

# Colorado Springs School District #11

## Guest Staff Guidelines

2022-2023



1115 North El Paso Street  
Colorado Springs, CO 80903  
(719) 520-2182



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## Guest Staff (Substitute Teachers & ESP) Expectations

### ARRIVAL

1. Guest Staff should arrive not less than 15 minutes before the scheduled school start time or the start time indicated for the job. If the Guest Staff Member receives a late call from the District (the morning of the assignment), he/she is expected to arrive at the assigned school within one hour (or as soon as possible) after receiving the call. Also, the Guest Staff Member is expected to call the school and advise the main office of his/her anticipated arrival because of the late call.
2. Guest Staff should bring their job numbers with them when they report for a Guest Staff assignment.
3. Guest Staff should park in designated areas for regular District staff. For high school assignments, Guest Staff should use a parking permit **available from the Guest Staff Office**.
4. Upon arrival, Guest Staff must report to the main office, where either the administrative assistant or school administrator/site supervisor will acquaint Guest Staff with the procedures for the day.
5. Upon arrival at a school for an assignment, you must have your Guest Staff Photo ID badge worn and visible.
6. See the suggested Guest Staff Checklist, page 30.

### TEACHING/WORK TIME

1. Guest Staff “teaching time and work time” is defined as the actual hours during the regular school day when he/she is assigned and is providing service within the school. **It includes teaching/working hours as well as time spent performing other duties as assigned/requested by the school administrator/site supervisor.** Teaching/working time shall only be exclusive of lunch.
2. Guest Staff substituting for teachers are expected to remain at school for the full school day of the employee hours. If a Guest Staff Member, for example, has a planning period at the end of the school day, he/she must use that time to assist with correcting papers, preparing feedback, readying the classroom for the next day, duty, etc.

### EXPECTATIONS

1. Guest Staff must sign-in or use D-11 Engage Visitor Management system at the main office of every school to receive the welcome information and necessary keys. **KEYS MUST BE RETURNED AT THE END OF EACH DAY TO THE MAIN OFFICE OR STAFF MAY BE CHARGED FOR COST OF KEYS.**
2. Guest Staff must become familiar with the school, especially the fire escape route, media center, restrooms, cafeteria, and staff lounge. The D11 Emergency Response Plan video is available at the D-11 Security webpage, click on “Emergency Procedures” then scroll to the bottom of the page for the video. You may also access the webpage directly through the URL: <https://www.d11.org/Page/981>
3. Guest Staff should follow lesson plans as closely as possible. Lesson plans are provided by the teacher employee (except in case of emergency). **If Guest Staff cannot locate the lesson plans, they should check with the department head, team leader, or administrative assistant for assistance.** They are also expected to check the daily schedule, class rosters, etc.
4. Guest Staff are to provide a safe and orderly learning environment, and maintain standards of appropriate classroom behavior.
5. If additional duties are assigned to the Guest Staff Member (e.g. playground duty, lunch duty), he/she is expected to fulfill the responsibility(ies).
6. If a student discipline problem arises and the Guest Staff Member finds that he/she needs support to resolve the situation, he/she must refer the matter to the school administrator/site supervisor or administrative assistant for assistance. **NOTE: Although reasonable use of physical intervention with a student is permissible within limited situations (see Board Policy JKA and Regulation JKA-R, available on the District website), GUEST STAFF SHOULD REMAIN “HANDS-OFF” WITH STUDENTS. Instead, they should seek assistance from campus security, the school administrator/site supervisor, or other teacher employees.**
7. **GUEST STAFF MUST NOT ADMINISTER MEDICATION OF ANY KIND (e.g. ASPIRIN, INHALERS) TO STUDENTS.**



8. Guest Staff substituting at schools should be available to cover a class or assist as needed during regular planning period(s).
9. Guest Staff are professionals and should dress accordingly. Guest Staff should exercise good judgment in their attire and hygiene. If a Guest Staff Member is not in compliance with the District's dress code, he/she will be sent home or requested to not return to that site. Remember to make a good first impression!
10. Guest Staff are expected to abide by professional and ethical standards.
11. Cell phones should be used in the classroom for emergencies only. If you need to use your cell phone, you must only use it during your scheduled breaks or lunch period. Cell phone usage during instructional time is prohibited. Photos of students or using social media during instructional time is also prohibited.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE. GUEST STAFF MAY PERFORM OTHER RELATED DUTIES AS REQUESTED TO MEET THE ONGOING NEEDS OF THE SCHOOL OR JOB ASSIGNMENT.**

#### **END OF THE DAY**

The classroom or office area should be left as it was found at the beginning of the school day. Guest Staff substituting in classrooms need to leave it ready for the next school day. If instructed to do so, Guest Staff substituting for teachers are expected to correct any papers and leave them on the teacher's desk. They should also leave a report of work completed and a general summary of pertinent information regarding the school day. If the teacher employee needs to be made aware of a confidential matter (such as an issue with a particular student), the Guest Staff Member should place the note in a sealed envelope and leave it in the teacher employee's mailbox in the office.

**THIS DOCUMENT IS NOT INTENDED TO CREATE AND SHOULD NOT BE INTERPRETED AS CREATING, AN EXPRESS OR IMPLIED CONTRACT, INCLUDING A CONTRACT OF EMPLOYMENT. THIS DOCUMENT IS ALSO NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, PROPERTY RIGHTS, PRIVACY RIGHTS, RIGHTS TO DUE PROCESS, OR OTHER CONTRACTUAL OR CONSTITUTIONAL RIGHTS. GUEST STAFF ARE "AT-WILL EMPLOYEES," AS THAT TERM IS DEFINED UNDER COLORADO LAW, AND, ACCORDINGLY, THEIR EMPLOYMENT MAY BE TERMINATED OR THEIR NAMES REMOVED FROM THE GUEST STAFF (SUBSTITUTE) LIST BY THE DISTRICT, IN ITS DISCRETION, AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE. GUEST STAFF ARE ALSO FREE TO RESIGN FROM EMPLOYMENT AT ANY TIME AND FOR ANY REASON.**

#### **IMPORTANT CONTACTS**

Dr. Kevin Willis, Human Resources Director: [Kevin.Willis@d11.org](mailto:Kevin.Willis@d11.org); 719-520-2173

Sylvia Boese; Substitute Coordinator: [SYLVIA.BOESE@d11.org](mailto:SYLVIA.BOESE@d11.org); 719-520-2182

Payroll Office: 719-520-2046



# **Guest Staff Substitute General Information**

## **LIMIT ON DAYS WORKED**

Governor Polis signed HB 22-1057 on March 17, 2022, which waives the employment after service requirement limits from Colorado Public Employees Retirement Association for retired teachers who wish to substitute teach. Effectively, this allows retired Teachers to Substitute Teach without the PERA limit for the number of days worked (currently 110 days per calendar year). This will be in effect through the end of the 2024/2025 school year or June 30, 2025.

With the exception of Teacher Substitutes, all other PERA Retirees are limited to 110 days or 720 hours per calendar year. Performance of services for more than four hours per day counts as one day; if you work four hours or less per day, you may work a total of 720 hours in a calendar year.

## **GUEST STAFF SUBSTITUTE TEACHER'S WORKING DAY**

**More** than four (4) consecutive teaching hours in the building (excluding lunch) will be considered a full day's employment. Plan periods are considered paid working time and are inclusive of the daily rate. A substitute teacher shall not be employed for less than half a day. Any fraction of a half day shall be considered as one-half day's work.

Guest Staff can be utilized in the building as the building administrator deems necessary without extra pay. **Guest Staff are expected to provide service for recess duty, bus duty, lunch duty and/or a minimum of one planning period, if required by the Principal.** Any requests for an exception to this must be reviewed and approved by the Principal and /or Human Resources. Guest Staff will take a lunch period that is equivalent to the teacher's lunch for full day assignments.

## **CONTINUING EDUCATION**

All Guest Staff Substitutes are able to attend continuing education courses being offered through Staff Development on their own time by logging into Professional Learning on the Employee tab of the D-11 homepage.

## **EXPECTED PERFORMANCE DUTIES**

Guest Staff Substitutes are considered professional and are expected to observe all the rules of the regular employee. It is important that a professional attitude toward your work be maintained. Your attitude will contribute greatly to your acceptance by the faculty and students.

## **GUEST STAFF SUBSTITUTE – NO STUDENTS**

On days when there are no students in school, Guest Staff Substitutes are not required to work. These days include Assessment, Parent/Teacher/Student Conference, Spring Break, School closures and Holidays. **Guest Staff are not paid for days when students are not scheduled at school.** If you are a Guest Staff substitute on a long-term assignment, you will not be paid for work on these days unless you have prior written or verbal approval of the school/location administrator.



## **Guest Staff Substitute 2022-2023 Teacher Pay Rates**

### **Guest Staff Substitute Teacher Pay**

#### **Monday-Friday**

- Full Day Pay \$170.00
- Half-Day Pay \$ 85.00

### **Per Diem Rates – After 10 Consecutive Days in the Same Assignment**

#### **Monday-Friday**

- Per Diem Full Day Pay           \$190.00                      Per Diem Half-Day Pay           \$ 95.00

## **Guest Staff Education Support Professionals (ESP) Substitute 2022-2023 Hourly Pay Rates**

Clerical	\$15.25	Teacher Assistant	\$13.65
Study Hall Supervisor	\$13.65	Educational Assistant	\$14.50

A higher per-diem rate of pay (\$15.55/hour for clerical, \$13.95/hour non-instructional and \$14.80/hour for Educational Assistant) will go into effect on the 11<sup>th</sup> consecutive day in the same position at the same school.

## **Guest Staff Incentive Pay**

Colorado Springs School District 11 supports valued Guest Staff Substitutes for their work in supporting District 11 students, in the form of an incentive program. The incentive program is a staggered incentive program to encourage Guest Staff to be able and supportive of taking substitute assignments within District 11 when offered and available (Charter School assignments are not counted toward incentive pay). Substitutes who transfer to a regular staff position or resign during the school year are not eligible for incentive pay. Regular FTE Staff who also substitute are not eligible for incentive pay. The schedule of incentive payments payable to a Guest Staff Substitute will be determined by June 30<sup>th</sup>, of each school year, and will be paid on the July 15<sup>th</sup> paycheck annually if qualified. Incentive pay by number of assignments in a school year is as follows:

- \$250 payment = 10-25 Assignments (equates to \$10 per assignment for 25 assignments)
- \$975 payment = 26-75 Assignments (equates to \$13 per assignment for 75 assignments)
- \$1500 payment = 76-100 Assignments (equates to \$15 per assignment for 100 assignments)
- \$2000 payment = 101+ Assignments (equates to approximately \$19.80 per assignment for 101 assignments)



## **PAY DATES**

Guest Staff Substitutes are paid once a month. The pay period is from the 1<sup>st</sup> day through the last day of the month. Payday is the 15<sup>th</sup> of each month, unless that day falls on a weekend or Holiday, then it is the next workday. Any questions concerning your pay should be directed to the School and then the Substitute Office (520-2182).

