



Ocean View
School District

Substitute Teacher Handbook

Human Resources
17200 Pinehurst Lane
Huntington Beach, CA 92647
(714) 847-2551 www.ovsd.org

OCEAN VIEW SCHOOL DISTRICT

The Ocean View School District (OVSD) established on coastal farmland in 1874, is one of the oldest districts in Orange County. Today, the preschool – grade 8 District educates more than 6,000 students in 13 elementary and middle schools with 800 employees. OVSD serves portions of Huntington Beach, Fountain Valley, Midway City, and Westminster. We are proud to build upon our rich history of high academic standards for all students and to provide a collaborative, nurturing learning environment aimed at lifelong success.

BOARD OF TRUSTEES

Jack C. Souders, President
Patricia Singer, Vice President
Gina Clayton-Tarvin, Clerk
Morgan Westmoreland, Member
Norm Westwell, Member

Core Values

Innovation, Integrity, Equity

Blueprint

Learners will achieve and develop the skills to live productively in a changing society with confidence, compassion, and enthusiasm for life-long learning.

Learners are offered innovative, unique programs to enrich and magnify their learning experience.

Learners are provided with an engaging environment that encompasses the whole child, including safe learning experiences and secure campuses.

Positive and respectful interactions are fostered with all students, staff, and families.

Two-way communication is practiced and valued, allowing for honest feedback, direction, and guidance.

District resources are unified to maximize funds, support equity, and ultimately support student success.

Staff are valued for their expertise and are provided with current and purposeful growth opportunities.

Table of Contents

Welcome	pg. 3
Substitute Teacher Employment Application Process ~ Teaching Credential ~ Tuberculosis Testing ~ Pre-employment Paperwork ~ Change of Address or Phone Number ~ Requirements for Retired Teachers ~ Identification Badge	pgs. 4-5
Salary Information Daily Rate ~ Timecards & Payroll Deadline ~ State Teachers Retirement System (STRS)/Medicare	pgs. 5-6
Securing Work Assignments Substitute System - Absence Management ~ Notifications ~ Assignments ~ Unsatisfactory Service/Report ~ Renewal of Service ~ Pre- arranged/Pre-assigned Substitute Teaching Assignments ~ Mistaken or Change of Assignments ~ Conflict with Assignments ~ System Information ~ Unavailability ~ Assignment Cancellations	pgs. 6-9
Work Assignment Reporting ~ Hours of Service ~ Substitute Information ~ Responsibility for Schedules ~ Emergency Drills ~ Attendance Accounting	pgs. 9-10
Management of Classroom Lesson Plans ~ Instructional Materials ~ Room Environment ~ Room Safety ~ Non-teaching Duties ~ Student Safety & Welfare ~ Classroom Visitors ~ School Records & Confidentiality ~ Inclement Weather ~ Classroom Management	pgs. 10-13
Absence Management Quick Start Guides Online ~ Online - Finding Available Assignments ~ Online - Help & Training ~ Phone Access ~ Phone Calls from Absence Management ~ Mobile App	pgs. 13-15

Welcome to Ocean View School District!

You are a vital part of our teaching staff. Your contributions as a Substitute Teacher not only impact the instructional programs of our schools, but also greatly affect individual students, teachers, and the District. What you do makes a difference!

As a Substitute Teacher, you are encouraged to make suggestions to contribute to the improvement of our schools. The District continuously seeks to improve the educational programs and to develop a greater understanding of the needs of students, teachers, and schools.

We are confident that you will strive to meet the standards outlined by the school and the Teacher for whom you substitute. Every effort will be made to ensure your day goes as smoothly as possible. When in doubt, check with the office staff or an adjacent teacher for help. Procedures vary from school to school.

Please use this booklet to guide your success as a Substitute Teacher with the District. The purpose is to assist you in easily accessing answers to questions that may arise. If you do not find the answer in the booklet, please do not hesitate to ask.

We want you to succeed!!

