SUBSTITUTE TEACHER HANDBOOK

2024 -2025

POST FALLS
SCHOOL DISTRICT

206 W Mullan Ave

Post Falls, ID 83854

208-773-1658

www.pfsd.com

POST FALLS
SCHOOL DISTRICT #273

DISTRICT OFFICE
P.O. Box 40
Post Falls, ID 83877
PHONE 208-773-1658
FAX 208-773-3218
www.pfsd.com

July 2024

Dear Educator,

Your role as a substitute teacher is important to the instructional programming offered to the students in the Post Falls School District. We are committed to attracting and retaining the highest quality individuals to work as substitute teachers in our district. The education, safety and success of students are our top priorities, and as a substitute, you are a key player in assuring our schools function smoothly when the classroom teacher is absent.

This handbook has been prepared to provide the guidance necessary for program continuity and coordination with the classroom teacher's work. We appreciate your service to the students in the Post Falls School District.

Sincerely,

Dena Naccarato
Superintendent

Our school community will develop relationships, skills, and knowledge to become responsible citizens who think critically to solve problems.

July 2024

Dear Substitute Teacher:

Welcome to the Post Falls School District! I am very pleased that you have chosen to join our Substitute Teaching Team. I look forward to working with you and making this year a positive experience for you, our teachers and especially our students. We have put the information in this handbook together to help support and guide you while you are working as a substitute teacher in all of our Post Falls Schools. The main purpose of this guide is to provide you with general information that is intended to assist you in performing your duties effectively and efficiently. Please take a few moments to review the 2024-2025 Substitute Handbook.

Our primary goal is to ensure our substitute teachers have the knowledge and skills to successfully engage and support our students in their teacher's absence. Our commitment to you is to provide you with the training and support you need to be successful instructing and managing any classroom.

As a substitute teacher, you play an integral part in the daily education of our students. The Post Falls School District appreciates your enthusiasm and efforts to help ensure a smooth transition for our students in the absence of their regular teacher. Our sincere hope is that your experience is successful and rewarding.

I look forward to working with you this coming school year.

Jill Stevenson

Substitute Coordinator,
PFSD 273

jstevenson@sd273.com

208-217-2778 Sub Cell Phone

Thank you for your interest in substitute teaching for the Post Falls School District. Your contributions allow us to continue the education process even when one of our valued staff members has to be out of their classroom. We couldn't be successful without you!!

In order to be approved as a substitute in our district, you must:

- Complete the application for Substitute Teaching on our website, including completed surveys by your references and answering all questions asked.
- Have your fingerprints taken and a background investigation completed and approved.
- Attend a District Substitute Orientation/Training.
- Complete all required payroll forms.
- Most importantly, you must care about kids and want to make a positive difference in their lives.

Once your background check has been approved, you will be invited to one of our Substitute Training and Orientations. New hire paperwork will be provided for you to fill out either before the training or at the training. At the orientation we will review expectations and procedures as well as answer any questions you may have. Once you have completed the orientation, completed paperwork and your background check has come back complete and approved, you will be eligible to be added to our **Absence & Substitute** system and the Active Substitute List.

Required payroll forms to be completed:

1) **I-9** acceptable identification required, see back side of I-9 form for list of acceptable documents. The most commonly used forms of ID are a valid driver's license and social security card or passport.
2) **Federal and Idaho State W-4 forms.**
3) **Direct deposit form** with voided check or bank information attached.
4) **Accident reporting and personal safety form** (signed & dated).
5) **Substitute information and emergency contact form.**
6) **Substitute orientation checklist.**

Once you have been activated and have received your "Welcome" email confirmation from **Absence & Substitute** with your password change, you will be able to log in to **Absence & Substitute** to accept any substitute positions that are posted and available. If you are having any login problems, please email me at jstevenson@sd273.com or call me at 208-619-1514 during school hours.

Post Falls School District #273
Memorandum: Employee Criminal History Checks

To: Post Falls School District Prospective Employees/Substitutes
Re: Fingerprinting/Background Investigation

Post Falls School District #273, as a condition of employment, requires each employee/substitute to undergo a criminal history check. **Employees/substitutes will obtain the history check within five (5) days of being hired.** All employees/substitutes should read the entire background check/registration policy as stated in the employee/substitute handbook.