<b><u>WORK PERIOD:</u></b>	<b><u>PAY PERIOD:</u></b>
07/01/22 – 07/31/22	08/15/22
08/01/22 – 08/31/22	09/15/22
09/01/22 – 09/30/22	10/17/22
10/01/22 – 10/31/22	11/15/22
11/01/22 – 11/30/22	12/15/22
12/01/22 – 12/31/22	01/17/23
01/01/23 – 01/31/23	02/15/23
02/01/23 – 02/28/23	03/15/23
03/01/23 – 03/31/23	04/17/23
04/01/23 – 04/30/23	05/15/23
05/01/23 – 05/31/23	06/15/23
06/01/23 – 06/30/23	07/17/23

## **LONG TERM (ESP) SUBSTITUTING**

A higher per-diem rate of pay will be in effect on the **eleventh consecutive day** in the same position at a school. That rate is based on the position that you are filling. ESP Substitutes are paid for the number of hours worked minus your lunchtime. In order to substitute in long-term positions you must have college credits equivalent to 48 semester hours or have passed the WorkKeys or Para-Pro test. **Clerical substitutes are exempt**; all other must have official transcript(s) or exam certificate in their substitute file showing those hours before being allowed to substitute in any building.

## **LONG TERM (TEACHER) SUBSTITUTING**

A higher per-diem rate of pay will be in effect for substitute teachers beginning with the **eleventh consecutive day** in the same position at a school. This is not retroactive to the first day of the assignment, but begins the eleventh day. The per-diem rate is **\$190.00** for a full day or **\$95.00** for a half day. **During the time period of this assignment, a break in service except for illness will result in a return to day-one sub pay (\$170.00).** To be eligible to substitute teach in a long-term assignment, you must hold a 5-year Substitute Authorization, Professional Teacher or Initial Teacher License and, endorsement in the subject area, or 36 college credit hours in the subject area on your official transcripts.

## **SUBSTITUTE SICK LEAVE**

Pursuant to the Colorado Healthy Families and Workplaces Act (HFWA) enacted January 1, 2021, all employees, including Guest Staff Substitutes, are eligible for paid sick leave. Beginning January 1, 2021 Guest Staff shall earn one (1) hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours annually at any given time in a year. Hours worked in a Charter School sub assignment do not accrue to D-11 sick leave. Unused paid sick leave that Guest Staff accrues in a year but does not use carries forward to, and may be used in, a subsequent year, but a Guest Staff may not accrue nor use more



than forty-eight hours of paid sick leave per year. At separation of employment Guest Staff is not entitled to pay for accrued, but unused sick leave.

Guest Staff substitutes may take accrued paid sick leave for the following reasons only:

1. having a mental or physical illness, injury, or health condition that prevents them from working;
2. needing to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
3. needing to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category 2;
4. the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
5. due to a public health emergency, a public official having closed either the employee's place of business, or the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

The term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

If leave is taken for more than ten (10) consecutive work days, D-11 will require documentation to show that leave was for a qualifying reason and the substitute must fill out the Employee Leave of Absence Request form and submit documentation to Human Resources. Refer to Board Policy, GBGG, Staff Sick Leave for reporting requirements.

Paid leave is not counted as an absence in the case of long-term substitute status.

Guest Staff may only use accrued sick leave on a date of an accepted assignment already scheduled in SmartFind Express (SFE). D-11 sick leave may not be used in lieu of a cancelled Charter School assignment due to illness. Guest Staff must first cancel the assignment and immediately notify the location of the cancellation per Guest Staff Guidelines. Guest Staff shall also report the sick leave in SmartFind Express using code "019-Substitute Sick Leave." If a Guest Staff substitute does not have any accrued sick leave, the employee shall mark him/herself unavailable for accepting assignments in SFE for any of the reasons for leave listed above in items 1-5.

- Teacher and Emergency Substitutes shall use sick leave in ½ day (4 hour) or full day (8 hour) increments.
- ESP Substitutes shall use sick leave in one (1) hour increments.

**See page 14 for how to check your Leave Accrual Balance. See pages 18-20 for how to report/schedule an absence.**



## **JURY SERVICE**

Guest Staff are considered temporary employees and may be eligible for Jury Duty pay when a Juror Service Certificate is presented to Human Resources and the employee has had scheduled assignments for a three (3) month period prior to jury duty.

## **CELL PHONES IN THE CLASSROOM**

Cell phones should be used in the classroom for emergencies only. If you need to use your cell phone, you must only use it during your scheduled breaks or lunch period. Cell phone usage during instructional time is prohibited. **Photos of students or using social media during instructional time is also prohibited.**

## **CHANGE OF ADDRESS, PHONE NUMBER AND/OR NAME**

Please contact the Substitute Office (520-2182) with any changes to your address, telephone number or name. You can change your telephone number in the SmartFind Express (SFE) System yourself, however, to keep our files current you also need to come to the Human Resources office to fill out an address/name change form.

## **DISTRICT /SCHOOL CLOSINGS DUE TO REMOTE LEARNING DAY, INCLEMENT WEATHER OR EMERGENCY CLOSURE**

Pursuant to School Board policy EBCE, school closures, remote learning days, cancellations, late starts and early releases may be implemented in the event of adverse weather, facilities conditions, and other natural and or manmade conditions that may adversely affect the safety, health and welfare of students and staff. The safety, health and welfare of students, staff and their families shall be the primary considerations in determining District closures, cancellations, late starts and/or early releases. Listen to local radio stations and/or TV stations for the status of school closures. You may also check the status on the D-11 website ([www.d11.org](http://www.d11.org)). SFE **will not** contact you for a District emergency closure. **Substitutes are not paid for snow days/emergency closures (see EBCE-R).** If a school has an emergency closure, the school will contact scheduled substitutes and an update posted on SFE. Guest Staff may be required to substitute on an e-learning day by Principal if Roving substitute or in a long-term assignment and would receive compensation.

## **2-HOUR DELAY**

If there is to be a 2-hour delay, report to school as close to your scheduled reporting time as possible. The two-hour delay pertains to the students. The only exception would be if you were scheduled for a half-day, call the school that you are to work and ask what time they would like you to report.



## **FIELD TRIPS**

- Guest Staff Teachers may be asked to attend a scheduled field trip if indicated in the lesson plan. Should a Guest Staff Teacher decline to accompany a class on a scheduled field trip, the school must reassign the Guest Staff Teacher to another classroom that day to cover for a reassigned staff member who will chaperone the field trip instead.
- Guest Staff ESP may be requested by the school to attend a scheduled field trip if warranted and due to last minute volunteer/parent chaperone cancellations. The school may also choose to reassign a Guest Staff ESP to another staff member/classroom that day to cover for a reassigned staff member who will chaperone the field trip instead.

## **CANCELLATIONS**

If you cancel an assignment in SFE, you must notify the location. You will not be called for another job for that day. **You cannot cancel a job to take another. Cancellations must be a minimum of one hour prior to job start. If are within one hour of assignment time, you cannot cancel; you must call the location and the substitute office (520-2182) to be removed from the job. If you have been cancelled from an assignment you will get a call or email from the system to let you know that job has been cancelled. This will open you up for other assignments.**

## **UNAVAILABILITY/AVAILABILITY**

It is the Guest Staff's responsibility make him/herself unavailable in the SFE System for the dates he/she will not be available to substitute by entering a beginning date and an ending date. If a substitute accepts an assignment and a need arises where he/she must make him/herself unavailable, it is the Guest Staff's responsibility to cancel the assignment and also notify the location of the cancellation.

## **PARKING PERMIT: (HIGH SCHOOL ONLY)**

These are to be used at the high schools. Place them on the dashboard of your car. Failure to use this permit could cost you a fine, up to **\$60.00**. Refer to your directions to the schools to see where you may park. Check with each high school to see what their policy is. **Parking permits have an expiration date on them, so you will need to pick up a parking permit annually.**

## **RECORD KEEPING**

It is your responsibility to keep records of the days that you work. You will not be given a receipt at the school. Forms have been included in the back of this book for your use or you can print your days from the SmartFindExpress (SFE) Web Site.



## **ASSURANCE FORMS**

An Assurance Form is mailed yearly to current substitutes. By filling out and returning this form, you are letting the District know whether you are available to substitute for the upcoming new school year if you have worked the minimum three-day assignment requirement per school year. You would receive this form in mid-May if you meet the required assignments per school year. If you do not receive this form by June 1, call the Substitute Office (520-2182). Please make sure the Substitute Office has a current address on file. Due to the COVID pandemic during school years 2019-2020, 2020-2021, and 2021-2022 the substitute office waived the minimum three-day assignment requirement for the school year. For the 2022-2023 school year, if you do not work a minimum of three days during the 2022-2023 school year, you will not receive the Assurance Form and will no longer be employed by District 11 and will be required to re-apply as a substitute for the 2023-2024 school year.

## **FREE LUNCH FOR GUEST STAFF FRIDAY**

Free Lunch for Guest Staff Friday is a sponsored event by the D-11 Administration to thank Guest Staff for supporting our schools and students. Each D11 Guest Staff member has the opportunity to receive a free lunch on Friday (*on a Friday assignment day only*), **during regular meal service hours** at any D-11 school (does not include private, non-D11 charter schools). To receive a free lunch, Guest Staff are requested to stand in line with students and must present their yellow Guest Staff ID badge to the cashier.

## **REMOVAL FROM SUBSTITUTE LIST / REFRAINING FROM USE**

The District, Principal, or Building Administrator may remove a substitute from its Substitute List or otherwise refrain from using a substitute for any reason it deems appropriate.

**This provision is not intended to create, and should not be interpreted as creating an implied contract, including a contract of employment, nor is it intended to create, and should not be interpreted as creating, property rights, privacy rights, rights to due process, or other contractual or constitutional rights. The relationship between Guest Staff/Substitute Employees (“Guest Staff”) and District 11 is “at will,” and accordingly, the relationship may be terminated by District 11, in its discretion, at any time, with or without advance notice, and with or without cause. Guest Staff are free to terminate their relationship with District 11 at any time.**

## **CONCLUSION**

Being a substitute is not easy. It requires the ability to spontaneously walk into any school setting and carry out daily activities as much as possible as would the regularly assigned employee. In addition to being ready on a moment’s notice, substitutes are also required to demonstrate quality in their instruction and professionalism in the way they relate to students and district employees. You are an integral part of School District 11. We appreciate you, your work, and your commitment to the students of our district.



## **Vandalism**

All Guest Staff are expected to follow the District's policy on Vandalism. Please refer to Policy ECAC, GBGB, JK, JKD/JKE on the D-1 website.

If you have any additional questions, please contact Risk Management at 520-2242.

## **Code of Conduct Student Conduct & Discipline**

The District's policies and procedures concerning conduct and discipline shall be known as the "Conduct and Discipline Code.: All Guest Staff are expected to deal with discipline of students in an appropriate, professional and reasonable manner. Please review D-11's website for student code of conduct. If you have questions, refer matters to your Principal or Supervisor.

All D-11 Board of Education policies can be accessed at: <https://www.d11.org/Page/469>



## Charter Schools

The following Charter Schools and Alternative Schools utilize District 11 SmartFindExpress (SFE) System for requesting substitutes. At the Charter Schools you may be required to provide ID, Social Security Card and or Passport for payroll purposes, as well as a W-4 and direct deposit information. If you have accepted an assignment at one of the below listed Charter Schools, you will be paid directly from the school. Please contact the school directly for information regarding your pay.