Ocean View School District | Human Resources

17200 Pinehurst Lane, Bldg. B, Huntington Beach, CA 92647 (714)847-2551 x1407

Elementary Schools				
Circle View	(714) 893-5035	6261 Hooker Drive	Huntington Beach	92647
College View	(714) 847-3505	6582 Lennox Drive	Huntington Beach	92647
Golden View	(714) 847-2516	17251 Golden View Lane	Huntington Beach	92647
Harbour View	(714) 846-6602	4343 Pickwick Circle	Huntington Beach	92649
Hope View	(714) 847-8571	17622 Flintstone Lane	Huntington Beach	92647
Lake View	(714) 842-2589	17451 Zeider Lane	Huntington Beach	92647
Oak View	(714) 842-4459	17241 Oak Lane	Huntington Beach	92647
Star View	(714) 897-1009	15679 Newland Street	Westminster	92683
Village View	(714) 846-2801	5361 Sisson Drive	Huntington Beach	92647
Westmont	(714) 847-3561	8251 Heil Avenue	Westminster	92683
Middle Schools				
Marine View	(714) 846-0624	5682 Tilburg Drive	Huntington Beach	92649
Mesa View	(714) 842-6608	17601 Avilla Lane	Huntington Beach	92647
Vista View	(714) 842-0626	16250 Hickory Street	Westminster	92683

Substitute Teacher Employment

The District employs Substitute Teachers as “at will” employees. Employment is offered only to those who have completed all requirements.

Application Process

To apply to become a Substitute Teacher, complete the online EdJoin application at www.edjoin.org. EdJoin automatically alerts Human Resources when applications are submitted. Human Resources contacts the applicant to schedule an interview.

Teaching Credential

To be eligible for a Substitute Teacher assignment, a valid California credential authorizing the assignment must be registered through the Orange County Department of Education (OCDE) located at 3001 Redhill Ave., Building 4, Suite 109, Costa Mesa, CA. They may be contacted by phone at (714) 966-4306. The District maintains registered credentials in the Human Resources Department. Individuals who need assistance obtaining a valid California teaching credential contact the Orange County Department of Education regarding the requirements.

Tuberculosis Testing

Before employment, an authorized health provider certificate stating the applicant was evaluated for tuberculosis must be submitted. Applicants must be free of infectious tuberculosis and, if risk factors are identified, have an intradermal or other approved tuberculosis examination. If the result is positive, the applicant shall obtain a lung x-ray. An applicant, at their expense, may choose to submit to either the examination or risk assessment.

All District employees undergo a tuberculosis risk assessment at least once every four years or more often when required by the Board upon recommendation of the county health officer.

Pre-employment Paperwork

- The Federal Income Tax Withholding form is included in the payroll packet and maintained in the Payroll Department.
- An oath of allegiance (loyalty oath) is signed as part of the application process.
- The Designation of Beneficiary form is completed according to Government Code Section 53245 and filed in the Payroll Department. In case of death, the final paycheck is mailed to the designated beneficiary.
- Substitute Teacher Information Form indicates job assignment preferences.

Change of Address or Phone Number

The Human Resources Department must be provided an accurate address and phone number. A name may only be changed after the individual has obtained a new Social Security Card displaying the name. Please update Human Resources immediately of any change in name, address, or telephone number. Also, please contact the Orange County

Department of Education to update the credentials on file.

Requirements for Retired Teachers

Employment After Service Retirement (Pursuant to Education Code 44839.5)

- I. A school district may employ any retiree who is retired from service in a position requiring certification qualifications providing he/she is not paid for more than 180 calendar days or annually earns more than \$50,655 whichever occurs first.
- II. The employment does not reinstate the retiree as a member of the State Teachers Retirement System (STRS) nor terminate or suspend the retirement allowance. No deduction from salary will occur to contribute to STRS.
- III. Education Code 44839.5 requires districts who employ retirees who have not been previously employed as a retiree to require a medical certificate prescribed by the State Board of Education showing that the retirant is free from any disabling disease unfitting him or her to instruct or associate with children. The medical certificate is submitted directly to the district by a physician and surgeon licensed under the Business and Professions Code or a commissioned medical officer exempted from licensure by Section 2144 of the Business and Professions Code who performed the exam. The examination will not be conducted more than six months before the completion and submission of the certificate and will be at the expense of the retiree.

Identification Badge

All Substitute Teachers are issued an identification badge. Human Resources takes the picture and issues the badge immediately. Badges are worn daily to help easily identify Substitute Teachers. Should the identification badge be misplaced, contact Human Resources as soon as possible for a replacement.

Salary Information

Daily Rate

- Full-day assignments are more than 3.75 hours and are paid at the rate of \$200.
- Half-day assignments are 3.75 hours or less and are paid at the rate of \$100.
- Long-term assignments are paid at the rate of \$225 after the 20th consecutive day worked (on the 21st day) and are paid retroactively to the first day.
- Long-term Special Education assignments are paid at the rate of \$235 after the 20th consecutive day worked (on the 21st day) and are paid retroactively to the first day provided the Substitute Teacher holds the appropriate credential.

Timecards & Payroll Deadline

Timecards may be obtained from any school office personnel or the Payroll Department at the District Office. Substitute Teachers sign in at each school where worked. School Office Managers turn timecards into the Payroll Department. It is recommended that individuals verify and confirm assignments regularly through Absence Management/Frontline.

The pay period ends on the 12th day of each month. Payday is the last day of the month except for December which is the first day of January.

State Teachers Retirement System (STRS)/Medicare

Substitute Teachers may join the State Teachers Retirement System (STRS) after they have taught for 100 days and then will be subject to the monthly STRS deduction. Medicare withholding begins immediately.

Securing Work Assignments

Substitute System – Absence Management

The District uses an automated service to streamline the process for managing absences and allowing Substitute Teachers to accept assignments, called Absence Management. The Absence Management service is available 24 hours a day, seven days a week, and can be accessed online or by phone.

- Online - - **aesoponline.com** - - View assignments and check schedules, along with other features such as preview uploaded lesson plans
- Phone - - **(800) 942-3767** - - Follow the voice menu to listen to available jobs. *Note* Substitute Teachers need their phone login ID and PIN which is *different* from the web login. To view your phone login and PIN access Absence Management online, under Preferences (on the right-hand menu) and view the Phone Credentials tab.

Notifications

Substitutes are notified of assignments in three ways.

1. Notifications are sent through Absence Management. Absence Management makes calls to available qualified individuals two days before an assignment not yet accepted. Calls are typically made in the morning or afternoon.
2. Notifications are sent via Remind. Remind is an online platform that sends out group SMS text messages. Messages are typically sent in the early morning (to cover last-minute absences) or the day before a scheduled unfilled assignment.
3. Notifications are emailed typically in the early morning to cover last-minute absences.

Assignments

When accepting an assignment, Substitute Teachers are provided with a reporting time of one-half hour before school starts, school name, Teacher name, grade or subject, and length of service.

Substitute Teachers are on-call employees required for various reasons making it impossible for the District to guarantee specific assignments, frequency of assignments, and length of service. Frequency depends on factors such as the absence rate, number of available Substitute Teachers, requests for specific Substitute Teachers, the assignments a Substitute is open to accepting, and the quality of service.

Substitute Teachers agree to make themselves generally available to serve the District and should notify Human Resources if they are unavailable and cannot work. Substitute Teachers must work a minimum of 10 days per school year. **If a Substitute Teacher continually turns down requests, the District may terminate the individual from the active**

Substitute list without prior notice. If there is a valid reason jobs are not accepted, please contact Human Resources as soon as possible.

Unsatisfactory Service/Report

If a Substitute Teacher renders unsatisfactory service, the School Administrators, when possible, will discuss the situation with the individual and file a written Performance Report with Human Resources. Unsatisfactory service may not be discovered until after the Substitute Teacher has left the school site which may result in the Administrator calling the Substitute Teacher. A copy of the Performance Report is mailed to the Substitute Teacher, and the original is placed in the Substitute Teacher's file. Substitute Teachers may write a rebuttal to the unsatisfactory report.

- 1st Offense: A copy of the unsatisfactory report is mailed to the Substitute Teacher.
- 2nd Offense: A copy of the unsatisfactory report is mailed to the Substitute Teacher and the individual may be required to meet with the Deputy Superintendent of Human Resources or designee.
- 3rd Offense: Termination may occur at the discretion of the Deputy Superintendent of Human Resources.

Renewal of Service

Substitute Teachers the District wishes to reemploy for the upcoming school year will be mailed Reasonable Assurance Letters in the spring. To be included on the Substitute list, the Intent to Substitute form enclosed with the Reasonable Assurance letters must be submitted to Human Resources by the specified date. Failure to return the Intent to Substitute by the submission deadline may result in termination at the end of the current school year. Substitutes that the District does not wish to reemploy will be mailed Non-Reasonable Assurance letters.

Pre-arranged/Pre-assigned Substitute Teaching Assignments

Pre-arranged assignments may be made between a teacher or school and a Substitute Teacher. Pre-arranged assignments may not be made between Substitute Teachers to switch or take over one another's assignments. Additionally, assignments may not be "saved" for another, by accepting a job and releasing it later for another to accept.

If a long-term assignment has been accepted, the Substitute Teacher must forfeit jobs previously accepted that conflict with the long-term assignment.

