

ORENDA EDUCATION

WELCOME TO THE
TEAM!!

Substitute Reference Guide



Margina Escobar
Chief Financial Officer



Teresa Moreno
Director of Human
Resources



Hallie Coombs
Payroll & Benefits Specialist



Marta Perez-Guerra
HR & Recruiting Specialist

AGENDA

**Substitute Pay information
(*Long term/Job types*)**

Employee Service Center

Accepting Jobs

Classroom Guidance

Handbook and Benefit Highlights

SUBSTITUTE CLASSROOM DAILY PAY RATES

H/S Diploma/GED

\$115.00 Full Day \$57.50 Half Day

College Degree

\$120.00 Full Day \$60.00 Half Day

College Degree w/Teacher's Certificate

\$125.00 Full Day \$62.50 Half Day



LONG TERM SUBSTITUTES

- *Must sub for the same position for **15 or more consecutive days***
- Days 1 – 14 will be paid at your standard day rate
- Long term pay for days 1 – 15 will be paid in a lump sum of \$300 on day 15
- Long term pay for days 16 – forward will be paid at day rate + \$20
- Long term substitutes must have good attendance so that there is consistency in the classroom or role .
- If a substitute has 3 consecutive absences, the consecutive day count will begin again and long term status will be regained at day 15 (basically, you're starting over.)



JOB TYPES



Classroom Jobs

Work performed to cover the absence of a teacher or other staff member. Classroom jobs will be paid on a full day or half day basis. *Classroom jobs will be available on Frontline.*

- **Full day – 8 hours**
- **Half day – 4 hours**

You must work a minimum of 4 or 8 hours. If you work less than 4 or 8 hours check in with the front office for additional duties.

Function Pay Jobs

- Work performed outside of the classroom any time the substitute is not covering for an absent staff member will be function pay and will be **paid on an hourly basis.**
- *Function pay will not be available on Frontline and will be arranged by the campus office.*

WHAT IS FUNCTION PAY?

Substitutes performing function pay will use the assigned function code (The front office will provide the code ahead of time.) When signing in, substitutes can enter the Function Code in the “Subbing For” column.

Substitutes who clock in (Gateway Prep) will clock in using the appropriate function code given to them by the front office.

**Function pay is as needed and will be paid
on an hourly basis at the rate of \$15.00**

Substitute function codes are a 3- digit number that will always begin with a “5”.



PAYROLL INFORMATION

- Orenda Education pays staff on the **15th of each month** for work performed the previous month (see the Pay Schedule for pay dates when the 15th falls on a weekend or holiday).

Example: Work performed August 1 - 31 will be paid on the September 15th paycheck

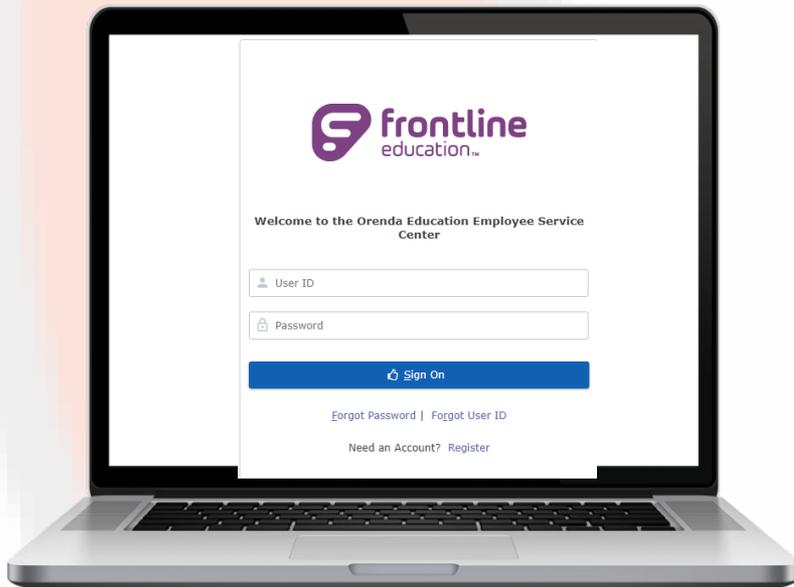
- Pay for Classroom jobs is determined based on the substitute's daily rate for either a half day or a full day
- Function pay is paid on an hourly basis at the rate of \$15.00/hr for instructional substitute jobs.
- Auxiliary substitute jobs will be paid at varying rates.