Academy for Advanced & Creative Learning  
2250 N. Chestnut, 80907  
434-6566

Roosevelt Charter Academy  
205 S. Byron Dr., 80910  
637-0311 (ext. 135)

CIVA Charter School  
4635 Northpark Dr., 80918  
633-1306

- All Charter Schools pay substitutes directly through their own payroll system, pay will not be through School District 11 payroll.
- If there is a discrepancy in pay from a Charter School, you must contact that Charter School directly.
- Charter Schools may have different pay days than D-11.
- Charter Schools may or may not have direct deposit depending on their payroll office.
- Rates of pay for teachers and para professionals at Charter Schools may differ from the D-11 rate of pay.
- You are required to notify the Charter School directly if you have a change of address, phone number or name.
- Charter School assignments do not count toward D-11 Incentive Pay.
- Sub assignment hours worked at a Charter School do not accrue to D-11 sick leave.
- D-11 sick leave may not be scheduled in lieu of a cancelled assignment at a Charter School due to illness. If you are ill on a day a Charter School assignment is scheduled/cancelled, contact the Charter School directly to inquire about their sick leave policy.

**If you choose to accept a substitute job at any of the Charter Schools, please be prepared to fill out and/or bring the following documentation with you on your first assignment (this list is not all inclusive):**

- W-4
- Direct Deposit (if necessary)
- I-9 Verification (requires 2 forms of unexpired identification such as Driver's License and Social Security Card or Passport)
- PERA Retirement form. Even if you are already a member of PERA you will need to complete this form
- Authorization to Release Information-Background Check Authorization (mandatory at Roosevelt Charter Academy)
- Voluntary EEO Identification (Roosevelt Charter Academy)



## LOGGING IN TO THE D-11 NETWORK

**Please wait one business day after hire is complete before accessing the D11 network.** To access the D11 network, go to any D11 computer, start it up and log on with your user name and password.

**User Name:** First five letters of your last name, first initial, middle initial  
Example: Name – John Q. Learner, user name = learnjq

**Initial Password:** **Password** with last 4 digits of ID # (No spaces); Example: Password1234  
The first time you log on, you will be prompted for a new password. Type in a new password of your choosing and remember it. Passwords must be 8 characters, contain one uppercase, one lowercase, one number or special character, and may not contain any part of the user name.

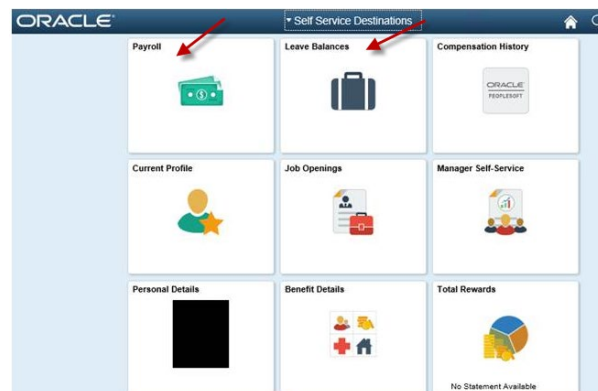
**Log on to:** Choose domain: **CSSD11**

## ACCESSING PAYSTUBS/LEAVE BALANCE

Before being able to access e-mail or paystubs from outside the district, you must log in at any District 11 site using the procedure above.

### Logging in to PeopleSoft Self-Service for Payroll/Leave Balance Information

1. Access [www.d11.org](http://www.d11.org) (D-11 homepage)
2. Hover over “Employees” tab
3. Click on “PeopleSoft” in the red dropdown menu
4. At PeopleSoft login: USER NAME: Emp. 5-digit ID  
PASSWORD: network password
5. You are now logged in to the PeopleSoft self-service panel.
6. To view paystub, click on Payroll icon, then click on “Pay”
7. To view leave accrual balance, click on “Leave Balances” icon



### Sign up for Paystubs by e-mail delivery:

1. Follow steps 1-6 above.
2. Click on “Direct Deposit E-mail preference”.
3. Click on box for e-mail direct deposit.
4. Enter your e-mail address.
5. Paystubs thereafter will be delivered automatically to the preferred e-mail address per item 4 above.

## ACCESS E-MAIL OUTSIDE OF D-11

**It is a requirement for all subs to log in to check D-11 email from time to time. Informational emails for subs will only be sent to the substitute’s D-11 email address.**

1. Access [www.d11.org](http://www.d11.org) (D-11 homepage)
2. In gray menu bar, click on “Employees”
3. Click on “Office 365”
4. To check your email, click the “mail” icon. Log in with [firstname.lastname@d11.org](mailto:firstname.lastname@d11.org) and your network password.

Please call the help desk at 520-2211 with any questions logging onto PeopleSoft or accessing e-mail  
Questions or Comments: e-mail payroll3@d11.org.



# REQUIRED FOR ALL D11 EMPLOYEES TO ACCESS TECH SYSTEMS OFF-SITE.



**PROTECTING YOU AND  
DISTRICT 11 FROM  
CYBERSECURITY  
THREATS.**

## DUO

### DUO PROVIDES:

- ✓ **OFF-SITE ACCESS TECHNOLOGY SYSTEMS.**
- ✓ **EASY MOBILE AUTHENTICATION.**
- ✓ **SECOND LAYER OF SECURITY.**



Learn how.

**NEED HELP?**

**CALL - 719-520-2211**

**WWW.D11.ORG/2FA**



# Quick Guide to Duo Enrollment (two-factor authentication)

## Process 1

Download Duo Mobile app to your personal cellphone or device.



## Process 2

Use a device other than your cellphone.

Open D11 email. Open email from Duo Security.



Click link inside email.

Click Next. Click Next. Click Next.

Choose verification method (Choose one.)

- Duo Mobile App – Duo pushes requests to your cellphone generating passcodes and your ability to click approve or deny. – Duo Mobile App is recommended. Allows a buzz or audible alert sent to your phone when you are logging in to a protected system offsite. If you do not allow for push notification, you will need to manually open the Duo Mobile app to approve or deny the authentication request.
- Phone number (Get a text message) Not recommended.
- Physical Security FOB – Must be requested by calling 719-520-2211.

Type your phone number, including dashes.  
(Ex. 719-520-2211)

Click Add Phone Number.

Click Yes.

Click Next.

## Process 3

Go back to phone.

Open Duo Mobile App.

Click Set up Account.

Click Use QR code.

Click Allow camera use.

Hold phone to QR code on other screen.

Click Next.

Click Save name.

\*iPhone users\*

- Allow notifications – you can verify identity from your phone's lock screen on an iOS.
  - Skip for now – does not provide screen notification.
- Turn off or allow
  - Turn off – does not provide Duo analytic data for app improvement. Turn off is fine.
  - Continue – allows Duo analytic data for app improvement.

Click OK.

Click OK.

## Process 4

Go back to computer.

Click Continue.

Add a Backup Method

- Add additional ways – you can add additional ways to receive authentication such as an alphanumeric code.
- Skip for now – you can add additional ways at a later time. Skip is fine.

*Start and complete all processes in one sitting.*



170 Student Contact Days-Elementary.  
(Includes 2 parent/teacher conference days)  
173 Student Contact Days-Secondary  
(Includes 2 parent/teacher conference days)  
185 Teacher Contract Days

## COLORADO SPRINGS SCHOOL DISTRICT 11 2022-2023

Adopted 2-9-22

### 1st Semester 2022

July						
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						

August						
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			

September						
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	

October						
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					

November						
Su	M	Tu	W	Th	F	Sa
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						
Su	M	Tu	W	Th	F	Sa
					1	2
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

**KEY**  
[ ] - No Students - (Conferences (2), Data Collaboration Days (2), District/Bldg. (1), Teacher Work (5), Prof Development (4) (may include in-service, data analysis, team planning, data entry, etc.)  
[ ] - Schools Closed  
[ ] - Beginning of Quarter, [ ] - End of Quarter

### July

7/4 Independence Day

### August

8/5-8/9 New Teacher Orientation  
8/10 Building Meeting Day  
8/11 Teacher Work Day  
8/12 District Prof. Dev. Day  
8/15 Building Prof. Dev. Day  
(ES 1/2 Work Day, 1/2 Prof. Dev.)  
8/16 First Day of School

### September

9/5 Labor Day-District Closed  
9/23 Building Prof. Dev. Day-  
No students  
(ES 1/2 Work Day, 1/2 Prof. Dev.)

### October

10/3 Official Count Day  
10/13 End of 1st Quarter (41 days)  
10/14 Teacher Work Day-No students  
10/17 Data Collaboration Day-  
No students  
10/18 Beginning of 2nd Quarter  
10/27-10/28 Parent/Teacher Conf.

### November

11/11 Veteran's Day Observed-  
School in session  
11/21-11/25 Thanksgiving Break -  
District Closed

### December

12/16 End of 2nd Quarter (39 days)  
12/16 End of 1st Semester (80 days)  
12/19 - 1/2 Winter Break (teachers)  
12/19 - 1/4 Winter Break (students)  
12/25 Christmas Day

### January

1/2 New Year's Day Observed -  
District Closed  
1/3 Teacher Work Day-No Students  
1/4 District Prof. Dev. Day  
(ES 1/2 Work Day, 1/2 Prof. Dev.)  
1/5 Students Return  
1/16 Martin Luther King, Jr. Day-  
District Closed

### February

2/20 Presidents' Day-District closed

### March

3/8 End of 3rd Quarter (43)  
3/9 Teacher Work Day-No Students  
3/10 Data Collaboration Day-  
No Students  
3/13 Beginning of 4th Quarter  
3/27-3/31 Spring Break - No Students

### April

### May

5/23 End of 4th Quarter ES (47 days)  
5/23 End of 2nd Sem. ES (90 days)  
If additional days are not required  
5/24 Teacher Work Day ES  
5/26 End of 4th QRT. MS/HS (50 days)  
5/26 End of 2nd Sem. MS/HS (93 days)  
If additional days are not required  
5/29 Memorial Day -District Closed  
5/30 Teacher Work Day MS/HS

### June

**High School Graduation Dates**  
5/23 Coronado HS 9am, Mitchell HS 3pm - World Arena  
5/24 Palmer HS 9am, Doherty HS 3pm - World Arena  
Alternative High Schools - Roy J. Wasson Campus:  
5/18 Bijou 9am, Achieve 1pm  
5/19 Tesla HS 9am, Odyssey 1pm  
6/1 Adult Education 7pm  
All school schedules may be adjusted for final exams, state required testing and graduation.

### 2nd Semester 2023

January						
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				

February						
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				

March						
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	

April						
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						

May						
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			

June						
Su	M	Tu	W	Th	F	Sa
					1	2
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	



## SMARTFINDEXPRESS EMPLOYEE/SUBSTITUTE INSTRUCTIONS (SFE)

### Logging In via the web application:

You must first complete the automated registration process by calling 719-639-2005 or 719-520-2484. The initial Access ID and PIN on the phone will be your 7-digit phone number (no area code) for **both** Access and PIN. You will be prompted to create a new 6-digit PIN for the Interactive Voice Recorder (IVR). Thereafter you can access SmartFind via the web following the instructions below.

