm, fair treatment of all students combined with explicit directions and explanation will minimize disciplinary problems.
  - A classroom/student(s) shall never be left unattended.
  - Guest teachers shall adhere to all matters of confidentiality regarding schools, staff and students.
  - Areas of concern specific to instructional procedures, discipline procedures, or any other observation, suggestion, or criticism of school operations should be made directly to the school principal or his/her office manager.
  - Guest teachers should refrain from making comments comparing one school with another, one class with another, or one student with another.

The guest teacher assignments will be monitored on a quarterly basis. It will be imperative that you notify the human resources department as soon as possible if you will not be available for an extended period of time (month or more). **Please be aware that if you are not accepting assignments regularly, you may be removed from the guest teacher pool. A minimum of 10 assignments must be fulfilled in each school year to remain an active guest teacher in our district.**

Guest teachers are not eligible for part-time or full-time benefits offered by the Liberty Elementary School District. Guest teachers are covered under Workers Compensation Insurance for injuries occurring while completing any normal school duties.

- Rate of pay: (effective 07/01/2023)

Standard Daily Rate: \$150/day - Kindergarten-5th Grade

Standard Daily Rate: \$175/day - 6th-8th Grade

Long-Term Daily Rate: \$175/day - 10 consecutive days

Long-Term Daily Rate/Full Year: \$185/day- Employee benefits (health, dental, vision, life, after 60 days. Plus), participation in Arizona State Retirement System (ASRS) and 10 month support staff leave plan.

Half Day Rate Kindergarten- 5th Grade: \$75 - 4 hours or less

Half Day Rate 6th-8th Grade Grade: \$87.50 - 4 hours or less

Permanent Guest Teacher Rate: \$165/Day, 148 day Work Agreement. Plus employee benefits (health, dental, vision, life, participation in Arizona State Retirement System (ASRS).

Governing Board Approved: February 27, 2023



# **ABSENCE MANAGEMENT**

The Liberty District utilizes an automated absence reporting and guest teacher management system. Absence Management is a technology solution that integrates database records with telephone Interactive Voice Response (IVR) and browser-based technology. Absence Management automates the absence entry process and the guest teacher search and job assignment.

Absence Management selects guest teachers to fill absences and places calls to those guest teachers during the specified call out times. Guest teachers can also call into the system or use their computer to search for available jobs. SmartFind Express can be accessed 24 hours a day, 7 days a week

## ***Accessing Absence Management - online***

- Internet Browser Access/Signing in:
  - Open your internet browser and access the <http://aesoponline.com/> site
  - The site can be found at: <http://app.frontlineeducation.com/>
- Quick Link
  - [www.liberty25.org](http://www.liberty25.org)
  - Select the "For Staff" tab
  - Select Absence Management
- Mobile App
  - Download- Frontline Education mobile app

## ***Guest Teacher Home Page***

After a successful login, the home page is displayed.

- Available Jobs: Allows you to view and accept available jobs
- Scheduled Jobs: Allows you to view and manage your scheduled jobs. You can also cancel jobs from this page. Please note you can not cancel if the job is scheduled to start within 60 minutes.
- Past Jobs:: Allows you to review previous jobs.
- Non Work Days: Allows you to add days that you are unavailable to work.
- Preferences: You can view and update your contact information. This option also allows you to turn off calling if you only want to login to view available jobs. You can also update the schools that you would like to see available jobs as well.

IMPORTANT NOTE: If you accept a job that is for a specials subject (Art, Music, P.E., Computer, Library) and the district has a guest teacher shortage, you may be asked to move from your scheduled specials and placed in a regular classroom. If you accept an assignment that is a Specials, you must be willing to possibly be placed in any grade level if the need arises.

## ***Absence Management*** - Telephone Access 1-800-942-3767

The morning system call out times start at 5:30am Monday through Friday. The evening callout times are from 4:00pm to 9:00pm.

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:

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

## 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.

When you receive a call, you can:

- Press 1 - Listen to available jobs
- Press 2 - Prevent Absence Management from calling again today
- Press 9- Prevent Absence Management from ever calling again
- Press 1 - If you are interested in the available job. 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.

## **CONTACT INFORMATION**

### ***Change of Information***

If your address or telephone number changes from what the district office has on file, please notify our human resources department at 623-474-6600 to update any changes. If you no longer wish to be on our active guest teacher list, please notify Bethany Cota in Support Services via email to be deactivated. (bcota@liberty25.org)

### ***District Contacts***

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Maleah Collins	HR Generalist	623-474-6620	mcollins@liberty25.org
Lisa Marshel	HR Generalist	623-474-6626	lmarshel@liberty25.org
Karina Matsuura	HR Generalist	623-474-6621	kmatsuura@liberty25.org
Bethany Cota	HR Specialist	623-474-6600	bcota@liberty25.org
Dr. Stephanie Mohorne	Assistant Superintendent of Support Services	623-474-6600	smohornel@liberty25.org