Fingerprinting must be completed at the Post Falls School District office. Please contact the Human Resources Department at (208) 773-1658 to schedule an appointment for fingerprinting.

The employee will pay the fee charged by the Idaho State Department of Education to process the initial fingerprint/background check. Currently the State Department of Education fee is $28.25; prospective employees/substitutes must also pay a $7.75 fingerprinting fee. Both fees are payable to Post Falls School District.

****Please note, payment should be made at the time of the fingerprinting appointment. The total fee of $36.00 may be paid by check, money order, or exact cash; we are not able to make change or accept credit card payments at this time.**

Employees may elect to have the cost of the criminal history check deducted from their first paycheck, arrangements should be made through the district background check coordinator. This option is not available for substitutes.

The refusal or failure of a prospective employee to submit to the criminal history check will constitute sufficient grounds to reject his/her application.

While awaiting the results of the criminal history check the employment will be considered temporary and conditional subject to receipt of notice of a satisfactory background check as provided by law. The Idaho State Department of Education will notify the district office administration as to any information garnered from the background check. In the event the background check is unsatisfactory the Superintendent may recommend termination in accordance with district procedures.

All information received from the background check is highly classified and will not be subject to public scrutiny.

Required Information for Department of Education Criminal History Checks

- Full legal name, including any aliases (maiden name if married)
- Date of birth
- Residence
- Citizenship
- Sex
- Race
- Height
- Weight
- Eye color
- Hair color
- Place of birth
- Social Security Number

Positions Needing Substitute Teachers:

Certified: Classroom Teachers

Classified: Paraprofessionals in Special Education:

Resource paraprofessionals
Lifeskills paraprofessional
BI-Behavior Interventionist

Payroll:

Post Falls School District payroll is a Direct Deposit system. A direct deposit form is enclosed in the substitute payroll packet. On payday, a direct deposit notification printout showing the same detail that a payroll "check" would show, will be mailed to you.

4-Day Schedule:

The Post Falls School District is continuing to pilot the 4 day school week for the 2024-2025 school year. The calendar showing the dates that we are in session is provided on page 25 of the Substitute Handbook.

Pay Periods:

See the below calendar for pay period and exact pay dates.

Payroll Dates 2024-2025 (Payday)		Start and End of the pay period
September 25, 2024		8/19/24 to 9/13/24
October 25, 2024		9/16/24 to 10/11/24
November 25, 2024		10/14/24 to 11/15/24
December 24, 2024		11/18/24 to 12/13/24
January 24, 2025		12/16/24 to 1/10/25
February 25,2025		1/13/25 to 2/14/25
March 25, 2025		2/17/25 to 3/14/25
April 25, 2025		3/17/25 to 4/11/25
May 27, 2025		4/14/25 to 5/16/25
June 25, 2025		5/19/25 to 6/13/25

Substitute Pay:

Sub pay will vary depending on the building. The high school and middle school's schedules are longer, therefore the pay for those buildings will be more. Long term positions and retired teachers are at a different rate when appropriate documentation is provided.

$110.00 for a full day at New Vision High School, Fredrick Post Learning Center and all Elementary Schools (half days will be **$55.00**)

$125.00 for a full day at Post Falls High School, River City Middle School and Post Falls Middle School (half days will be **$62.50**)

$120.00 long term (after 10 consecutive days) Elementary and NVHS full day

$135.00 long term (after 10 consecutive days) PFHS, PFMS and RCMS full day

$145.00 Retired Teachers (With verified documentation) full day (half days **$72.50**)

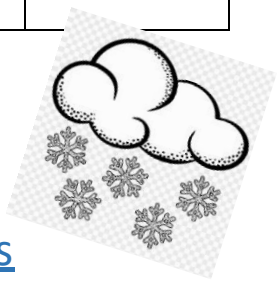
Bonus Incentives The more days you work, the more you can earn!