PAYCHECK

You may review/print your paystubs in the [Frontline Employee Service Center \(ESC\) Log In](#)

To access ESC go to www.orendaeducation.org
“Employee Tools” tab



Did You Know?

You also have the ability to review other payroll information: your current clock punches/jobs, direct deposit, W4 and personal information etc.

**** You can also print previous W2 and 1095 Statements.***

ERP&SIS

How to view Paychecks Teams

- Once logged on, Click on “Payroll Information”,
- Then “My Paychecks”
- Click on the “Check Number” to view to desired paycheck

Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

Employee PayChecks

Sort | Clear Sorted by: (default)

| Check Number | Check Status | Run ID | Pay Check Date | Pay Period End Date | Gross Pay | Net Pay |
|--------------|--------------|--------|----------------|---------------------|------------|------------|
| 301426 | Issued | 723 | 06-15-2016 | 05-31-2016 | \$1,575.00 | \$1,454.51 |
| 301238 | Issued | 644 | 05-13-2016 | 04-30-2016 | \$1,755.00 | \$1,620.74 |
| 301106 | Issued | 585 | 04-15-2016 | 03-31-2016 | \$1,530.00 | \$1,412.95 |
| 300916 | Issued | 531 | 03-15-2016 | 02-29-2016 | \$1,755.00 | \$1,620.74 |
| 300754 | Issued | 475 | 02-12-2016 | 01-31-2016 | \$1,575.00 | \$1,454.51 |
| 300595 | Issued | 394 | 01-15-2016 | 12-31-2015 | \$1,150.00 | \$1,062.02 |
| 300455 | Issued | 340 | 12-15-2015 | 11-30-2015 | \$1,700.00 | \$1,569.95 |
| 300293 | Issued | 301 | 11-13-2015 | 10-31-2015 | \$2,100.00 | \$1,934.37 |
| 300136 | Issued | 247 | 10-15-2015 | 09-30-2015 | \$2,000.00 | \$1,847.00 |
| 2000143 | Issued | 165 | 09-15-2015 | 08-31-2015 | \$1,100.00 | \$1,015.85 |

record count: 10 of 10

[View Pay Stubs](#)

Date Range

From Date: * To Date: * [Search](#) [Print Stubs](#) [Clear](#)

Note : No Special Instructions

ERP&SIS

Substitute view Paystubs breakdown Teams

| Pay | Calendar | Current |
|--|-----------------|-----------------|
| Sub Extra Help- SPED | 90.00 | 0.00 |
| Sub Extra Help- Library | 495.00 | 0.00 |
| Sub Extra Help-Vacancy SPED Inst | 1,150.00 | 0.00 |
| Sub Extra Help-Inst. Planning | 180.00 | 90.00 |
| Sub Extra Help- Vacancy Reg Inst | 540.00 | 90.00 |
| Sub Extra Help- Inst. Testing | 2,340.00 | 360.00 |
| Sub Extra Help-Office Support | 1,620.00 | 495.00 |
| Educational Aide - Special Education | 90.00 | 0.00 |
| Library Assistant | 90.00 | 0.00 |
| Teacher - Special Education Elementary | 90.00 | 0.00 |
| Educational Aide | 180.00 | 0.00 |
| Teacher - Special Education Secondary | 270.00 | 0.00 |
| Teacher - Secondary | 675.00 | 0.00 |
| 1535 :: 05-16-2016(006 - Gateway College Preparatory School)Jennifer Parsons | | 90.00 |
| 204 :: 05-06-2016(006 - Gateway College Preparatory School)Kristen Bigott | | 90.00 |
| 204 :: 05-05-2016(006 - Gateway College Preparatory School)Kristen Bigott | | 90.00 |
| 204 :: 05-04-2016(006 - Gateway College Preparatory School)Kristen Bigott | | 90.00 |
| 204 :: 05-03-2016(006 - Gateway College Preparatory School)Kristen Bigott | | 90.00 |
| 204 :: 05-02-2016(006 - Gateway College Preparatory School)Kristen Bigott | | 90.00 |
| Total Pay | 9,340.00 | 1,575.00 |

Annotations:
1 → "Calendar" Yr Column Reflects the W-2 Calendar year
2 → "Current" Column is current pay info
3 → Total Pay

Your paystub will list the cumulative as well as the current totals for all function pay.

Example 1: Jane Doe has a cumulative amount of \$90 in SPED function pay (listed in the Calendar column), she did not have any SPED function pay for the current pay period (listed as \$0.00 in the Current column).

Example 2: She worked \$495 worth of function pay in Office Support function pay. The classroom jobs will be listed with teacher's name.

Example 3: Jane Doe subbed for Jennifer Parsons on 5/16 for a full day.

ERP & SIS SUBSTITUTE VIEW WITHHOLDINGS FRONTLINE

Your withholding information is listed and the amount deposited (net pay) is shown next to the direct deposit total.

| | | | | |
|-------------------------|--|----------------|----------------------|----------|
| My Supplemental Pay | Pay | | | |
| My Tax Withholding(W-4) | Sub Extra Help- SPED | | 90.00 | 0.00 |
| My Proposed W-4 | Sub Extra Help- Library | | 495.00 | 0.00 |
| My W-2 | Sub Extra Help-Vacancy SPED Inst | | 1,150.00 | 0.00 |
| My 1095 | Sub Extra Help-Inst. Planning | | 180.00 | 90.00 |
| My Direct Deposit | Sub Extra Help- Vacancy Reg Inst | | 540.00 | 90.00 |
| LogOff | Sub Extra Help- Inst. Testing | | 2,340.00 | 360.00 |
| | Sub Extra Help-Office Support | | 1,620.00 | 495.00 |
| | Educational Aide - Special Education | | 90.00 | 0.00 |
| | Library Assistant | | 90.00 | 0.00 |
| | Teacher - Special Education Elementary | | 90.00 | 0.00 |
| | Educational Aide | | 180.00 | 0.00 |
| | Teacher - Special Education Secondary | | 270.00 | 0.00 |
| | Teacher - Secondary | | 675.00 | 0.00 |
| | 1535 :: 05-16-2016(006 - Gateway College Preparatory School)Jennifer Parsons | | | 90.00 |
| | 204 :: 05-06-2016(006 - Gateway College Preparatory School)Kristen Bigott | | | 90.00 |
| | 204 :: 05-05-2016(006 - Gateway College Preparatory School)Kristen Bigott | | | 90.00 |
| | 204 :: 05-04-2016(006 - Gateway College Preparatory School)Kristen Bigott | | | 90.00 |
| | 204 :: 05-03-2016(006 - Gateway College Preparatory School)Kristen Bigott | | | 90.00 |
| | 204 :: 05-02-2016(006 - Gateway College Preparatory School)Kristen Bigott | | | 90.00 |
| | Total Pay | | 9,340.00 | 1,575.00 |
| | Deductions | | | |
| | Medicare Tax Withheld | Pre Tax | Subject To | |
| | Social Security Tax Withheld | | 1,575.00 | 135.45 |
| | | | 1,575.00 | 579.08 |
| | Total Deductions | | 714.53 | 120.49 |
| | NET CHECK | | 301426 | 1,454.51 |
| | Tax Information | | | |
| | Tax Marital Status : M | Exemptions : 4 | Additional WH : 0.00 | |
| | Employer Contribution | | | |
| | Professional | | 3.88 | |
| | Direct Deposit Information | | | |
| | WELLS FARGO BANK | | XXXXXX0116 | 1454.51 |
| | | | TOTAL | 1,454.51 |

ERP&SIS

Substitute view Supplemental Pay Teams

- **Function Pay jobs** is listed under “My Supplemental Pay”.
- While the dates for all function pay are listed along with the Function Code (Activity ID). The amount is not listed; instead, the “net pay” is included.

Information
My Pay Information
PayCheck
SupplementalPay
W-4
Proposed W-4
W-2
Direct Deposit

Employee Supplemental Pay

[Sort](#) | [Clear](#) **Sorted by:** (default)

| Activity Date | Activity ID | Activity Name | Net Pay | Check Number | Status |
|----------------------|----------------------|----------------------------------|----------------------|------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 05-26-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-25-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-24-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-23-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-20-2016 | 503 | Sub Extra Help- Inst. Testing | \$1,454.51 | 301426 | Approved |
| 05-19-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-18-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-17-2016 | 500 | Sub Extra Help-Office Support | \$1,454.51 | 301426 | Approved |
| 05-13-2016 | 503 | Sub Extra Help- Inst. Testing | \$1,454.51 | 301426 | Approved |
| 05-12-2016 | 501 | Sub Extra Help-Inst. Planning | \$1,454.51 | 301426 | Approved |
| 05-11-2016 | 507 | Sub Extra Help- Vacancy Reg Inst | \$1,454.51 | 301426 | Approved |

record count: 12 of 1

Date Range

From Date: * To Date: *

Note : No Special Instructions

ERP&SIS

Substitute view Timecards Teams

You can review your time punches.

- Choose “My Time Cards”, and then choose the Week Ending Date.
- Orenda Education work weeks are from Monday – Sunday, so Sunday’s date will include all jobs for the previous week.

The screenshot displays the ERP&SIS system interface. On the left, a navigation menu is visible with the following items: Information, My Service Center Home, My Personal Information, My Absence Reporting, My Time Cards, My Employment Records, **My Job Information** (highlighted), My Employee Transfer Request, My Payroll Information, My Pay Information, My Paychecks, My Supplemental Pay, My Tax Withholding(W-4), My Proposed W-4, My W-2, My 1095, My Direct Deposit, and LogOff. The main content area is titled 'Job Information' and contains a 'Time Cards' tab. The 'Time Cards' tab is active, showing a 'Select Date' dropdown menu and a 'Week Ending: *' field with the date '06-19-2016'. Below this, the 'Employee Time Cards' section displays the message: 'No Employee TimeCards are available for the selected week.' A note below reads: 'Note : Review time punches daily, Report any changes to the time keeping administrator on your campus or at the district.' The table below has columns for 'Organization(s)' and 'Location(s)', with a single entry '03-17-2014' visible under 'Organization(s)'. The background of the interface is orange and green.

ERP&SIS

Substitute view supplemental pay Teams

- Punches will be displayed if you filled any jobs for teacher absences.
- Function Pay will be listed at the bottom, if applicable.

UnVerified Punches and Absences

Regular Assignment - 120

| Date | Job / Absence Reason | Punch Times | Worked | Absent | Scheduled | Verification Status | | |
|------------|----------------------|-----------------|--------|--------|-----------|---------------------|-----------------------|----------------------------|
| 05-02-2016 | Teacher | 7:37 AM,3:39 PM | 08:02 | | 00:00 | Unverified | Notes | Attachment |
| 05-03-2016 | Teacher | 7:45 AM,3:32 PM | 07:47 | | 00:00 | Unverified | Notes | Attachment |
| 05-04-2016 | Teacher | 7:50 AM,2:48 PM | 06:59 | | 00:00 | Unverified | Notes | Attachment |
| 05-05-2016 | Teacher | 7:44 AM,3:34 PM | 07:50 | | 00:00 | Unverified | Notes | Attachment |
| 05-06-2016 | Teacher | 7:50 AM,3:33 PM | 07:44 | | 00:00 | Unverified | Notes | Attachment |

Totals 38:22

Time Cards

Regular Assignment - 120

| Date | Job / Absence Reason | Punch Times | Daily Totals | | | Approval Status | | | | |
|------------|----------------------|-------------|--------------|--------|-----------|------------------|-------------------|-------------------------|-----------------------|----------------------------|
| | | | Worked | Absent | Scheduled | Time Card Status | Employee's Status | | | |
| 05-02-2016 | Teacher | | 08:00 | | 00:00 | Approved | | Approve | Notes | Attachment |
| 05-03-2016 | Teacher | | 08:00 | | 00:00 | Approved | | Approve | Notes | Attachment |
| 05-04-2016 | Teacher | | 08:00 | | 00:00 | Approved | | Approve | Notes | Attachment |
| 05-05-2016 | Teacher | | 08:00 | | 00:00 | Approved | | Approve | Notes | Attachment |
| 05-06-2016 | Teacher | | 08:00 | | 00:00 | Approved | | Approve | Notes | Attachment |

Totals 40:00 00:00

Page Totals 78:22 00:00 00:00

Note : Review time punches daily. Report any changes to the time keeping administrator on your campus or at the district.

ERP&SIS

Substitute view current W4 & W2 Teams

- You can view & print your current W4 and direct deposit information by navigating to the links under “My Payroll Information”.

Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

Employee Existing W-4 Details [Print W4](#)

Effective on Payroll Check from: 09-15-2015
Marital Status: Married
Allowances: 4
Additional amount to be withheld from each Payroll Check: 0.00
Exempt from Federal Withholding: N

Current W4 information on file. Complete a new form if you need to make changes. Changes can be made at any time but must be submitted to payroll by the 5th of the month to be included in the next payroll.

My Service Center Home
My Personal Information
My Absence Reporting
My Time Cards
My Employment Records
My Payroll Information
My Pay Information
My Paychecks
My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

- You may also print a copy of your W2 form.

Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

View My W2

| W2 Year |
|---------|
| 2015 |

[W2 Print](#) Created 01-29-2016 15:27

record count: 1 of 1

My Service Center Home
My Personal Information
My Absence Reporting
My Time Cards
My Employment Records
My Payroll Information
My Pay Information
My Paychecks
My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

ERP&SIS (TEAMS) ACCEPTING SUBSTITUTE JOBS

- Substitutes are required to accept jobs go to Teachers may also request substitutes when entering a pre-planned absence
- Function pay jobs will not be displayed
 1. Go to www.orendaeducation.org
 2. Click on "WORK FOR US"
 3. Click on "Current & Active substitute teachers"

Orenda Education Orenda Charter School District

Quick Links - CEO Richard Rickey **WORK FOR US** 🔍

About Us Our Schools Governance Employee Tools

Orenda Elementary Teacher of the Year

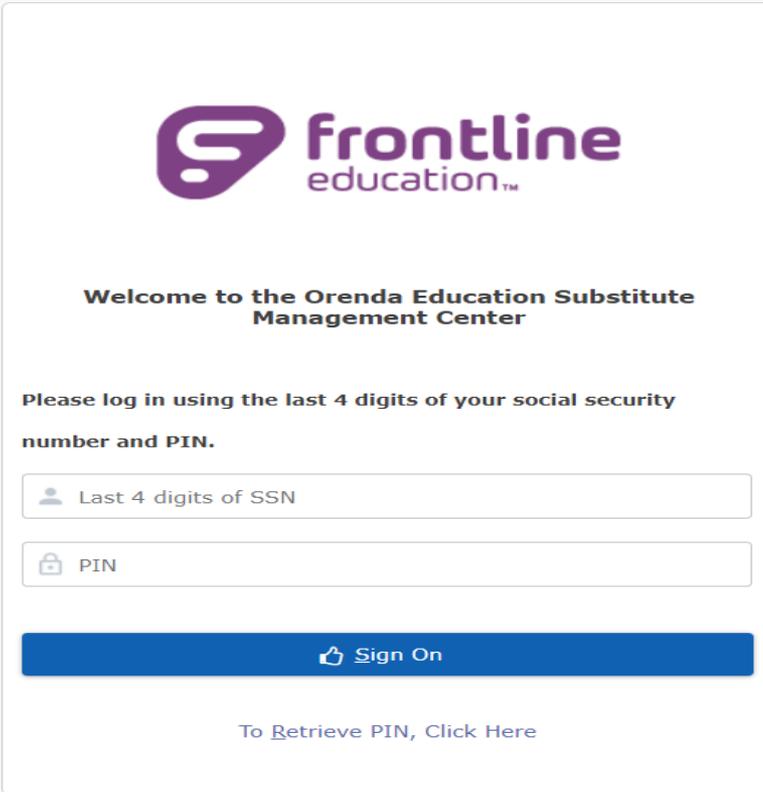
HERATON Austin Georgetown el & Conference Center

EMPLOYEE TOOLS CALENDAR WHAT'S A CHARTER SCHOOL MAKE A GIFT DISTRICT REPORT CARDS

ERP & SIS

Substitute Viewing and Accepting Jobs

- Enter the “last 4 digits” of your social security number
- Enter your “Substitute unique pin number.” (Contact HR)



The screenshot shows a login interface for Frontline Education. At the top is the logo for Frontline Education, which consists of a purple speech bubble icon with a white 'S' inside, followed by the text 'frontline education™'. Below the logo is the text 'Welcome to the Orenda Education Substitute Management Center'. Underneath that is the instruction 'Please log in using the last 4 digits of your social security number and PIN.' There are two input fields: the first is labeled 'Last 4 digits of SSN' and has a person icon on the left; the second is labeled 'PIN' and has a lock icon on the left. Below the input fields is a blue button with a white arrow icon and the text 'Sign On'. At the bottom of the form is a link that says 'To Retrieve PIN, Click Here'.

ERP&SIS

Substitute Accepting Pre-planned Absence

- If a teacher has requested the substitute for a pre-planned absence, the pre-arranged job will be displayed upon log-in.
- After highlighting the job (it will turn yellow), you may accept or reject the job using the appropriate button.

Employee ID: 1500921 Sonja Jenkins

My Information > Pre-Arranged Jobs
EmployeeSubstituteSelfservePreArrangedJobs

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION
Orenda

Employee ID: 1500921 Sonja Jenkins

Pre-Arranged Jobs 0 Records

| Job Start Date | Job End Date | Day Count | Organization | Location | Times | Employee | Role | Date Last Contacted | Courses | Info | Job Title |
|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------------------|---------|------|-----------|
|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------------------|---------|------|-----------|

Accept Reject

Pre-Arranged Absence Request Pending 0 Records

| Job Start Date | Job End Date | Day Count | Organization | Location | Times | Employee | Role | Date Last Contacted | Courses | Info | Job Title |
|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------------------|---------|------|-----------|
|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------------------|---------|------|-----------|

Reject

Above are campus pre-arranged jobs available for you to accept or reject. Click accept to indicate that you will report for duty on the assigned date and time. Click reject if you choose not to accept the pre-arranged job.

ERP&SIS

Substitute view Search for available jobs

- Click on “Search for Jobs” to find available classroom jobs.
- If you would like to accept the job, highlight the row (it will turn yellow)
- Click on “Accept Button” (You have now accepted the job!)

Employee ID: 1530808 Janine Nicole Alvarado

There are no job available that match your profile. Please try again later.

Jobs 0 Records

| Job Start Date | Job End Date | Day Count | Organization | Location | Times | Employee | Role | Courses | Info | Job Title |
|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------|------|-----------|
|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------|------|-----------|

Accept Refresh

ERP&SIS

Substitute view available jobs

- Click on “Accepted jobs” to view all job that you have Accepted.
- Please **do not** use “Cancel Job” online. Call campus office as soon as possible, so they can plan for the classroom accordingly.

Employee ID: 1530808 Janine Nicole Alvarado

My Information > Substitute Remove From Job
Substitute Accepted Jobs
EmployeeSubstituteSelfserveRemoveFromJob

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION
Orenda

Accepted Jobs 0 Records

| Sub Job ID | Job Start Date | Job End Date | Day Count | Organization | Location | Times | Employee | Role | Date Accepted | Courses | Info |
|------------|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------------|---------|------|
|------------|----------------|--------------|-----------|--------------|----------|-------|----------|------|---------------|---------|------|

[Cancel Job](#) [Report Absence](#)

Above are jobs previously accepted. If you are unable to report, click Cancel Job or Report Absence according to the Substitute Handbook policy.

Pre-Arranged Jobs
Search for Jobs
Accepted Jobs
Job History
Change PIN
Availability
Do Not Disturb
Location Restrictions
Subject Areas
Substitute Roles
Documents
Log Off
Employee Service Center

ERP&SIS

Substitute view Job History

- You may view your Job History under the “Job History tab”.
- This will display the start and end dates as well as the employee for whom you subbed.
- *Again, DO NOT cancel a job online, you must contact the front office.*

Employee ID: 1530808 Janine Nicole Alvarado

My Information > Substitute Jobs History
EmployeeSubstituteSelfserveJobsHistory

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION
Orenda

Substitute Jobs History 0 Records

| Substitute Job Id | Job Start Date | Job End Date | Organization | Location | Times | Employee | Role | Job Title |
|-------------------|----------------|--------------|--------------|----------|-------|----------|------|-----------|
|-------------------|----------------|--------------|--------------|----------|-------|----------|------|-----------|

Cancel Job Next 60 days Previous 60 days

ERP&SIS

Substitute view Job History

You may set your availability under the Availability tab:

- Select the date(s) on the calendar
- Pop up screen with “Start and End Date” so you can select date(s) you are NOT available.
- Answer the question “Are you available any portion of the day?” Select YES or NO. (half day – 4 hours)
- If you select NO, means you are not available all day

Employee ID: 000443 Christina Miller Denson

My Information

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Change PIN
- Availability**
- Do Not Disturb
- Location Restrictions
- Subject Areas
- Substitute Roles
- Documents
- Log Off
- Employee Service Center

Substitute Availability

Calendar

June, 2016

| Wk | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 22 | | | | 1 | 2 | 3 | 4 |
| 23 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 24 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 26 | 27 | 28 | 29 | 30 | | |

Select date

Fri, