



Substitute Handbook 2023-2024

**San Benito County Office of Education
460 Fifth Street
Hollister, CA 95023
(831) 637-5393-Phone
(831) 637-0140-Fax**

**Frontline Substitute System
1-800-942-3767
App.frontlineeducation.com**



TABLE OF CONTENTS

Substitute Site Contacts & County Office Contacts	3
County School Sites	4
Vision & Mission	5
Superintendent's Welcome Letters	6
Frontline Information	8
Daily Procedures	10
Site Staff Aide to Substitutes	12
Substitute Feedback Form	14
Suggestions for Certificated Substitutes Important	15
Tips to Remember	16
Behavior Management	17
Evaluations & Complaints	18
Salary and Payroll Procedures	19
Payroll Pay Period and Pay Dates	20
Information on Jobulator	21



Substitute Site Contact

Early Childhood Special Education Regional Program

1011 Line St. Suite 12, Hollister, CA 95023

Melinda Arellano- Administrative Assistant (831) 630-2525 x511

Ellard Rodriguez- Receptionist/Records Clerk (831) 630-2525 x518

San Andreas, Santa Ana & Pinnacles Court & Community

191 Alvarado St. Hollister, CA 95023

Vanessa Reyes- School Secretary (831) 637-9269 x309

COUNTY OFFICE CONTACTS

Antonio Vela- Human Resources Director (831) 637-5393 x106

Julianne Trice- Special Services Director (831) 630-2525 x504

Garret Quindimil- Alternative Education Principal (831) 637-9269 x30

Mackenzie Hignel -Human Resources Credentials Coordinator (831) 637-5393 x116

Sharmila Velmurugan- Human Resources Clerk (831) 637-5393 x120

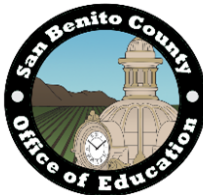
Enrique Zendejas- Senior Administrative Assistant (831) 637-5393 x112

Nancy Delano- Payroll and Benefits Manager (831) 637-5393 x117



COUNTY SCHOOL SITES

<p>Bitterwater Tully Union TK-8 Lonoak Route, Box 10 King City, CA 93930</p> <p>(831) 385-5339 Fax: (831) 385-9105</p> <p>Candance Brewson, Teacher/Principal</p>	<p>San Andreas High School 191 Alvarado St. Hollister, CA 95023</p> <p>(831) 637-9369 Fax: (831) 638-9172</p> <p>Garret Quindimil- Principal</p>
<p>Cienega Union TK-8 11936 Cienega Road Hollister, CA 95023</p> <p>(831) 637-3821 Fax: (831) 637-3961</p> <p>Sarah Fruit, Teacher/Principal</p>	<p>Santa Ana Opportunity School 191 Alvarado St. Hollister, CA 95023</p> <p>(831) 637-9369 Fax: (831) 638-9172</p> <p>Garret Quindimil- Principal</p>
<p>Jefferson K-8 221 Old Hernandez Road, Paicines, CA 95043</p> <p>(831) 389-4593 Fax: (831) 389-4593</p> <p>Elizabeth Volmer, Teacher/Principal</p>	<p>Pinnacles Community/Court Schools 191 Alvarado St. Hollister, CA 95023</p> <p>(831) 637-9369 Fax: (831) 638-9172</p> <p>Garret Quindimil- Principal</p>
<p>SBCOE Regional Special Education Programs 1011 Line St. Suite 12 Hollister, CA 95023</p> <p>(831) 630-2525 Fax: (831) 638-9172</p> <p>Bill Sachau – Director of Special Services</p>	<p>Southside TK-8 4991 Southside Road Hollister, CA 95023</p> <p>(831) 637-4439 Fax: (831) 634-0156</p> <p>Dr. John Schilling, Superintendent/Principal</p>
<p>Tres Pinos Union TK-8 5635 Airlines Highway/P.O. Box 188, Tres Pinos, CA 95075</p> <p>(831) 637-0503 Fax: (831) 637-9423</p> <p>Nancy Wilcox, Superintendent/Principal</p>	<p>Willow Grove Union TK-8 11655 Airline Highway/ P.O. Box 46 Paicines, CA 95043</p> <p>(831) 628-3256 Fax: (831) 623-3458</p> <p>Linda Smith, Superintendent/Principal</p>



San Benito County Office of Education

Vision

We envision an educational environment where all children are empowered, through skills and knowledge, to become responsible contributing members of a global community.

Mission

To provide the educational leadership for all children to develop skills necessary to succeed in the 21st century.



WELCOME TO SUBSTITUTE/GUEST TEACHING CERTIFICATED SUBSTITUTE

Welcome to the San Benito County Office of Education. You, as a substitute/guest teacher, are a respected professional and an integral member of the instructional staff. We expect our substitute/guest teachers to be competent, alert, resourceful, and to have a sincere interest in children and a passion for public education.

Substitute teaching can be a challenging job. Your job as a substitute teacher requires you to draw upon your past experiences to apply the fundamentals of good teaching in the classroom.

San Benito County offers many in-service programs and opportunities for professional development in the field of teaching. We encourage you to take advantage of these opportunities that will assist you in achieving success as a substitute teacher.

We sincerely hope that the information in this handbook will assist you with the guidelines and expectations of the San Benito County Office of Education. Most importantly, we expect that classroom learning continue for all students each and every day, even while the regular teachers are absent. Your role is a crucial one in meeting this expectation.

Thank you for your commitment to student learning. We wish you success as a substitute teacher for the San Benito County Office of Education.

Sincerely,

Krystal Lomanto
Superintendent



WELCOME CLASSIFIED SUBSTITUTES

Welcome to the San Benito County Office of Education. You, as a classified substitute, are crucial to making sure that the continuity of student learning and the operation of the SBCOE (San Benito County Office of Education) programs moves forward daily. We expect all substitutes to be competent, alert, resourceful, and to have a sincere interest in children and a passion for public education.

Serving as a substitute can be challenging. Your job as a substitute requires you to draw upon your areas of expertise in the capacity for which you are substituting.

We hope that the information in this handbook will assist you with the guidelines and expectations of the San Benito County Office of Education. Most importantly, we expect that classroom learning continue for all students each day, even while our regular staff is absent. Your role is a crucial one in meeting this expectation.

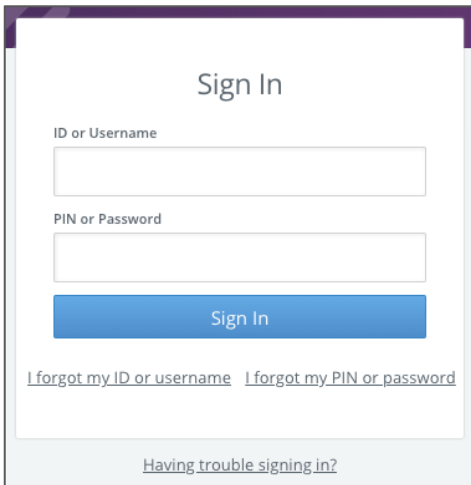
Thank you for your commitment to student learning. We wish you success as a substitute for the San Benito County Office of Education.