***$100** BONUS for every **10** days that you work at any school per pay period. (This is for whole days, 2 half days equal a whole day)

*Work **14 or more days** total per pay period, in any building and get an additional **$50** bonus. (This is for whole days, 2 half days equal a whole day)

**School Start and end times:

School Hours	Monday-Thursday (Fridays when in session)	Sub Report Times Full Day	Half AM	Half PM
Frederick Post Learning Center	8:30 a.m. - 3:30 p.m. (3 sessions)	8:15 a.m. - 3:45 pm	8:15 - 12:00	12:00 - 3:45
Greensferry	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Mullan Trail	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Ponderosa	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Prairie View	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Seltice	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Treaty Rock	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
West Ridge	8:55 a.m. - 3:40 p.m.	8:30 a.m. - 4:00 pm	8:30 - 12:15	12:15 - 4:00
Post Falls High School	7:30 a.m. - 2:55 p.m.	7:10 a.m. - 3:05 p.m.	7:10 - 11:15	11:15 - 3:05
Post Falls Middle School	7:45 a.m. - 2:45 p.m.	7:20 a.m. - 3:00 p.m.	7:20 - 11:15	11:15 - 3:00
River City Middle School	7:45 a.m. - 2:45 p.m.	7:20 a.m. - 3:00 p.m.	7:20 - 11:15	11:15 - 3:00
New Visions High School	7:50 a.m. - 2:30 p.m.	7:30 a.m. - 2:45 p.m.	7:30 - 11:15	11:15 - 2:45



Emergency School Closing and Late Opening Procedures

When the weather creates hazardous road conditions, school may close for the day or may be delayed by 2 hours. School closures and delays are announced between 5:00 a.m. and 8:00 a.m. on the following television stations KREM-2, KXLY-4, and KHQ-6. School closures and delays will also be posted on the district website www.pfsd.com.

***** It is the responsibility of the substitute to seek information if the weather is doubtful. *****

RESPONSIBILITIES OF THE TEACHER

1. Complete lesson plans made out for the current week with sufficient detail to be easily understood. Discipline plan with name(s) of student(s) with behavior plans and copies of plans.
2. Current seating chart.
3. Daily program
4. List of students with physical, medical or special problems along with strategies for treatment. (When applicable)
5. Fire drill procedures.
6. Duty Schedule.

RESPONSIBILITIES OF SUBSTITUTE

1. Report to work at your scheduled school at the time listed in **Absence & Substitute**. Each building has their own report times. (Look in the Notes section of the job posting)

2. Go directly to the school office and check in with the school secretary. You will be required to Sign In and get a Substitute badge. A Substitute Teacher Badge needs to be worn at all times and can be obtained in any school office that you are working at for the day. The Raptor Badges printed using your driver's license can be used in all Post Falls schools. You will also need to have your driver's license with you any time you check in to a building. If you do not have a substitute badge or your driver's license, you will not be able to substitute that day. Safety is our primary concern in every building.

3. Sign in at the office. This guarantees your pay and shows that you were in the building.

4. Obtain the individual teacher's substitute folder which will contain seating information, lesson plan location, duty schedule, emergency information and classroom procedures including attendance and lunch and recess schedules.

5. The substitute teacher will be expected to perform all the duties of the regular teacher, including bus duty, before or afterschool duty, lunchroom duty, etc.

6. Follow the teacher's plans as closely as possible and leave a detailed note of what you covered during the day and also what you may not have gotten to.

7. Check out at the office at the end of the day and return any keys you were given.

8. Contact the office if you need assistance or have questions.

Professional Appearance

First Impressions are important and, like it or not, the way you dress will make a difference in how you are treated by students and staff. Dress in a manner that sets you apart from students and enhances a businesslike atmosphere in the classrooms. As a substitute teacher, you are making a first impression virtually every day. The Post Falls School District has a casual business dress code.

Confidentiality

All student information is confidential. Do not share student or staff information with anyone. This includes other teachers, parents or friends. Disclosure of such information is governed by federal and state laws. If you have any questions or concerns, talk privately with the building principal.

Medications

Medication should only be administered by the school nurse or other appropriate personnel. Substitutes will never administer medications. Occasionally students will carry their own inhalers.