From the District 11 homepage (<http://www/d11.org>), hover over “**Employees**” in the menu bar at the top of the page, in dropdown menu, click on “**SmartFind Express**” for login page. You may want to save this screen to your favorites (<https://coloradosprings.eschoolsolutions.com>).

The image shows a screenshot of the SmartFind Express login page. On the left, there is a blue sidebar with the PowerSchool logo and a white box containing the Colorado Springs Schools logo and a welcome message. The main content area has the Unified Talent SmartFind Express logo. Below the logo are two input fields: 'Access ID' and 'Password'. A blue 'Submit' button is below the password field. A red arrow points to a 'Forgot Password?' link located below the Submit button. A yellow callout box with black text is positioned to the left of the login fields, stating: 'Access ID=phone #, no area code' and 'PW= first time is 6-digit PIN from phone registration; then prompted to create password'.

PowerSchool

Colorado Springs Schools  
*Inspire every mind.*

WELCOME TO SCHOOL DISTRICT ELEVEN ABSENCE & SUBSTITUTE CALL IN SYSTEM

D-11 Employee Access ID# is your district employee ID#, you will be prompted to create a new Password for web access at first login after July 4.

Substitute Access ID# is phone number, you will be prompted to create a new Password for web access at first login after July 4.

Charter School employees Access ID# is 5 digit ID, you will be prompted to create a new Password for web access at first login after July 4.

Access ID=phone #, no area code

PW= first time is 6-digit PIN from phone registration; then prompted to create password

Unified Talent  
SmartFind Express

Access ID

Password

Submit

Forgot Password?

If this is your first time logging in online, your Access ID is your **7 digit telephone number**, and your Password is your **SFE 6 Digit PIN**. Once you have logged in, you will be prompted to create a new Password for online access. Passwords must be minimum 8 characters in length with minimum one alphabetic and one numeric or special character. This will become your new Password for any future online access. Click the “Captcha” images if necessary.

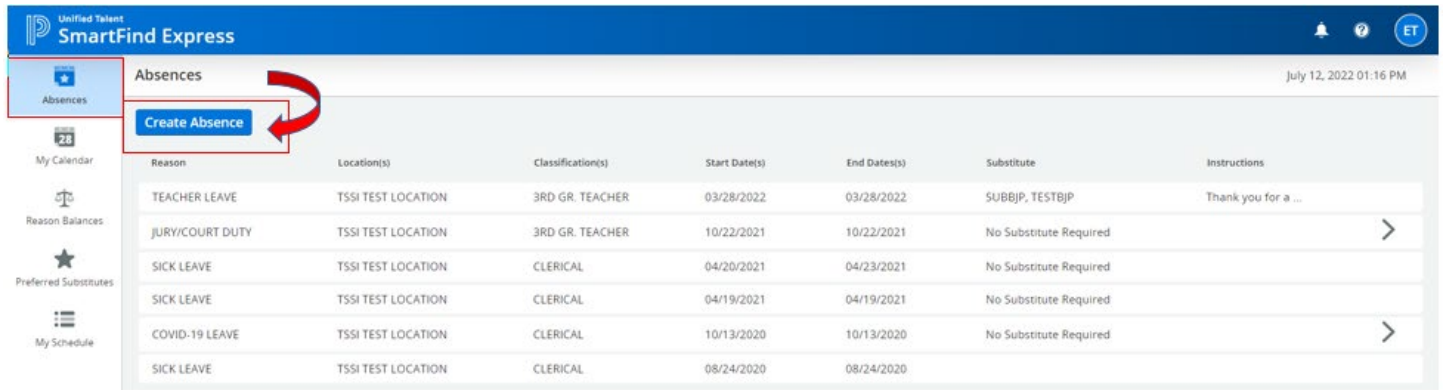
**Web User- Password Reset:** Users can now submit a Password reset request on the Web. A “Forgot Password” link has been added to the sign-in page to support users who want to log into SmartFindExpress (SFE), but have forgotten their Password. The Password reset link is located below the Submit button.

When the Forgot Password link is selected, the system displays the Password reset request page. Enter your Access ID; email will be sent to user’s email in SFE profile. NOTE: **You must be registered with the system to use this option.**

**NOTE:** *If the user does not have their email address in their profile, an error message will display on the screen that no email can be sent. If the user has not yet registered with the system by telephone, an error message will display on the screen that they must be registered by telephone and to contact their System Administrator.*

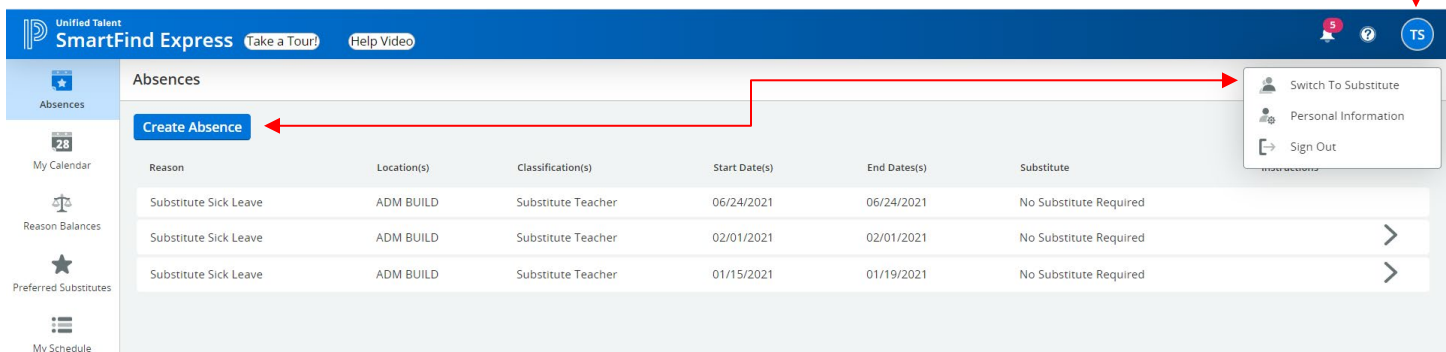


After login, you land on “Create Absence” page because you have an Employee profile for scheduling substitute sick leave.



**Select Role:** Upon login to SmartFind Express, you must select the appropriate role (Employee or Substitute). **SmartFind will always default to the Employee profile (Create Absence tab) at the login process.**

- You must select the appropriate role, to begin click on the blue circle with your initials
  - Employee: Report/schedule leave only, **this is the default role.**
  - Substitute: All other substitute tasks including checking assignments, maintaining your calendar.



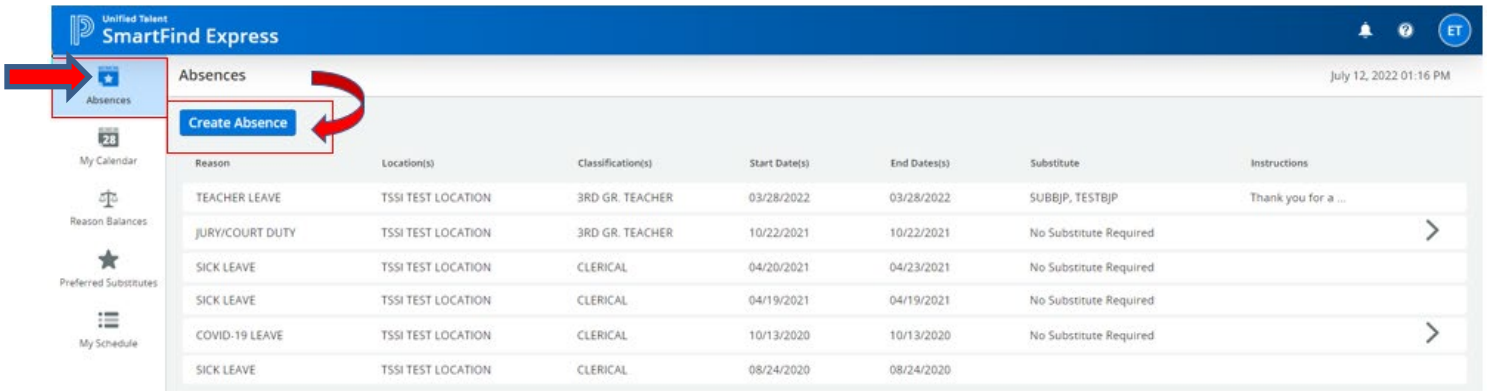


# EMPLOYEE USER ROLE

Use of this role is for reporting/scheduling absence for Substitute Sick Leave only. This role is the default role and you will automatically land on this page after you log in to SmartFind.

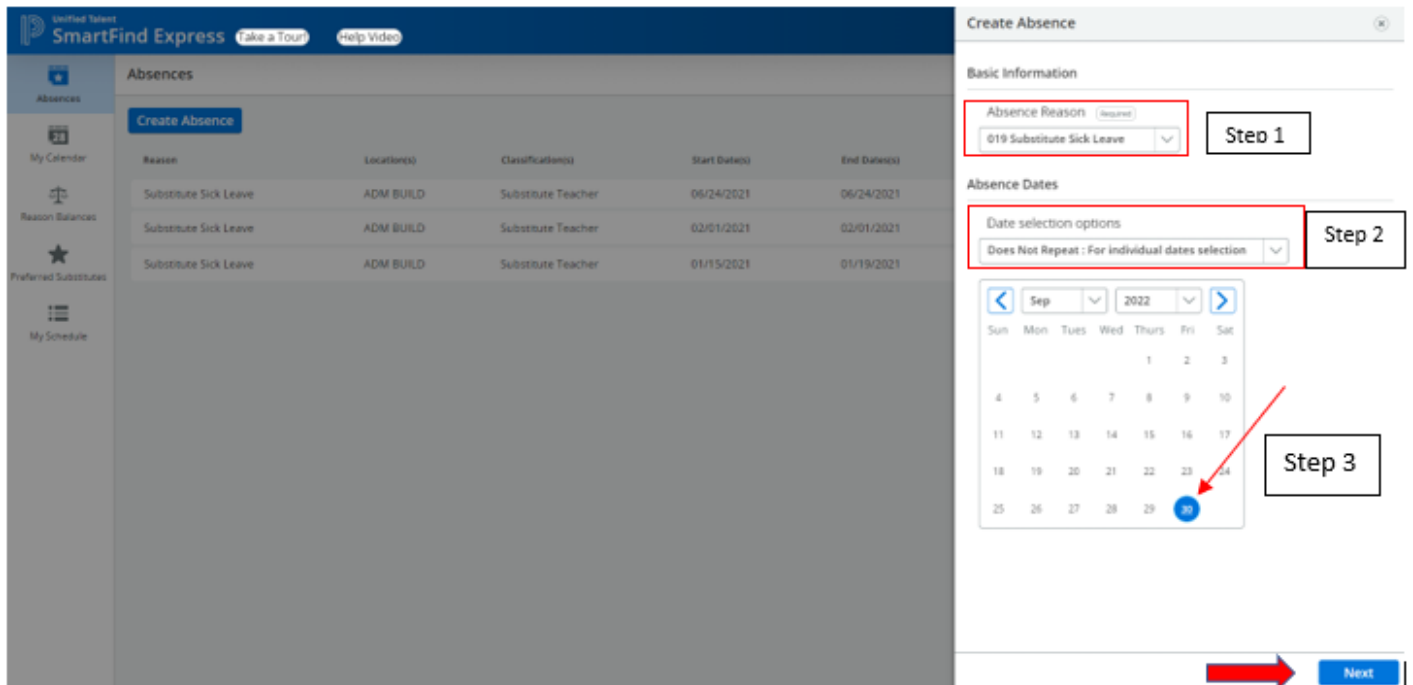
## ABSENCES MUST BE REPORTED NO LATER THAN 11:59 PM SAME DATE OF ABSENCE

Select: Create Absence



At the Create Absence window, fill in:

- 019 Substitute Sick Leave
- Start/End date of Absence, click in the calendar the date chosen will be circled in blue
- Click “Next”





### At the “Schedule” tab:

- Slide “Advanced Absence” if you want to change the default scheduled time of a full day
- Absence Schedule allows you to change times for ½ day or keep a full day absence depending on need
- Click “Submit”

ADM BUILD - Substitute Teacher

Schedule

Advanced Absence ☒

Choose this if your absence will need different requirements on different days

Friday: 09/30/2022

Absence Schedule 8:00 AM 5:00 PM

Add Files

Browse...