Sincerely,

Krystal Lomanto
Superintendent



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

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

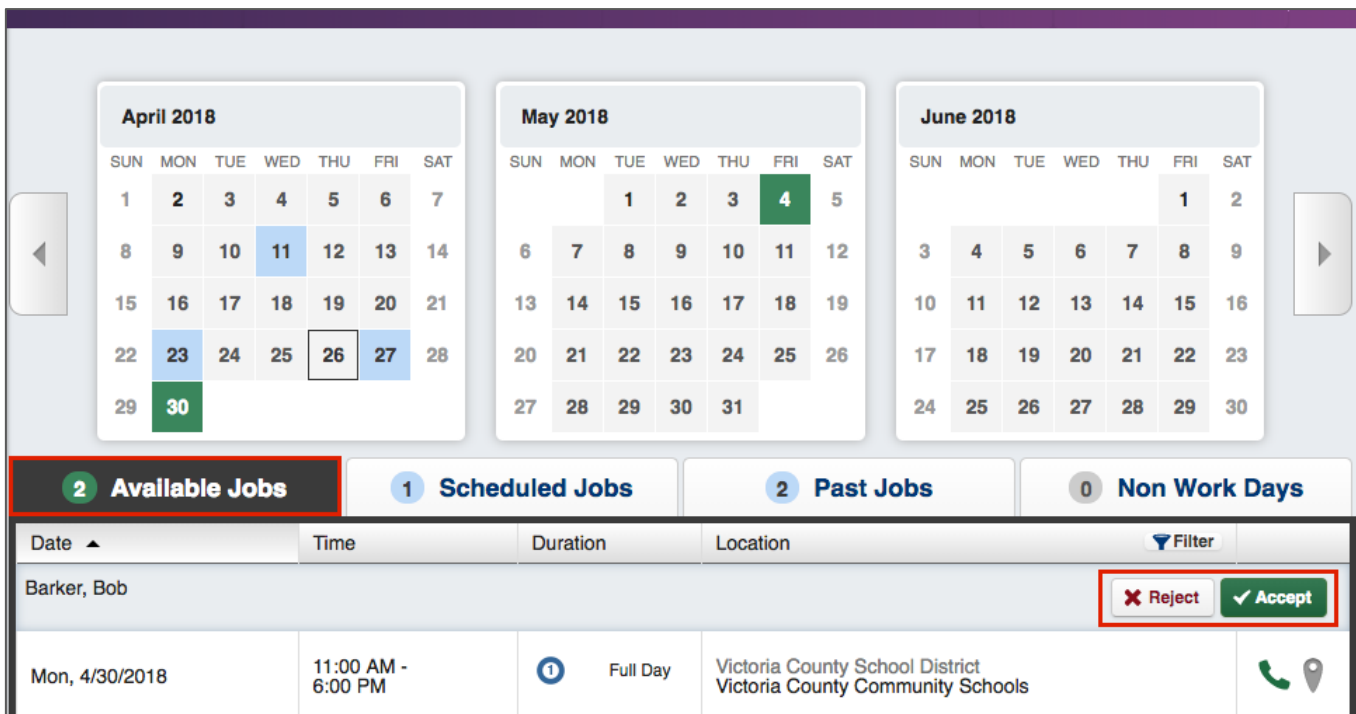
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

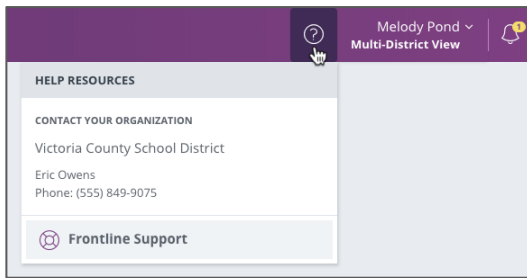
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The screenshot shows the Frontline Education Absence Management interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. Below the calendars, there are four tabs: **2 Available Jobs** (highlighted), **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. Below the tabs, there is a table with columns: Date, Time, Duration, Location, and a Filter icon. The table shows one available job for Bob Barker on Monday, 4/30/2018, from 11:00 AM to 6:00 PM, for a Full Day at Victoria County School District and Victoria County Community Schools. To the right of the job entry, there are two buttons: **Reject** (with a red X icon) and **Accept** (with a green checkmark icon).

Date	Time	Duration	Location	Filter
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

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

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

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

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



DAILY PROCEDURE

Substitutes are expected to arrive at school at least **15 minutes before a job assignment.**

If notification has been late, you should call the School Secretary/Administrative Assistant to notify them of your estimated arrival time.

Upon arrival:

- Wear SBCOE Substitute Badge
- Go to the school office to sign in, receive your assignment, keys, and pertinent instructions
- Read your assignment, making certain you understand your duties
- Be sure to check with the School Secretary/Administrative Assistant to see if you have additional assigned duties. The substitute teacher assumes the full schedule of the absent employee. This may include supervision such as classroom duty, yard duty, and any other special duties
- Be sure to learn the attendance checking procedure used at that school

Certificated Substitute's Responsibility to the Teacher

You are expected to carry on the work of the regular teacher. You assume the responsibilities for the teacher in his or her absence.

Before the arrival of the students, locate the daily lesson/activity plans or schedule. Familiarize yourself with the instructions so that when the students arrive you will be in command of the class.

PLEASE FOLLOW THE ABSENT TEACHER'S LESSON/ACTIVITY PLANS AS CLOSELY AS POSSIBLE.

However, if no lesson plans are available, let the site administrator know that you are working without plans. For effective teaching, the substitute teacher should have back-up materials prepared for any level he or she expects to teach.



As a Substitute Teacher, you are expected to:

- Learn the correct attendance procedures, take roll accurately and turn in required attendance forms
- Locate the register or roll book, along with the seating chart and lesson plans and absences system. (Note the seating plan, if appropriate, and have the students follow it. If you cannot locate the material or information you need, ask the office staff for assistance.)
- Inquire as to the specific behavior modification plans, as each site may have slightly different policies
- Check emergency drill regulations, ventilation, and lighting
- Make sure students know your name
- Maintain work habits and general classroom procedure
- Start class work promptly, expecting and requiring cooperative student response
- Follow teacher's behavior management plan as closely as possible
- Establish your position as the teacher from the beginning as you are responsible for the conduct of your class
- To call upon the staff for assistance when special problems arise
- Keep copies of all notices and bulletins received and leave them where the teacher may find them
- Be available for any special assignments that fall within the teacher's responsibility during the instructional day
- Perform duties as would be required of the regular classroom teacher, including teaching during a prep period
- Leave a summary of the day's experience, along with any information about unusual problems for the classroom teacher
- Be certain that the room has been left in an orderly fashion, the room locked, windows closed, and keys (if applicable) returned to the appropriate source before leaving the classroom at the end of the day.



- Never discuss situations or problems with the student's parents

(Refer parents to the regular teacher when/he she returns to school unless it is an emergency. In an emergency, consult with the principal. Leave the teacher a note regarding the parent's concerns.)

At the end of your day before you leave:

- Check with the School Secretary/Administrative Assistant to see if you will be needed the next day
- Turn in your keys and sign out

SITE STAFF AID TO SUBSTITUTES

The local school staff is responsible for providing a friendly and helpful atmosphere for the substitutes.

Principal/Site Administrator

1. Develops a system to orient substitutes to the school and to class situations.
2. Visits class to observe work.
3. Develops kits for substitutes with information such as:
 - a. Diagram of building and yards with duty areas indicated
 - b. Fire drill routes
 - c. Time schedule EX: RJ, SLP
 - d. Names of staff members
 - e. Bell schedule
 - f. Local school rules
4. Aids in maintaining discipline, if needed.
5. Confers with substitutes with the aim of improving the instructional program.

School Secretary/Administrative Assistant

The School Secretary/Administrative Assistant or clerk will provide information, materials, and keys.

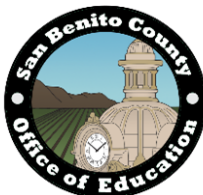


Faculty

The regular teaching staff will answer most of the special questions about local procedures and course content.

Evaluation

The work of the substitute is subject to evaluation and report by the principals of the schools in which you serve. These reports are forwarded to the Human Resources office to be placed in the personnel file. If the reports are satisfactory, the substitute will be retained on the substitute list. A sample of the currently used evaluation report is in the Handbook.



Substitute Teacher/Substitute Paraprofessional/Substitute Custodian Feedback Form

Name _____ Date Worked _____

School Site _____ Position _____

Substitute Teacher _____ Substitute Paraprofessional _____ Substitute Custodian _____

Criteria	Rating				Comments
	Excellent	Satisfactory	Needs Improvement	No Opportunity to Observe	
Knowledge of Work					
Quality of Work					
Use of Time					
Job Approach					
Responsibility/Dependability (exhibited concern for student/staff safety)					
Exhibited positive relationships with staff/students					
Exhibited Professional Skills					
Punctuality					
Appropriate Dress					
Appropriate Language					
Classroom Management					
Performed Specific Classroom Duties (for classroom substitutes only)					
Used Behavior Management Techniques					
Student Engagement					
Observed Students – Took appropriate action					

Would you recommend this person be given further assignments? Yes _____ No _____

If no, please state the reason and recommendations for improvement:

I have worked with this person for (number) _____ day(s).

Form completed by: _____ Signature of Site Administrator: _____

(Note: This information may be reviewed with the employee) Original to be submitted to Human Resources



SUGGESTIONS FOR SUCCESS FOR CERTIFICATED SUBSTITUTES

1. Review directions to reach each school in the district. Being prepared by knowing the quickest route will save considerable time when called in an emergency.
2. Prepare a file of material on the grade level or areas in which you will teach. This may contain suggestions for art, music, subject matter areas, etc. You never know when you might have to improvise due to non-existent or incomplete lesson plans.
3. Students can be your best public relations communicators. If you continually strive to give them quality instruction and the message that you care, the net result will be extremely rewarding for you and the school.
4. Follow through on the teacher's lesson plans. The regular teacher feels very strongly about program continuity. If you cannot find lesson plans, please let the site administrator know immediately.
5. Relate in a positive manner to parents. Show parents that you care about them and their children. In most cases, communication with the parents will take place with the regular teacher; however, if a parent does approach you, no matter how small the problem may seem to you, demonstrate good listening skills. Communicate to the teacher about the parent interaction.
6. Take time after school for helping selected students with individual problems, grading papers, as outlined in the substitute plans and/or planning and preparing for the following day. Be sure that all correcting and grading has been done before leaving an assignment.
7. Leave a constructive summary of the day's activities for the regular teacher.
8. Use good professional judgment concerning statements made in public about teachers, principals, pupils, and schools in the San Benito County Office of Education.

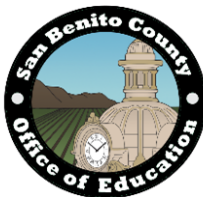


IMPORTANT TIPS FOR ALL SUBSTITUTES TO REMEMBER

Although we believe in stressing the positive, there are some important things to avoid when working with children.

Do Not:

- Touch students even ("positive touching can be misconstrued.")
- Leave students unsupervised or allow the class to move from one area to another without supervision (e.g., walking to the library, lunch, assemblies, etc.).
- Verbally or by action demean any student.
- Share your personal judgments about students, their abilities, person, or values.
- Share any confidential information about a student (i.e., address, phone number, school performance, placement in special programs, etc.).
- Use any language or words of profanity, or of a sexual nature, in interactions with students, parents, or other staff members.
- Allow any materials to be used in the classroom which you do not monitor the content and use of during the class time (e.g., videos, magazines).
- Vary from the lesson plan provided. If you find a controversial subject (i.e., sex education, AIDS, ethnic studies) to be a part of a lesson and you are uncomfortable or feel unprepared to teach the material, please consult the principal.
- Use tobacco products while on school district grounds.
- Bring in food snacks as rewards (because of food allergies).
- Take pictures of the students or ask them personal questions.
- Do not use cell phone during class time.

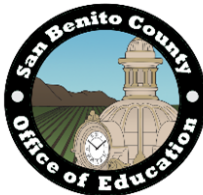


BEHAVIOR MANAGEMENT

In the belief that students have the right to the best possible learning situations, the San Benito County Office of Education expects conformance to school rules and regulations on the part of all students. ***Please work closely with the school site administration regarding disciplinary actions to ensure the optimum level of classroom order.***

Each school may have additional guidelines for discipline and student safety with which you should become familiar. It is most important that you act quickly and decisively and **keep the school administrator fully informed regarding your actions and intentions.**

For additional training or resources, we recommend visiting Stedi.org through the University of Utah. This website has training materials for assisting substitute teachers.



EVALUATIONS/COMPLAINTS REGARDING SUBSTITUTES

A site may request that a substitute be made ineligible to substitute at that school. Such request will be honored if the school has a reasonable basis for it.

Any occurrence of the following types of behaviors may result in an immediate removal from the SBCOE Substitute List:

- Using profanity towards or in the presence of students, parents, or colleagues
- Endangering students by leaving them unattended at any time in a classroom
- Falling asleep in the classroom
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic of physical contact.
- Subjecting students, parents, or colleagues to racial or sexual harassment or other form of discrimination
- Use or possession of alcohol, unlawful drugs, or weapons on school premises
- Insubordination
- Willful violation of school rules/regulations



SALARY AND PAYROLL PROCEDURES

Certificated Salary

Day-to-Day Substitute Teacher (Full-Day) **\$225/day**

A Full-Day is defined as a duty assignment of 7 hours

Day-to-Day Substitute Teacher (Half-Day) **\$112.50/day**

A Half-Day is defined as 3.5 hours

Long-Term Substitute Teacher **\$191/day**

(20 consecutive days or more in same assignment)

Classified Salary

Please note: All classified substitutes are placed at Step of 1 of the classification for which they are substituting.

Substitute Instructional Aide

Instructional Aide **\$16.50/hour**

Classified General

Campus Supervisor/Grounds person/Maintenance **\$20.63/hour**

Custodial

Custodian **\$18.20/hour**

Bus Drivers

Bus Driver **\$21.11/hour**

* * *

Payroll

Your time is taken from the position you are covering in Frontline Absence Management System. Payday is the last working day of each month unless the last day falls on a Saturday or Sunday, then payday is the previous Friday.

IMPORTANT: It is the responsibility of the substitute to sign in and out at work each work site, indicating your job number on the attendance sheet. Please keep a personal record of the days you substitute along with the job number, school site, and teacher's name. This information is necessary if you need to contact the Payroll Department for a correction. The telephone number for payroll is (831) 637-5393 x117.



PAYROLL PAY PERIOD
AND PAY DATES
2023-2024

Pay Period

Pay Dates

July 16 – August 15

August 31

August 16 – September 15

September 30

September 16 – October 15

October 31

October 16 – November 15

November 30

November 16 – December 15

December 16

December 16 – January 15

January 31

January 16 – February 15

February 28

February 16 – March 15

March 31

March 16 – April 15

April 28

April 16 – May 15

May 31

May 16 – June 15

June 30

June 16 – July 15

July 31



There is an **optional tool** for Certificated Substitutes with compatibility to the Frontline Substitute System to be contacted as soon as a job is open.

Jobulator

Jobulator is a new Aesop related app that can help Certificated Substitute Teachers get jobs faster and more efficiently! Some of the key highlights and benefits to downloading this app include:

- The app refreshes ***anytime*** there is a job available
- There are more opportunities to get work and with a higher chance of getting the jobs you prefer
- Once a job is accepted, both your AESOP and your calendar on your personal device are updated

Jobulator is an app that is available for substitutes for individual purchase, but not required. For more information and to enroll, please visit:

<https://www.jobulator.com/>

Please note that the San Benito County Office of Education is not affiliated nor endorses Jobulator, but merely offering this information as an optional tool for substitutes to learn about available jobs timelier and efficiently.