Child Abuse

We are required by state law to report child abuse. Report any suspicion that a child may have been or is being abused or neglected physically, emotionally or sexually to the principal or counselor.

NEVER TOUCH A STUDENT. Act appropriately with all students and treat them with respect. *Actions can easily be misunderstood and can place a substitute teacher at legal and professional risk. ** Your language needs to be positive and professional as well. Respect their personal space and boundaries.

Supervision of Students

Never leave students unsupervised! If you need to leave the room for any reason, call the office and they can get someone to cover the classroom. Be attentive and present for the benefit of all students in the classroom. The most crucial reason you are in the classroom is to ensure safety. To accomplish that, your attention must be focused on the students at all times. (This includes but is not limited to phone usage, reading the paper, dozing off, walking out of the classroom etc.) Also, avoid situations where you are left alone with an individual student.

Prep Time

"Teacher Prep" times are not substitute prep times. You may be asked to assist in another capacity during the "teacher prep" period. It may not happen every time or every day, but please be flexible and cooperative when asked to help.

Emergency Packet-Available at Office at Check-in or with the teachers sub plans.

1. **Fire Drills**-Everyone will exit the building. Have the student's line up quickly and exit the building to the designated place. Check the Emergency Packet or the exit map hanging by the classroom door for location. Once outside, you will need to take a head count. If any students are unaccounted for, let the administrator know. (Walkie Talkies or Red/Green Cards)
2. **Lockdown**-means the doors and windows are closed and locked and the kids are out of sight and quiet. Do not open the door for ANY reason.
3. **Safety Hold**-Everyone stays inside. Students may move around the classroom and building.
4. **Evacuate**-Everyone will exit the building to go to the school's evacuation point. (Follow the instructions given to you by the administration)

Cell Phones

Students should NOT be using their cell phones during the day. Elementary students-Cell phones should be off and in their backpacks. (This includes Smart Watches)
Secondary students-please check with the school office for cell phone rules. (Between classes, listening to music, calculators etc.) **Phones off and put away while they are in class.**

Substitutes should NOT be using their cell phone during the day. Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervisions during the day.

Controversial Issues

DO NOT discuss controversial issues with students or staff members. Remain neutral on issues such as religion or politics. Keep your political, religious, and social beliefs private. Avoid comments related to your own personal feelings and opinions. By sticking to the teacher's lesson plans, you should be able to avoid these situations. If you find yourself in a class where students ask about your beliefs, be respectful of their inquiries but stick to the lesson at hand.

Social Media

Educators, even Substitutes, are held to a higher standard of behavior than other employees, even in their personal lives. This includes your online behavior. **DO NOT** post anything on Social Media concerning students, parents or staff members. DO NOT accept social media requests from students.

Miscellaneous

*Snacks/Incentives: DO NOT hand out candy, toys, gum, stickers, money or snacks. (Each building/classroom has specific reward/incentive protocol as well as students with allergies)

*Do not bring in movies to show the students. Any movies or anything on social media or YouTube needs permission from building administration to be shown. Everything needs to follow the lesson plan/curriculum.

*DO NOT make telephone calls/text or write notes of a personal nature to students.

* Substitutes should never take any pictures of students.

***Pronouns**-You are not to ask students their pronouns. In our Skyward system, their legal name is listed and in some cases their "preferred" name. If a student is to be addressed by another name, it will be listed in the sub plans and in the Skyward system. If there is a pronoun question, call them by their name in Skyward.

School campuses are closed-students and substitutes need to remain on campus during school hours and may not leave for lunch.

*****Substitute teachers are required to work a minimum of 2 days per month to stay active on the Substitute Teacher list.**

***Inactivity**: Every few months, the work history of the subs may be reviewed. Subs may be deactivated due to inactivity without notification and must reapply to be rehired. It is expected that if you sign up to be a substitute, you accept positions and work as needed. This will be evaluated on a case by case basis.

*If a pattern of accepting assignments and dropping them last minute occurs, it is possible that you will not be able to continue substituting for the Post Falls School District.

*At any time, or for any reason, if there are any unfavorable incidents or reports regarding substitutes that need to be addressed, the appropriate District Office Personnel may look into the matter and determine the appropriate action. A substitute may also be temporarily "inactivated" pending an investigation if necessary.

***Principals have the right to exclude any substitute from their building for any reason.**

*Additionally, if an issue is persistent or of sufficient seriousness, the appropriate District Office Personnel may make the determination to terminate the substitute from their substitute duties at Post Falls School District.

***Resignation**: If you decide that you no longer wish to substitute in the Post Falls School District, it is important for us to receive that information as soon as possible. We must have this notification in writing with your full name included. This can be done by email or text. Please contact the Substitute Coordinator at: jstevenson@sd273.com to inactivate your file.

Jill Stevenson, Substitute Coordinator

Post Falls School District #273

jstevenson@sd273.com

Desk 208-619-1514

Sub Cell Phone 208-217-2778

SCHOOLS / PRINCIPAL'S & SECRETARIES

Frederick Post Learning Center–Preschool Director Serena Montreuil, Secretary: Sandra Wraith (208) 777-0479 Address: 205 W Mullan Ave

Greensferry Elementary – Principal: Kathy Baker, Secretary: Paula Koch (208) 773-0999
Address: 1520 Bunting Lane

Mullan Trail Elementary–Principal: Brad Harmon, Secretary: Jennifer Schalk (208) 457-0772
Address: 300 W Cherry St

Ponderosa Elementary–Principal: Scott Ross, Secretary: Michele Simons (208) 773-1508
Address: 3483 Ponderosa Blvd.

Prairie View Elementary–Principal: Stacy Hisghman, Secretary: Twilla Walshon (208) 773-8327
Address: 2478 E Poleline Ave

Seltice Elementary–Principal: Falon Rowland, Secretary: Noelle Herth (208) 773-1681
Address: 1101 N Chase Rd

Treaty Rock Elementary – Principal: Katrina Kramer, Secretary: Shanna Salsbury (208) 619-1480
Address: 4916 East Hope Ave.

West Ridge Elementary–Principal: Lisa Hoffeld, Secretary: Mary Schlothauer (208) 773-7291
Address: 1758 N Clark Fork Parkway

Post Falls Middle School–Principal: Mark Mason, Secretary: Michelle McCabe (208) 773-7554
Address: 301 E 16th Ave

River City Middle School–Principal: Andy Preiss, Secretary: Brenna Stanaway (208) 457-0933
Address: 1505 N Fir St

Post Falls High School–Principal: Chris Sensel, Secretary: Bradi Ziegler (208) 773-0581
Address: 2832 E Poleline Ave

New Vision Alternative High School–Principal: Thomas Staples, Secretary: Teresa Browning (208)773-3541 Address: 205 W Mullan Ave

POST FALLS SCHOOL DISTRICT NO. 273

Series 400: Certified Personnel: Instructional Considerations Policy No. 405.8
Policy Title: Substitutes Page 1 of 1

Substitutes are defined as any individual who temporarily replaces a certificated classroom educator, who is not under contract with the school district and who is paid a substitute wage as established by district policy on a day to day basis. As temporary day workers, substitutes are not employees as defined by the State of Idaho.

It is the policy of the Board of Trustees that individuals serving on a substitute or temporary basis in the school district shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of the regular contracted personnel.

Each substitute teacher applicant must undergo a criminal history check within five (5) days of submitting the Substitute Teacher Application, or be listed on the State Department of Education substitute registry list.

All substitute teachers will undergo substitute teacher orientation and training prior to being placed in a classroom.

Legal References: I.C. 33-506, 33-512, 59-1302 Applicable
Procedural Regulations: 405.8a Date of Adoption: 1/26/88
Amended: 8/8/05, 7/12/10 Reviewed: 2017

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Instructional Considerations Section Title: Substitutes
Sub-Section No. 405.8a Page 1 of 1

The substitute teacher coordinator will personally arrange for all substitute teachers and assign to the buildings. The coordinator will make every attempt to assign substitute teachers who hold valid teacher certificates unless such are unavailable.

Each substitute teacher applicant must undergo a criminal history check by completing a fingerprint card and submitting it with the required fee within five (5) days of submitting the Substitute Teacher Application. Any substitute teacher who has undergone a criminal history check for another Idaho school district and is listed on the state substitute registry list is not required to undergo an additional history check for the Post Falls School District.