Back Submit

**Absence Confirmation:** To see the Absence Assignment Number, details of assignment and to cancel if needed, click on the right arrow.

Reason	Location(s)	Classification(s)	Start Date(s)	End Date(s)	Substitute	Instructions
Substitute Sick Leave	ADM BUILD	Substitute Teacher	09/30/2022	09/30/2022	No Substitute Required	>
Substitute Sick Leave	ADM BUILD	Substitute Teacher	06/24/2021	06/24/2021	No Substitute Required	>
Substitute Sick Leave	ADM BUILD	Substitute Teacher	02/01/2021	02/01/2021	No Substitute Required	>
Substitute Sick Leave	ADM BUILD	Substitute Teacher	01/15/2021	01/19/2021	No Substitute Required	>



Job ID of absence is displayed, you also have the option to cancel the absence if necessary.

The screenshot shows the 'SmartFind Express' interface with the 'Absences' section active. On the left is a sidebar with navigation links: 'Absences', 'My Calendar', 'Reason Balances', 'Preferred Substitutes', and 'My Schedule'. The main area displays a table of absences with columns for Reason, Location(s), Classification(s), Start Date(s), and End Date(s). The table lists four 'Substitute Sick Leave' absences for 'ADM BUILD' at the 'Substitute Teacher' classification, with dates ranging from 01/15/2021 to 09/30/2022. On the right, a detailed view for 'ADM BUILD - Substitute Teacher' is shown, containing fields for 'Job ID: 1192904', 'Reason: Substitute Sick Leave', 'Schedule' (Friday: 09/30/2022, 08:00 AM - 05:00 PM), and 'Substitute' (No Substitute Required). A red arrow points to a 'Cancel Absence' button at the bottom right of the interface.

Reason	Location(s)	Classification(s)	Start Date(s)	End Date(s)
Substitute Sick Leave	ADM BUILD	Substitute Teacher	09/30/2022	09/30/2022
Substitute Sick Leave	ADM BUILD	Substitute Teacher	06/24/2021	06/24/2021
Substitute Sick Leave	ADM BUILD	Substitute Teacher	02/01/2021	02/01/2021
Substitute Sick Leave	ADM BUILD	Substitute Teacher	01/15/2021	01/19/2021

**ADM BUILD - Substitute Teacher**

Job ID: 1192904  
Reason: Substitute Sick Leave

**Schedule**  
Friday : 09/30/2022  
Absence Schedule  
08:00 AM - 05:00 PM

**Substitute**  
No Substitute Required

**Cancel Absence**

**ABSENCES CANNOT BE REPORTED TO SMARTFIND RETROACTIVELY.**



## Substitute User Role

Substitutes are able to receive automated phone calls (referred to as Interactive Voice Recorded or IVR), log into a web application from any computer, or use the mobile friendly application on your cell phone.

- Automated phone call system will ask for your Access ID (your 7-digit phone number-no area code) and your 6 digit PIN (created during the registration process). See page 16 for registration info.
- Web application and Mobile Friendly application will require your Access ID (your 7-digit phone number-no area code) and your Password (see page 16 for creating your password after registration).
- Additionally you can opt in to receiving text messages to your cell phone. See page 26 of this guide (Settings-Notifications) for instructions.

### Mobile Friendly Application

A Mobile Friendly App may be downloaded to your Android or iOS phone for **free** through the Google Play Store or the Apple Store. Easily find and receive job alerts via push notifications, accept/decline substitute jobs, view completed jobs and receive updates or details about your jobs. To download the mobile app, login to your SFE Web profile, click on the link to receive an email with the registration details. The email will be sent to your email address on record with SFE. The code specific to School District 11 is: **MQWW**.



To log in to SmartFind via the web application (instructions on page 16 of this user guide). When you log in to SmartFind you will always land on the “Create Absence” page for employees, you must select the Substitute role to see all information for your substitute profile (reference page 17 for info).

### Select Substitute Role

Click on the **blue initials in the top right corner** and select **Substitute**. You will automatically land on “My current/active jobs” page. This allows you to see what assignments you have coming up.

A screenshot of the SmartFind Express web application showing the 'My current / active jobs' page. The page has a blue header with the 'SmartFind Express' logo and a 'Take a Tour!' button. Below the header, there is a 'Job Search' section with a filter sidebar on the left. The filter sidebar has sections for 'Date', 'Location(s)', 'Classification(s)', 'Employee', and 'Instructions', each with a dropdown arrow. Below these sections is an 'Apply Filter' button. The main content area shows a table of job assignments. The table has columns for 'Job ID', 'Date', 'Time', 'Employee', 'Classification(s)', and 'Location(s)'. There is a tab bar at the top of the table with 'Available Jobs', 'My current / active jobs' (selected), 'My Finished Jobs', 'Canceled Jobs', and 'Unavailable'. The 'My current / active jobs' tab shows a single job assignment with the following details: Job ID 1192894, Date Mon - Fri 09/26/2022 to 09/30/2022, Time 09:00 AM to 03:30 PM, Employee EMP 1 TEST, Classification(s) 3RD GR. TEACHER, and Location(s) TSSI TEST LOCATION. There is a red circle with the number '2' next to the 'Canceled Jobs' tab.



## Other Tabs on Substitute Role Include:

- Available Jobs: defaults to the next 14 days, you can expand the job search using the date filter
- My Finished Jobs: Shows assignments you have completed
- Canceled Jobs: shows jobs that have been canceled, a red numeral at this tab indicates you have cancellations to acknowledge
- Unavailable: Shows dates you have already marked unavailable, click on “Add Unavailability” to add additional dates

Unified Talent  
SmartFind Express

Job Search

Filter: No filters applied

Available Jobs | My current / active jobs | My Finished jobs | Canceled jobs | Unavailable

July 13, 2022 08:59 AM

My Calendar

Register for the Mobile App

Apply Filter

Job ID	Date	Time	Employee	Classification(s)	Location(s)
▶ 1192894	Mon - Fri 09/26/2022 09/30/2022	09:00 AM 03:30 PM	EMP 1 TEST	3RD GR. TEACHER	TSSI TEST LOCATION

**Available Jobs:** defaults to the next 14 days, you can expand the job search using the filters on the left side. If a job is available you can either Decline or Accept by clicking on the appropriate button.

Unified Talent  
SmartFind Express

Job Search

Filter: Clear All

▼ Date: Clear Filter

Single Day | Date Range

Start Date: 9/6/2022

End Date: 9/30/2022

Requested

Location(s)

Classification(s)

Employee

Instructions

Apply Filter

Available Jobs | My current / active jobs | My Finished jobs | Canceled jobs | Unavailable

July 13, 2022 09:12 AM

My Calendar

Register for the Mobile App

Default available jobs shown for the next 14 days (including today) on login. Expand your job search by using the date filter.

Date	Time	Employee	Classification(s)	Location(s)	Decline	Accept
▶ Tuesday 09/06/2022	09:00 AM 03:30 PM	EMP 1 TEST	3RD GR. TEACHER	TSSI TEST LOCATION	✖	✔

**My Finished Jobs:** shows assignments you have already completed

Unified Talent  
SmartFind Express

Job Search

Filter: No filters applied

Available Jobs | My current / active jobs | My Finished jobs | Canceled jobs | Unavailable

July 13, 2022 12:30 PM

My Calendar

Register for the Mobile App

Apply Filter

You have no finished jobs.



**Canceled Jobs:** shows jobs that have been canceled; a red numeral at this tab indicates you have cancellations to acknowledge.

Job Search

Filter: No filters applied

Available Jobs | My current / active jobs | My Finished jobs | **Canceled Jobs** | Unavailable

July 13, 2022 09:08 AM | My Calendar | Register for the Mobile App

**Canceled jobs Require Acknowledgement**

Job ID	Date	Time	Employee	Classification(s)	Location(s)
1192880	Wed - Fri 08/24/2022 08/26/2022	12:00 PM 11:30 AM	EMP 1 TEST	3RD GR. TEACHER	TSSI TEST LOCATION

Status: Absence Canceled

Weekly Schedule

Date	Time
08/24/2022 - 08/26/2022	12:00 PM - 03:30 PM
Wednesday	09:00 AM - 03:30 PM
Thursday	09:00 AM - 11:30 AM
Friday	09:00 AM - 11:30 AM

Address & Phone

Instructions

**Acknowledge Cancellation**

**Existing Canceled jobs**

Job ID	Date	Time	Employee	Classification(s)	Location(s)
1192828	Monday 08/29/2022	09:00 AM 03:30 PM	VAC (TEST) TEST LOCATION	3RD GR. TEACHER	TSSI TEST LOCATION
1183053	Monday 08/28/2022	11:30 AM 03:30 PM	EMP 1 TEST	3RD GR. TEACHER	TSSI TEST LOCATION

**Unavailable:** Shows dates you have already marked unavailable, click on “Add Unavailability” to add additional dates

Job Search

Filter: No filters applied

Available Jobs | My current / active jobs | My Finished jobs | Canceled Jobs | **Unavailable**

July 13, 2022 09:09 AM | My Calendar | Register for the Mobile App

**Add Unavailability**

Date	Duration/Time	Receive Future job Calls	Edit	Remove
Thursday 06/24/2021	12:00 AM 11:59 PM	No		
Monday 08/17/2020	12:00 AM 11:59 PM	No		

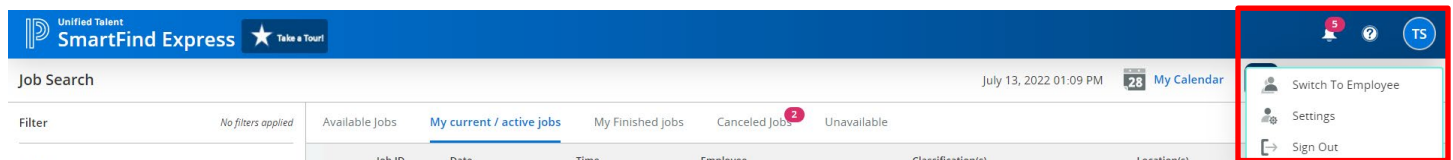


## To Add Unavailability:

- Enter a start and end date using the calendar icon
- Fill in a Time duration. Custom Time allows you to determine portions of the day you are unavailable
- Clicking in “Continue receiving calls during periods of unavailability” will allow you to receive assignment offers of future dates you are available again. If you don’t wish to receive calls for any assignments until you are available again leave this box blank.
- Press “Save”

The screenshot shows the 'Add Unavailability Date' modal in the SmartFind Express interface. The modal has three main sections: 'Select Date', 'Time/Duration', and 'Future Calls'. In the 'Select Date' section, the 'Start Date' is set to 8/16/2022 and the 'End Date' is also set to 8/16/2022. In the 'Time/Duration' section, the 'All Day (00:00am to 11:59pm)' option is selected. In the 'Future Calls' section, the checkbox 'Continue receiving calls during periods of unavailability' is checked. A red arrow points to the 'Save' button at the bottom right of the modal. The background shows the 'Job Search' page with filters for Date, Location(s), Classification(s), Employee, and Instructions.

**Substitute Profile Settings:** Click on the **blue initials** in the **top right corner** and select **Settings**.



## Tabs in settings include:

- **Schedule:** Allows you to modify the daily schedule you will accept assignments
- **Notifications:** Allows you to make changes to “Push” notifications and Text Message Notifications
- **Locations:** Allows you to see the locations you have chosen in your profile, you must notify the sub office if you wish to add or delete any
- **Classifications:** Allows you to see the classifications you have chosen in your profile, you must notify the sub office if you wish to add or delete any
- **Personal:** Allows you to see and modify personal contact information pertaining to your profile and block phone calls from SmartFind Express



## Schedule:

**To modify a Schedule:** When you click on the pencil edit icon next to the day of the week you need to edit a menu box appears, you may edit the following:

Unavailable: You are not available for this day of the week to accept any assignments

All Day: You will accept assignments for this day of the week all day

Custom Time: You can fill in the time on this day of the week you are available for assignments

Click “Save” when changes are completed

Click “Back to My current/active jobs” (top left) after edits are saved

Back to My current / active jobs

My Settings

Schedule Notifications Locations Classifications Personal

Edit Available Times

☐ Unavailable

☒ All Day

☐ Custom Time

Cancel Save

My Schedule

Days	Available Times	Do Not Call Times
Sunday	Unavailable	None
Monday	All Day	None
Tuesday	All Day	None
Wednesday	All Day	None
Thursday	All Day	None
Friday	All Day	None
Saturday	Unavailable	None



## Notifications:

- Email Notifications options are controlled by the Substitute Office and cannot be modified.
- Push Notifications: you must download and register the Mobile Friendly application to your smartphone to opt in and change these options. (see page 21 for more info on the Mobile Friendly application)
- Text Message Notification: Subs may also **opt in (text message costs may apply depending on your mobile service)** to receive SMS text messages on your mobile phone by entering your mobile phone number and name of your mobile provider from the dropdown list. You control the information you receive: job offers and acceptance, job reminders, cancellation notices. Substitutes on Text Messages will **NOT** be contacted on IVR (interactive voice recorded phone calls).

Back to My current / active jobs

My Settings

Schedule Notifications Locations Classifications Personal

**Email Notifications**

Job Modification Notice	OFF
Assignment Notice	ON
Assignment Cancellation Notice	ON
Assignment Reminder Notice	ON

**Push Notifications**

Job Modification Notice	ON	<input checked="" type="checkbox"/>
Job Digest	ON	<input checked="" type="checkbox"/>
Assignment Notice	ON	<input checked="" type="checkbox"/>
Assignment Cancellation Notice	ON	<input checked="" type="checkbox"/>
Assignment Reminder Notice	ON	<input checked="" type="checkbox"/>

**Text Message Notifications**

Mobile Number: (XXX)-XXX-XXXX

Mobile Provider:

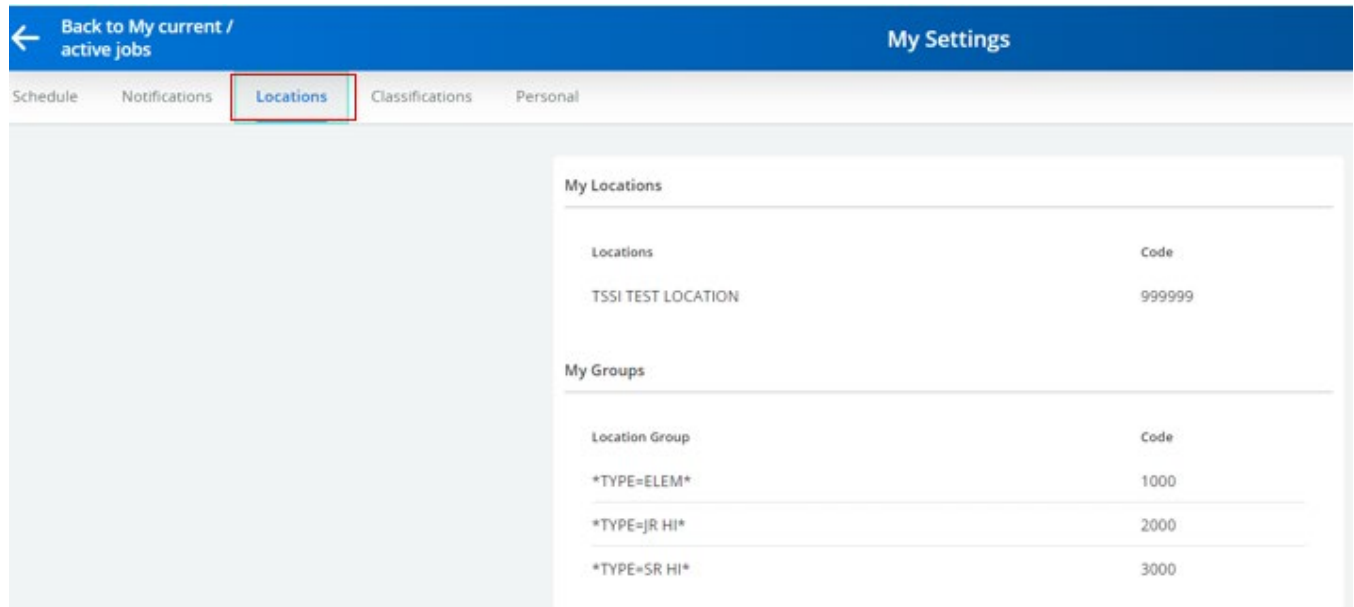
By signing up to receive text message alerts from the SmartFind Express System you are voluntarily providing your cell phone number and provider, you hereby agree to receive text messages from the SmartFind Express System even if charged under your phone plan for these alerts. You acknowledge standard text messaging rates may apply to your receipt of these alerts and you agree to be responsible for any such charges. The transmission and receipt of mobile text messages are not guaranteed as such depend upon the act and technology of 3rd party. You acknowledge we are not liable for delayed or undelivered messages.

Job Modification Notice ( <i>Mobile provider is needed</i> )	OFF	<input type="checkbox"/>
Assignment Notice ( <i>Mobile provider is needed</i> )	OFF	<input type="checkbox"/>
Assignment Cancellation Notice ( <i>Mobile provider is needed</i> )	OFF	<input type="checkbox"/>
Assignment Reminder Notice ( <i>Mobile provider is needed</i> )	OFF	<input type="checkbox"/>



## Locations:

Shows what locations you have selected to accept assignments for when you substitute from your profile that was turned in. If you want to make changes you will need to contact the Substitute Office by email with desired modifications.



Back to My current / active jobs

My Settings

Schedule Notifications **Locations** Classifications Personal

My Locations

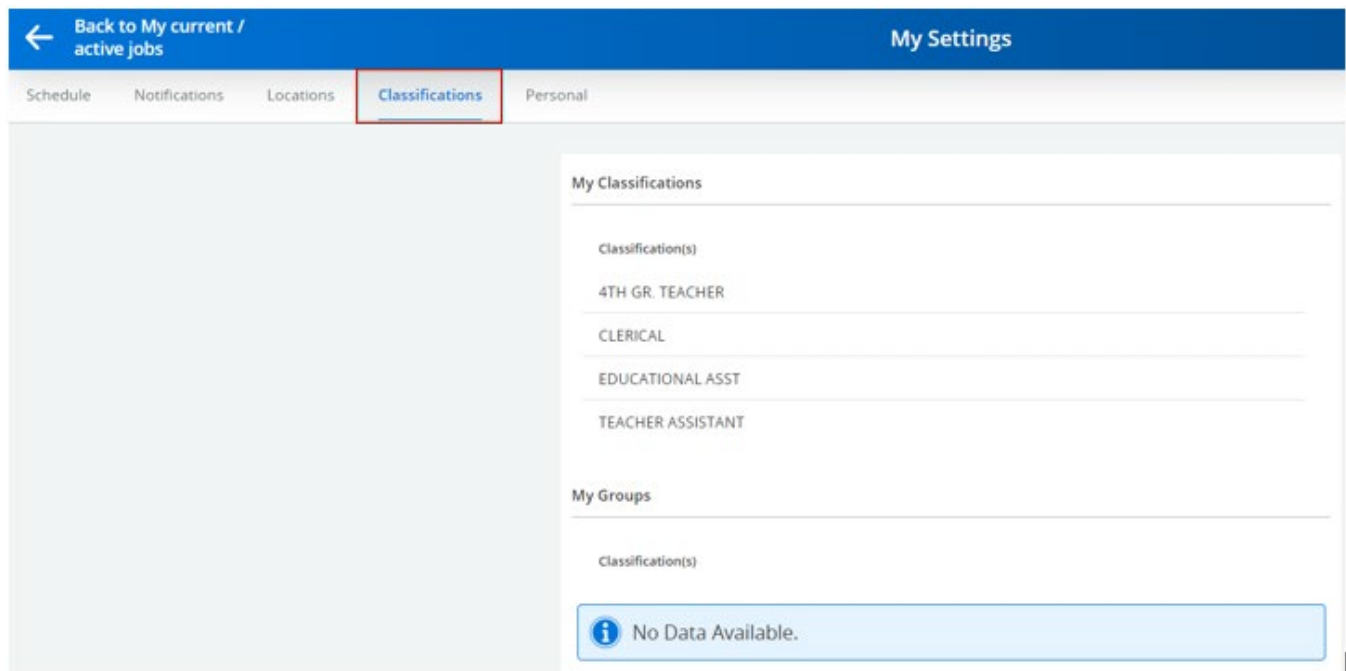
Locations	Code
TSSI TEST LOCATION	999999

My Groups

Location Group	Code
*TYPE=ELEM*	1000
*TYPE=JR HI*	2000
*TYPE=SR HI*	3000

## Classifications:

Shows what subjects/classifications you have selected to accept assignments for when you substitute from your profile that you turned in. If you want to make changes you will need to contact the Substitute Office by email with desired modifications.