If contacted directly by a Teacher regarding an assignment, remind the Teacher to submit the assignment in Absence Management. Substitute Teachers are encouraged to review assignments to ensure they are properly assigned and to obtain job numbers. If Absence Management calls to offer an assignment on a day prearranged with a Teacher, it means the original job has been *canceled* or the Teacher did not enter the assignment into Absence Management, and a new assignment is available. If an accepted assignment is no longer in the Absence Management, it may have been canceled. The Teacher or other school personnel from the original assignment may not necessarily call to inform Substitute Teachers of changes or cancellations.

Mistaken or Change of Assignments

Occasionally, Substitute Teachers may be asked to teach in a classroom other than the one accepted. Substitute Teachers are encouraged to demonstrate flexibility and cooperation with school administrators, recognizing it is their responsibility to meet students' instructional and safety needs. There may be occasions where the District needs to cancel an assignment or rectify an error in which case the assigned Substitute Teacher will be given as much notice as possible. The Absence Management system sends an email for cancellations. The Substitute Teacher is responsible for reviewing emails and checking the Absence Management system regularly to verify assignment schedules. If a Substitute Teacher arrives at a school site and the assignment has been canceled the day of the assignment, the Substitute Teacher will be offered jobs for which the individual is qualified. If a replacement job cannot be found at the same or different school site, then the Substitute Teacher will be paid for a half day of service and will be assigned other duties. Note: Substitute Teachers will not be paid without an appropriate job confirmation number.

Conflicts with Assignments

Assignments may not be accepted in classes where the enrolled children are related to the Substitute Teacher. If this happens, the Substitute Teacher will be assigned to another class for the day or removed from the assignment.

System Information



Absence Management

System phone (800) 942-3767

Help Line (714) 847-2558 M-F 7:00 AM - 4:30 PM

www.ovsd.org and click on Absence Management

(Refer to pages 13 - 15 for Absence Management Substitute Instructions)

Unavailability

If a Substitute Teacher knows of unavailability for even a day, enter the date(s) in the online Absence Management system under "Non-Workday". This prevents unnecessary job offers.

Please note, a pattern of refusals or not working may hinder future offers.

Assignment Cancellations

Substitute Teachers need to cancel assignments as early as possible to increase the likelihood of other individuals picking them up. The Absence Management cancellation cut-off time prevents cancellations within twelve hours of the reporting time.

Should there be a need to cancel an assignment for an emergency after the cutoff, please comply with the following procedure:

1. Notify the school site. Absentee reports are run each morning listing the assigned Substitute Teacher. If the school site is not notified, it is assumed the absence is filled.

2. Notify the Human Resources Technician at the Absence Management Helpdesk (714) 847-2551 ext. 1407 or email **absence@ovsd.org**. Provide first and last name; spell the last name, the job number, the school site, the reason for the cancellation, and a return phone number. If there is a need to leave a message, please call Human Resources back on school days from 7:00 A.M. to 3:30 P.M. to confirm receipt of the message.

Work Assignments

Reporting

Substitute Teachers report to assigned schools one-half hour before class starts. Substitute Teachers must first report to the School Office Manager or Principal to secure room keys, attendance accounting information, yard supervision assignments, the Substitute folder, and other necessary materials. Substitute Teachers must report to the office before leaving school at the end of the day.

Substitute Teachers are expected to arrive on time to prepare for the day by checking into the office, finding the classroom, locating the lesson plans, organizing the room and instructional materials, and preparing for a successful day of teaching.

If late arrival to an assignment is anticipated, notify the site of the estimated arrival time. Depending on the time and the needs of the school, the school or Human Resources may decide to cancel the assignment.

Hours of Service

Substitute Teachers are required to arrive and stay for the duration of the time listed in the assignment description on Absence Management. If the students are released before the end of the assignment and all tasks have been completed, check with the School Office Manager to assist neighboring teachers or office staff until the assignment's end time.

The District attempts to notify Substitute Teachers early enough to enable them to report to the school by the specified time so they can properly prepare. Adjustments to the rate of pay shall be made if the Substitute arrives too late or leaves too early without the Principal's approval.

Substitutes may receive a call after the school day has started for numerous reasons. Please accept the call and report as soon as possible.

Substitute Information

The school will provide the following information for the assignment:

- Name of Teacher and room number
- Names of children with special needs and service schedules including Section 504 and IEP accommodations
- Name of the Teacher next door
- A map of the school including the location of the workroom, lounge, and adult restroom
- Daily bell schedules, duty schedules, bus schedules, and special events schedules, if applicable including recess, lunch, and physical education periods
- Emergency drill information
- Attendance accounting information
- Lunch procedures
- First Aid procedures
- Instructions for using the building communications system

Responsibility for Schedules

- Instructional Schedules: Services such as Speech, library, instrumental music, or assemblies should be checked before the start of the school day. Pupils are to be sent or accompanied to the designated locations.
- Duty Schedule: Substitute Teachers assume all yard and building supervision responsibilities assigned to the Teacher. If there are questions, consult with the Principal or the school office.

Emergency Drills

Emergency drill procedures, including signals, evacuation routes, etc., are located in a conspicuous place in the classroom. Become familiar with this information before school starts.

Attendance Accounting

Attendance figures must be accurate. The School Office Manager or School Office Clerk will provide the necessary information.

Management of the Classroom

Substitute Teachers' primary responsibilities are to maintain student safety and continuity of the regular instructional program. Substitute Teachers are responsible to the Principals. The Principal is to be informed of any problems with students, the instructional program, or parents. Parents are not to be contacted without approval from the Principal.

Lesson Plans & Instructional Materials

The Teacher's lesson plans, located in the Substitute folder provided in the office, classroom, or posted in the online Absence Management System are to be followed. If the lesson plans are on Absence Management please download them before arrival at school. Please make notes in the lesson plan book or provide a brief note to the Teacher indicating progress and

areas covered. If there are no lesson plans, please notify the Principal for direction. The instructional materials designated for use by the Teacher are outlined in the lesson plans. Substitute Teachers may not use personal materials without prior approval from the Principal.

Room Environment

Proper heating, ventilation, and lighting are to be maintained in the classroom. The room is to be kept in good order, and the supplies are to be used with care. The last few minutes of the day may be used to clean up so the room is ready for the next day or the next Teacher.

Room Safety

If possible, doors are to be locked before leaving the room at recess, lunch, or during physical education. Keys are not to be given to students at any time.

Non-Teaching Duties

Substitute Teachers are expected to cover non-teaching duties assigned to the Teacher during the assignment.

Student Safety & Welfare

To ensure the safety and welfare of students, students are to be supervised at all times in the classroom, hallways, and on the playground, and throughout the campus. Become familiar with emergency procedures and the location of the Health Office. If a student is ill or injured, send the student to the Health Office with a pass. Promptly report any accident to the office, providing details and names of witnesses. An official report may be required; office staff will assist you.

Students are never allowed to leave the school grounds without being checked out of the office including to retrieve forgotten books or homework.

Classroom Visitors

Classroom visitors are not permitted unless they check in through the office and are wearing a visible badge with their picture and the correct date.

School Records & Confidentiality

Student records and information are confidential and are to be treated discreetly and professionally. Students, teachers, and school matters are not to be discussed with others.

Inclement Weather

School hours remain the same during inclement weather. Special instructions regarding recess and lunch on rainy days are unique and typically communicated by the office or a partner teacher.

Classroom Management Tips & Tricks

What to do:

- Be prepared
 - Arrive at least 30 minutes before school starts
 - Obtain the Substitute Folder from the school office or in the classroom
 - Review the schedules including the supervision schedule, bell schedule, etc.
 - Locate the instructional materials and other important information
 - Lesson plans, Teacher Manuals, and instructional materials
 - Instructions from the Teacher
 - Emergency drill information
- Take charge of the classroom
 - Start your class decisively
 - Be positive, smile, make eye contact
 - Wait for attention
 - Introduce yourself
 - List assignments on the whiteboard – homework, classwork, etc.
 - Take roll efficiently
 - Be sensitive about pronouncing student names correctly
- Clarify behavioral expectations and maintain the classroom environment
 - Review the posted classroom rules
 - Provide directions about desired behavior
 - Provide specific feedback about actual behavior
 - Circulate frequently around the classroom
 - Maintain order through positive reinforcement
 - Minimize downtime by keeping students busy
 - When a student repeatedly fails to respond to positive methods, consult the Principal. A student may be referred to the office with a note explaining the difficulty.
- Communicate the significance of learning.
 - Minimize time spent on procedural matters - taking attendance, distributing materials, etc.
 - Require student attention and participation
 - Continuously monitor student performance
 - Hold students responsible for completing assignments
 - Provide feedback to students regarding the work
 - Provide closure at the end of the day/period – assign homework, clean up the classroom, etc.
- Before leaving the site, write a summary of the day for the teacher concerning class activities, progress, and/or problems.

What not to do:

- Administer corporal punishment
- Place a student outside the room in a hall or on benches unsupervised
- Deprive a student of recess or lunch
- Send a note home
- Keep students after school

Absence Management Quick Start Guides



Online

Log on to Absence Management at aesoponline.com or app.frontlineeducation.com if you have a Frontline account.

A screenshot of the 'Sign In' page. It features a title 'Sign In' at the top. Below the title are two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is positioned below the second field. At the bottom of the form, there are two links: 'I forgot my ID or username' and 'I forgot my PIN or password'. A link 'Having trouble signing in?' is located at the very bottom of the page.

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

Can't remember your login info?

Click the "Having trouble signing in?" link for more details.

Online - Finding Available Assignments

Absence Management makes jobs easily accessible on the Homepage. Available jobs are in green on the calendar and in the list under the "Available Jobs" tab.

A screenshot of the Absence Management interface. At the top, there are three calendar views. The first calendar shows dates 13 through 31, with date 15 highlighted in green. A red arrow points from this green date down to the 'Available Jobs' tab. Below the calendars is a navigation bar with four tabs: '3 Available Jobs' (selected), '1 Scheduled Jobs', '0 Past Jobs', and '0 Non Work Days'. Below the tabs is a table of available jobs. The table has columns for 'Date', 'Time', 'Duration', and 'Location'. The first row shows a job for 'Fox, Tim' at 'High School Science' on 'Tue, 7/15/2014' from '8:00 AM - 3:00 PM' for a 'Full Day' at 'Coal Hill School'. To the right of this row are 'Reject' and 'Accept' buttons.

Click the **Accept** button next to the absence to secure a job. To reject a job, click the **Reject** button instead.

Online - Help & Training



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

Phone Access

By phone, Absence Management can be used to review and accept assignments, manage personal information, change PIN, and more.

To call Absence Management, dial **1-800-942-3767**. You will be prompted to enter your ID number followed by # and then PIN followed by #.

When calling Absence Management, you can:

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

Phone Calls from Absence Management

If a job has not been filled two days before the absence is scheduled to start, Absence Management will automatically start calling Substitute Teachers to fill the job. When Absence Management calls, it will offer one job at a time, even when others are available. To hear a complete list of available jobs, call Absences Management and press 1.

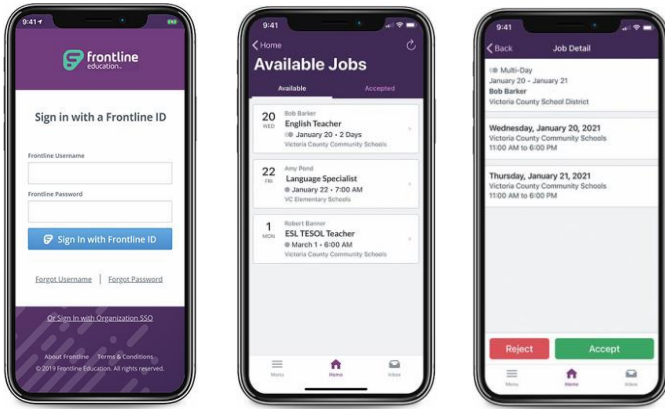
Note: When Absence Management calls, be sure to say “Hello” loud and clear to ensure the system knows the call has been picked up.

When receiving a call from Absence Management:

- Press 1: Preview the job
- Press 2: Stop Absence Management from calling for the day
- Press 9: Opt out of Absence Management calls

If interested in the job offering, Press 1. You will be prompted to enter your PIN followed by #. Absence Management will then provide the details and you will have the opportunity to accept or reject the job.

Mobile App



Access the App Store on your mobile device and download the Frontline Education app. Click Get Started to proceed to the sign-in page, enter your Frontline ID, and click Sign In. Please note that once signed in, you may be prompted to select the District.

Mobile App - Homepage

The Homepage posts job assignment opportunities. Select the View All Available Jobs link to reference a comprehensive list of all jobs in the District. *Once a job is selected, you may review the details and accept the assignment.

The “Menu” option opens a side navigation bar to tools and settings.

Available Jobs	Reference all available jobs. (This section includes an “Accepted Jobs” tab where you can view previously accepted upcoming assignments.)
Calendar	View the dates for previously worked assignments and upcoming accepted jobs. (These dates will be highlighted on Android and dotted on IOS). Click on the highlighted/dotted dates to view the job details.
Inbox	Review alerts from the District.
Help Center	Access online help resources.
Settings	Review District details and user preferences or log out.
Feedback	Provide feature-related feedback or use this tab to contact Mobile Support with questions/issues you may have regarding the app.