Substitute teachers are required to sign in at the assigned building and obtain a visitor's identification badge to be worn while on school district property. The badge is to be turned in to the school secretary at the end of each day of substitute teaching.

Substitute teachers will be paid the Board approved daily rate. Substitute payroll is on the 25th of the month. Time sheets are to be submitted by the 15th of each month in order to be paid on the 25th of that month.

Adopted: 1/88
Amended: 9/9/96, 8/8/05
Reviewed 2017

ACCIDENT REPORTING and PERSONAL SAFETY

The goal of the Post Falls School District is to help you maintain a safe and secure working environment. Since accidents do happen we want to clarify our policies and procedures regarding accident reporting.

1. ***Should you personally have an accident or injury while on duty with the school district, you must report this incident to an authorized supervisor immediately.***

2. ***Emergency care is available for you through our preferred providers.***

3. ***Telling a co-worker or reporting an accident at a later time or date does not*** *qualify as district policy. Reporting must be to a supervisor immediately.*

4. ***This reporting procedure covers all accidents to yourself or students, parents and vendors. If you observe an accident report the incident as soon as possible. Your supervisor will determine the steps to take.***

By learning and applying safety techniques, we can reduce accidents. Should you need training in lifting, general safety and/or first aid techniques, we will provide this service to you. Our goal is to assist you in the prevention of accidents.

TIPS FOR CLASSROOM ORGANIZATION AND MANAGEMENT:

* When the bell rings, stand by the doorway and greet students as they enter the classroom. Be professional, friendly and enthusiastic about the day. Make a great first impression!!
* Start with a positive attitude! Act confident! (Even if you don't feel it. "Fake it until you make it")

*Write your name on the whiteboard. Say it out loud. Please refer to yourself as Mr., Ms., or Mrs. and your last name. Take time to tell the class a little about yourself (be brief) before beginning the day's activities.

* Write the daily schedule on the whiteboard. It helps the students anticipate what you expect of them. It also helps you maintain a regular classroom routine.
* State clearly your expectations, but expect the unexpected.
* Take attendance. Make sure to smile and make eye contact with each student when you call out their name. Put a face to a name.
* Let the class know that you will follow the normal classroom routine as closely as possible. Routine is important to students.
* Ask the students questions, i.e. their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
* Be sure you have the attention of everyone in your classroom before you start your lesson. Don't attempt to teach over the chatter of students who are not paying attention.
* Follow the teacher's lesson plans as closely as possible.
* Supervise your students at all times. Never leave students unattended!
* Any unusual request from parents or students are to be handled by the building principal. Excusing students from school to go home, or giving early dismissal, shall be done only with the knowledge and consent of the school office. Please follow the individual school dismissal and checkout procedures.
* Values are caught, not taught. Substitutes who are courteous, prompt, enthusiastic, in control, patient and organized provide examples for their students through their own behavior.
* Use proximity control. Move closer to the child who is talking or misbehaving. Proactively move about the classroom to stop problems before they begin. This includes observations concerning internet use and websites. **"Proximity is the best weapon for disarming mischief"**
* Walk around and monitor the classroom. You will be available for any questions and most discipline problems will cease when an adult is nearby.

TIPS FOR CLASSROOM ORGANIZATION AND MANAGEMENT continued:

* Treat all students with respect and dignity-treat every child the way you would want your own child treated.

* The key to effective behavior management is to acknowledge and reinforce positive behavior. Catch them being good!

* Be Fair and Flexible, Friendly but Firm

* Have a sense of humor.

* Give Choices.

* Be consistent

* Always treat students with respect.

* Always remain calm and in control of your emotions, words and behaviors.

* Ask for help if you need it

* Write a complete review of the day's activities. Be sure to indicate portions of the lesson plan which may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.

*Leave the classroom in good order. Have students help in any housekeeping chores that would provide an orderly classroom upon the regular teacher's return.

*Bring a lunch and some snacks for yourself. You will be glad you did.

*End the day with a smile! 

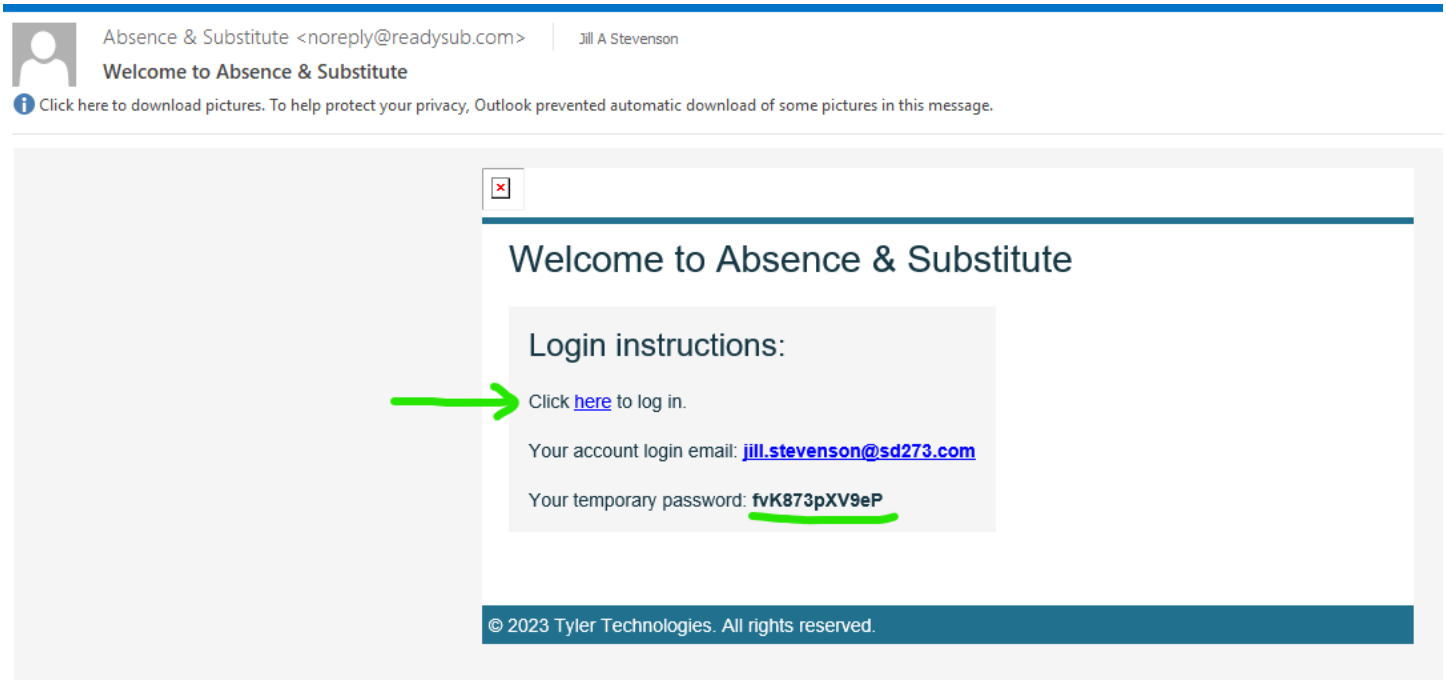
*Turn in your keys!

The difference between a good sub and a GREAT sub is a caring Heart! 

WELCOME email from Absence & Substitute

To activate your account

Your account with Absence & Substitute will be created using the email you provided. Once your background check has been approved, you will receive the "Welcome email" from Absence & Substitute.



Click **here** (see above) and it will automatically re-direct you to the Absence & Substitute Website.

Your account login will be your email.

The system will ask for your temporary password and then when you are successfully in, it will have you create a new personal password.

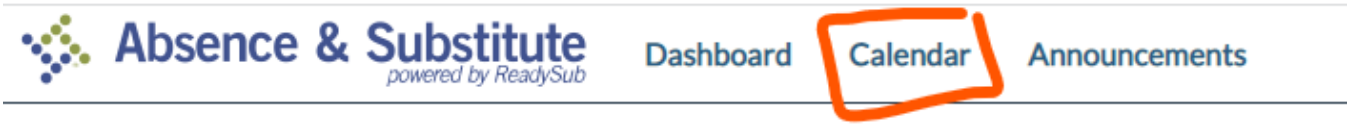
Once that is done, you can update your profile and start to see all available job openings.