Back to My current / active jobs

My Settings

Schedule Notifications Locations **Classifications** Personal

My Classifications

Classification(s)
4TH GR. TEACHER
CLERICAL
EDUCATIONAL ASST
TEACHER ASSISTANT

My Groups

Classification(s)
-------------------

**i** No Data Available.



## Personal:

- **Name-** If your name changes you will need to Contact the Substitute Help Desk at 520-2182 for corrections. If your name changes, it will require a copy of your new Social Security Card. Bring the **original** to the Substitute Office and a copy will be made for your file.
- **Email:** You may change your email address you receive notifications at. Notifications Include:
  - Message to confirm that a job was cancelled.
  - Message to confirm that a substitute assignment was cancelled.
  - Message to remind the substitute of their assignment start date.
  - Message sent to confirm a Password reset request.
- **Password/PIN:** You can change either or both of these.
- **Phone Number-** You can change the call-back number you receive automated assignment offers at.
- **Do Not Call Until-** Enter the time that you would like the system to start calling you.
- **Block phone calls from SmartFind Express** – Checking this box will stop **all** calls from SmartFind Express.

Back to My current / active jobs

My Settings

Schedule Notifications Locations Classifications **Personal**

Name  
TESTBJP SUBBJP

Email *Verified* [Edit Email](#)  
sylvia.boese@d11.org

Password [Edit Password](#) PIN (Phone Password) [Edit PIN](#)  
\*\*\*\*\*

Address  
CO 80920

Contact Information

Call Back Number Do Not Call Until  
(719) [REDACTED] hh:mm am

Enter a time that is up to 24 hours from now. If a time is not entered you will be called during regular calling periods.

☒ **Block phone calls from SmartFind Express**

Note: You will not receive any calls from SmartFind until the parameter is turned back OFF

Certifications

Name	Code	Date	Comments
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## **Frequently Asked Questions About Working as a Guest Staff**

### ***1. Why does it say “invalid” when I enter my Phone number?***

- a. Did you remember to enter just the 7 digits of your phone number?
- b. Did you remember to follow your number with the \* key.

### ***2. Why am I not getting calls?***

- a. Have you gotten a PIN number yet? If not, you must call the system (639-2005) and register as a new user. You cannot register on line this must be done on the phone.
- b. Have you limited yourself to only a few schools? You may need to add more schools by updating your profile. You are not able to add schools to your profile yourself. Complete the extra Profile in your packet and return to the Substitute Office.
- c. Have you made yourself available on the day(s) in question?
- d. Is your contact (telephone number) correct and current?
- e. You may only decline 3 jobs in one day before the system stops calling for assignments scheduled that day.

### ***3. Someone is trying to pre-arrange me for a job, but it tells them that I am not available. I am available. What is the problem?***

- a. Are you available in the system on the day(s) in question? Check your daily availability or take out unavailability dates (See SFE/SmartFindExpress Instructions).
- b. Do you have another job already lined up that you forgot about?      Review your assignments. (see SFE/SmartFindExpress Instructions)



**4. *My paycheck is wrong or does not show the number of hours I have worked.***

- a. You are paid from the 1<sup>st</sup> day of the previous month through the last day of the previous month.
- b. Review your assignments in SFE/SmartFindExpress for the hours worked.
- c. If you are still questioning your check call the Substitute Office at 520-2182, but have dates worked and job numbers in question handy.

**5. *My pay stub reflects a pay rate that is wrong.***

- a. Call the Substitute Office at 520-2182. They will help to make the corrections needed.

**6. *I've changed my number in the system, but people can't use my new number to enter me into a job. Why not?***

- a. You must call the substitute Office 520-2182 to let us know when you make a permanent change in your phone number. We then will change your "Access ID". Remember that is your phone number without the area code and dashes.

**7. *What do I need to do to sign up again next school year?***

- a. We will send an Assurance Form in the month of May to your home, which you will need to return before the deadline cited in the Statement of Eligibility Form to be assured a place for the next year. You do not need to attend another orientation.

**8. *I didn't get my Assurance Form in the mail?***

- a. Is your address current with us? Make sure the Substitute Office has your most current address.
- b. Are you an active substitute? Did you work for us at all this past year? If you did not work for us there would be no reason for us to send you the Assurance Form, and therefore you will need to re-apply on line.



## RECORD OF SUBSTITUTING

[illegible]







## **Guest Staff Checklist**

Below is a list of information to look for when you arrive to sign-in at the Main/Front Office of each school. This and other pertinent information will be in a packet provided to you upon sign-in. Please review the packet; it contains important information to assist you in your daily assignments. At the end of your daily assignment, you are required to turn in the packet at the Main/Front Office when you sign-out for the day.

- Badge (to be worn and made visible while at the school.);
- Keys to the classroom or information on whom to contact regarding access to the classroom;
- Lesson Plans (provided by the teacher and/or department);
- Class Roster/Attendance Sheet;
- Department Head/Team Members Roster;
- Map of the school/building
- Where to locate Fire/Evacuation/Shelter in Place Plan information in the classroom;
- Emergency Contact/Security Information.

**Each classroom is equipped with a telephone and is available in the event you have an emergency or need to contact the main office or security.**

## **D-11 Engage Visitor Management**

Visit D-11 Engage office (one door East of HR) when you pick up your ID Badge to complete full registration process.

**OR**

Register for D11 Engage (Mark yourself as staff):

[https://cssd.ezcommunicator.net/edu/cssd/login\\_form.aspx?app=0](https://cssd.ezcommunicator.net/edu/cssd/login_form.aspx?app=0)

Print registration, sign and have an office employee verify and sign off and pony to D-11 Engage.

Call the D-11 Engage office at 520-2202 to notify them you are D11 Staff and that you have registered; ask to have your Staff Badge ID# added to your registration (#on the back of your badge).

Once your badge number is added to system you can scan in at any D11 school at the kiosk and at the bottom it will say "I am just visiting" Click that and you are checked into the school. Scan again when you leave school to sign out.



# Campus Eval Report of Guest Staff Teacher

## COLORADO SPRINGS SCHOOL DISTRICT 11

Name of Guest Teacher \_\_\_\_\_ Date \_\_\_\_\_

Substitute for \_\_\_\_\_ Dates of Sub Assignment \_\_\_\_\_

*Directions: Sub may complete as needed after assignment and return to the Guest Staff office. You may also provide a copy of the report to front office of campus location (optional).*

Substitute Teacher: Please answer for each of the following:

	Yes	No	N/A
1. Were lesson plans readily available?	_____	_____	_____
2. Did you find a class roll?	_____	_____	_____
3. Did you find a seating chart?	_____	_____	_____
4. Were student medical concerns available (if necessary)?	_____	_____	_____
5. Did you have adequate information about the school?			
Discipline Procedures	_____	_____	_____
List of Staff Contact Numbers	_____	_____	_____
Emergency Procedures	_____	_____	_____
Building Map	_____	_____	_____
6. Did you receive adequate faculty assistance?	_____	_____	_____
7. Did you receive adequate administrative assistance?	_____	_____	_____
8. Did you follow the teacher's lesson plans?	_____	_____	_____
9. Students were generally respectful, responsive, and helpful?	_____	_____	_____
10. Other? (please identify) _____			
11. Comments: If you marked "No" to any of the above questions, please describe the situation. _____			

12. (Optional) Students who were discipline problems:	Nature of Problems

13. (Optional) Students who were especially helpful:	How did they help?

Guest Staff Signature	Date
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I wish to return to this school as a Guest Staff Substitute: YES: \_\_\_\_\_ NO: \_\_\_\_\_



COLORADO SPRINGS SCHOOL DISTRICT 11  
1115 NORTH EL PASO, COLORADO SPRINGS, CO 80903 (719) 520-2000  
2022-2023 Directions to Schools

SCHOOL/ADDRESS/ZIP	ADMINISTRATION	TELEPHONE
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**ELEMENTARY SCHOOLS**

Adams Elementary School	Michelle Slyter 328-2900	
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2101 Manitoba Dr 80910. South Circle to Tahoe, which is the first block south of Airport. OR South Union to Whitman Road, then left (south of Prospect Lake).

Audubon Elementary School	Aaron Ford 328-2600	<b>Attendance</b> 328-2668
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2400 E. Van Buren St. 80909. North Circle to Van Buren (school on south side of street). Or Union to Van Buren (between Constitution and Fillmore), east on Van Buren.

Bristol Elementary School	Gabe Hammel 328-4000	<b>Attendance</b> 328-4011
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890 N. Walnut St. 80905. Nevada To Uintah, west on Uintah to Walnut (just west of I-25), south on Walnut 3 blocks.

Buena Vista Elementary School	Angela Prochnow 328-4100	
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924 W. Pikes Peak Ave. 80905. West on Colorado Avenue to 9th, north on 9th to Pikes Peak, left on Pikes Peak.

Carver Elementary School	Lisa Bizzell 328-7100	<b>Attendance</b> 328-7103
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4740 Artistic Cir. 80917. Academy to North Carefree, east on North Carefree to Oro Blanco, left on Oro Blanco, left on Artistic Circle.

Chipeta Elementary School	Sarah Scott 328-5500	<b>Attendance</b> 328-5516
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2340 Ramsgate Ter. 80919. West on Garden of the Gods Road, right on 30th Street, left on Flying W Ranch Road (school on corner of Flying W Ranch Road and Ramsgate).



Columbia Elementary School Christopher Brandt 328-2700

835 E. St. Vrain St. 80903. Nevada to Platte Avenue, east on Platte to Institute, north on Institute (school on corner of St. Vrain and Institute).

Edison Elementary School Kevin Willis 328-2800

3125 N. Hancock Ave. 80907. Fillmore to Hancock, north on Hancock about 2.5 blocks.

Freedom Elementary School Rochelle Williams 228-0800 **Attendance** 228-0836

5280 Butterfield Dr. 80923. Academy to Austin Bluffs Parkway, east on Austin Bluffs across Dublin, right on Bridle Pass Drive, right on Range Ranch Road, left on Butterfield Drive.

Fremont Elementary School Tracy Squires 328-5600 **Attendance** 328-5616

5110 El Camino Dr. 80918. Academy to Flintridge, east on Flintridge to El Camino, turn left.

Grant Elementary School Ryan Miller 328-5700 **Attendance** 328-5712

3215 Westwood Blvd. 80918. Austin Bluffs Parkway to Meadowland, north on Meadowland to Westwood, left on Westwood.

Henry Elementary School Ginger Ernst 328-7200 **Attendance** 328-7212

1310 Lehmborg Blvd. 80915. Academy to Galley, east on Galley to Lehmborg, left on Lehmborg.

Howbert Elementary School Tobin Lefere 328-4200

1023 N. 31st St. 80904. Colorado Avenue to 31st, north on 31st. Or Fillmore to 31st, right on 31st for 3 blocks.

Jackson Elementary School Sara Miller 328-5800 **Attendance** 328-5811

4340 Edwinstowe Ave. 80907. Fillmore to Chestnut (just west of I-25), north on Chestnut, left on Edwinstowe.



Keller Elementary School

Stacy Brisben 328-5900

3730 E. Montebello Dr. W. 80918. North Academy to Meadowland, east on Meadowland to 4-way stop at Montebello, left on Montebello (school across from Russell Middle School).