You will automatically be notified by email of all available jobs posted per your preferences you provided. If you would like text messages, you will need to go into your profile and add your cell phone number. Then go into **Notification Preferences** and check "Text Message Alert" to receive text alerts. This can only be done by you.

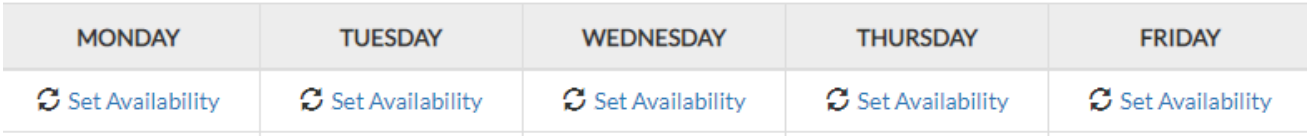
To release a job you have previously accepted: Please release it as soon as possible. When releasing a job, it will automatically ask you to put a reason in the pop up box. Please do so.

If it is the night before or the morning of, please call or text me so I am aware of the last minute change and can try to cover the empty position. (208) 217-2778 Substitute Cell Phone

AVAILABILITY

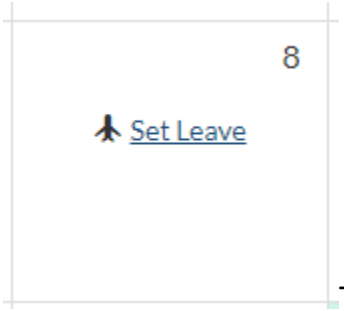


Go into your Calendar Setting to set any "leaves or unavailability requests"



Setting your availability at the top of each column will make you unavailable for that day of the week for the entire calendar year. Such as every Monday.

If you are wanting only a specific day off: Hover over the day of the week and it will show you the link. Set Leave



This link will let you set the leave for that day only. Example: A doctor appointment. You can choose to be unavailable the whole day or half.

POST FALLS SCHOOL DISTRICT

2024-2025 DISTRICT 4-DAY CALENDAR

Secretaries and Principals Return	August 12
New Teachers Return	August 22
All Teachers Return	August 26
Labor Day (No School Students & Staff)	September 2
First Day with Students	September 3
End of First Quarter	October 31
Parent/Teacher Conferences	Nov 21-evening
Parent/Teacher Conferences	Nov 22-morning
Thanksgiving Break (No School K-12 Students & Staff)	November 27-29
Christmas Break (No School K-12 Students and Staff)	December 20-Jan 3
MLK Day (No School K-12 Students & Staff)	January 20
End of 1st Semester	January 24
President's Day (No School K-12 Students & Staff)	February 17
Parent/Teacher Conferences	March 20-evening
Parent/Teacher Conferences	March 21-morning
End of 3rd Quarter	March 27
Spring Break (No School K-12 Students & Staff)	March 28 – April 4
Memorial Day (No School K-12 Staff & Students)	May 26
End of Fourth Quarter (Last Day with Students)	June 11

Post Falls School District | 2024 - 2025

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
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27	28	29	30	31		

Nov 2024						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
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22	23	24	25	26	27	28
29	30	31				

Jan 2025						
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Feb 2025						
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Mar 2025						
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30	31					

Apr 2025						
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27	28	29	30			

May 2025						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Student Contact Days
	Teachers Only (except August 23)
	Holidays
	Start and end times will remain the same Post Falls High School: 7:30 AM – 2:55 PM New Vision High School: 7:50 AM – 2:30 PM Middle Schools: 7:45 AM – 2:45 PM Elementary Schools: 8:55 AM – 3:40 PM
	Holiday Breaks Thanksgiving Break, November 27 – 29 Christmas Break, December 20 – January 3 Spring Break, March 28 – April 4


Notes

You each have your own gifts and talents. Use Them!