King Elementary School

Treg Joslyn 328-6000

**Attendance** 328-6035

6110 Sapporo Dr. 80918. North on Union to Vickers, right on Vickers to Del Ray, left on Del Ray to Sapporo.

Madison Elementary School

Derien Latimer 328-7300

**Attendance** 328-7335

4120 Constitution Ave. 80909. North Academy to Constitution, east on Constitution (school between Academy and Murray).

Martinez Elementary School

Tara Berry 328-6100

**Attendance** 328-6135

6460 Vickers Dr. 80918. North on Academy to Vickers, right on Vickers to Rangewood (school on corner of Vickers and Rangewood).

McAuliffe Elementary School

Brett Wiltz 228-0900

**Attendance** 228-0936

830 Hathaway Dr. 80915. Academy Boulevard to Galley Road, east on Galley across Powers Boulevard, right on Hathaway Drive.

Midland International Elementary School

Karen Newton 328-4500

2110 W. Broadway St. 80904. Colorado Avenue to 21st, south on 21st on Broadway (Hall of Presidents), west about 5 blocks.

Monroe Elementary School

Carole Frye 328-7400

**Attendance** 328-7472

15 S. Chelton Rd. 80910. Corner of East Pikes Peak and Chelton.

Penrose Elementary School

Tamara Sobin 328-7500

**Attendance** 328-7511

4285 S. Nonchalant Cir. 80917. North on Academy to Village Road South (Penrose Community Hospital), east on Village Road South to Carefree, left on Carefree, right on Nonchalant.



Queen Palmer Elementary School Christina Butcher 328-3200

1921 E. Yampa St. 80909. South on Union to Yampa, east on Yampa 1.5 blocks.

Rogers Elementary School Natalia Brunton 328-3300

110 S. Circle Dr. 80910. Three blocks south of Pikes Peak Avenue on South Circle.

Rudy Elementary School Julie Fahey 328-7600

5370 Cracker Barrel Cir. 80917. East on Austin Bluffs to Barnes, right on Barnes to Iron Horse Trail, right on Iron Horse Trail to Sod Buster, left on Sod Buster to Cracker Barrel Circle.

Scott Elementary School Thomas Copley 328-6200 **Attendance** 328-6216

6175 Whetstone Dr. 80923. East on Austin Bluffs past Academy, right on Rangewood, left on Whetstone, right on Balsam.

Steele Elementary School Ryan Capp 328-4700

1720 N. Weber St. 80907. West on Uintah to Weber, right on Weber.

Stratton Elementary School Kyle Rudd 328-3400

2460 Paseo Rd. 80907. North Union to Van Buren (between Constitution and Fillmore), west on Van Buren to Paseo.

Taylor Elementary School Kimberly Gilbert 328-3500 **Attendance** 328-3516

900 E. Buena Ventura St. 80907. Uintah to Prospect, north on Prospect to Buena Ventura, right on Buena Ventura.

Trailblazer Elementary School Ken Pfeil 328-6300 **Attendance** 328-6314

2015 Wickes Rd. 80919. West on Garden of the Gods, right on 30th Street, left on Centennial, left on Wickes.



**Attendance 328-7735**

41



Russell Middle School

David Dubois 328-5200

**Attendance** 328-5200

3825 E. Montebello Dr. W. 80918. North Academy to Meadowland, east on Meadowland to 4-way stop at Montebello (school on left, across from Keller Elementary School).

Sabin Middle School

Daniel Carragher 328-7000

**Attendance** 328-7035

3605 N. Carefree Cir. 80917. Academy to North Carefree, east on Carefree.

Swigert Middle School

James Nason 328-6900

**Attendance** 328-6913

4220 E. Pikes Peak Ave. 80909. South on Academy to Pikes Peak, turn left.

West Middle School

Shalah Parker 328-3900

**Attendance** 328-3911

1920 W. Pikes Peak Ave. 80904. On the corner of 19th Street and Pikes Peak Avenue.

## **HIGH SCHOOLS**

Coronado High School

1590 W. Fillmore St. 80904. I-25 west on Fillmore

Darin Smith 328-3600

**Attendance** 328-3613

Registrar 328-3615

Counseling 328-3609

Business 328-3612

Doherty High School

4515 Barnes Rd. 80917. Academy to Templeton Gap, east on Templeton Gap to Barnes, right on Barnes.

Lana Flenniken 328-6400

**Attendance** 328-6412/14

Registrar 328-3615

Counseling 328-3609

Business 328-6510



## Mitchell High School

1205 Potter Dr. 80909. Academy to Galley, east on Galley to Potter Drive.

George Smith 328-6600

**Attendance** 328-6613/14

Registrar 328-6615

Business 328-6640

## Palmer High School

301 N. Nevada Ave. 80903. Corner of Nevada Avenue and Platte Avenue.

Lara Disney 328-5000

**Attendance** 328-5013

Registrar 328-5106

Counseling 328-5012

Business 328-5044

## ALTERNATIVE SCHOOLS

Roy J Wasson Academic Campus

Darren Joiner 328-2000

2115 Afton Way 80909

Union to Constitution, east on Constitution, north on Afton Way.

Adult Education -No 2 Hours delays-

Melissa Burkhardt-Shields 328-3010

GED, Adult ED, English class, ESL

Gen info: 328-3001

Homeschool Secretary

328-3072

Adult Family Literacy

328-3028

The Bijou School

Mary Catherine Ruben-Clapper 328-2060

**Attendance** 328-2065



Digital High School	John Bailey 328-3012
Springs Community Night School	<b>CLOSED</b> 328-2160
Tesla Educational Opportunity School	Jason Miller 328-2100 (High & Middle School) <b>Attendance</b> 328-2112
(Daycare)	328-2112
Odyssey ECCO	Sean Norman 328-2030
Achieve 6-12	John Bailey 328-3012
Early Childhood	Sarah Carlson 328-2180
<b>Spark Online Academy (K-12)</b>	Julie Johnson 328-4300 <b>Attendance:</b> 328-4310
2015 Wickes Rd. 80919 <b>(Located on the Trailblazer Elementary School Campus).</b> West on Garden of the Gods, right on 30th Street, left on Centennial, left on Wickes.	



## CHARTER SCHOOLS

Academy for Advanced & Creative Learning Charter School

Nikki Myers 434-6566

2520 N. Chestnut Street, 80907. Fillmore to Chestnut (just west of I-25), south on Chestnut 4 blocks.

CIVA Charter School

Randy Zimmerman 633-1306

4635 Northpark Drive 80918. North Nevada to Garden of the Gods Road, west on Garden of the Gods Road, north on Northpark. (Northpark is one block east of I-25 off Garden of the Gods Road.)

Community Prep Charter School

Raj Solanki 227-8836

332 East Willamette 80903. Corner of Willamette and Wahsatch.

GLOBE Charter School

Katherine Seigel 630-0577

3302 Alpine Pl. 80909. North Academy to Maizeland, west on Maizeland, south on Chelton, West on Alpine Place.

Roosevelt Charter Academy

Julie TeNyenhuis 637-0311

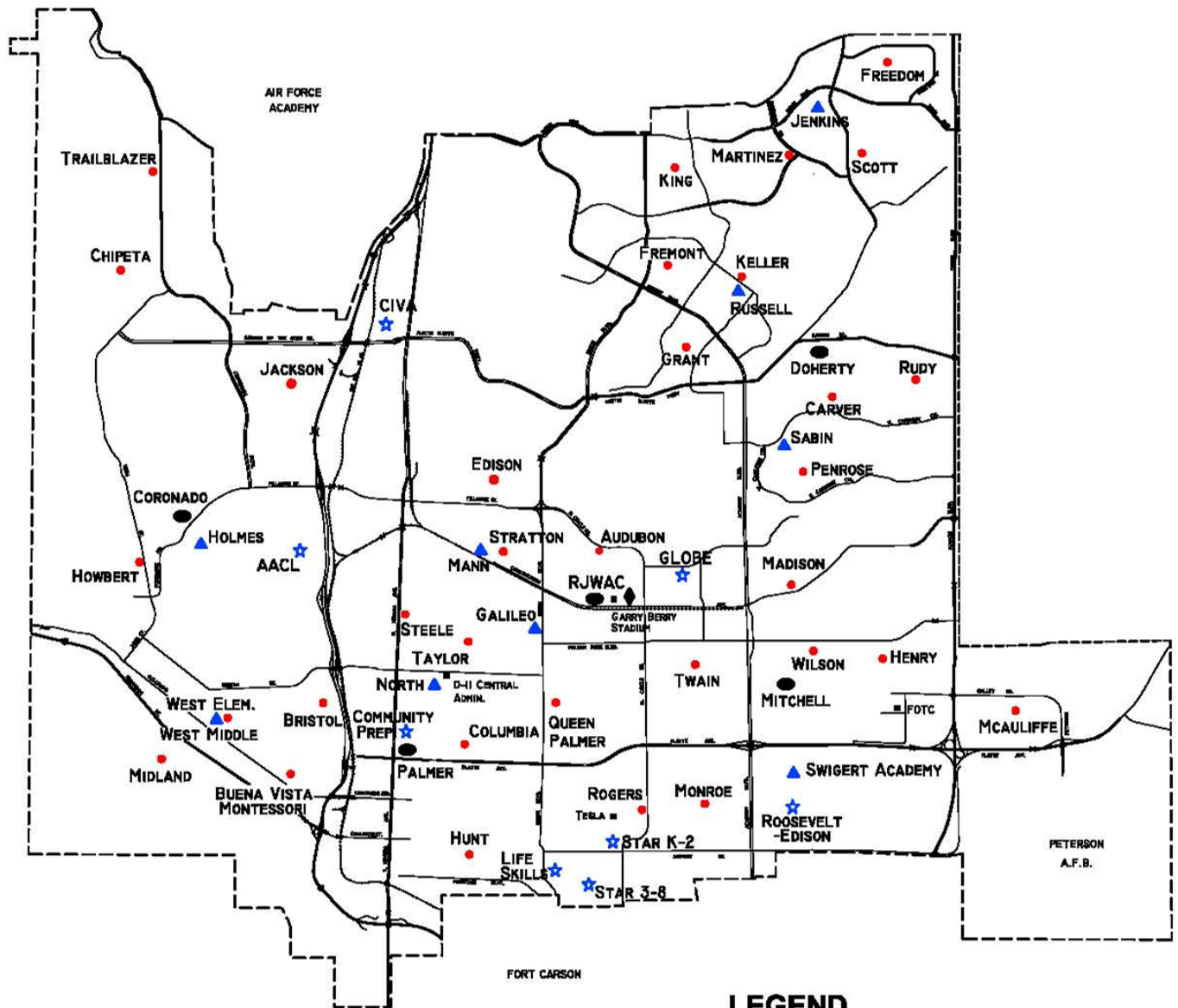
205 S. Byron Dr. 80910. Academy to Pikes Peak, east on Pikes Peak, right on Byron.

Eastlake High School

Jeff Walker 471-0684

1810 Eastlake Boulevard 80910. South on Union from Pikes Peak across Airport Road, turn east on Eastlake Boulevard.





## LEGEND

- ELEMENTARY SCHOOLS
- ▲ MIDDLE SCHOOLS
- HIGH SCHOOLS
- ◆ ALTERNATIVE SCHOOLS
- ★ CHARTER SCHOOLS

**dexknows**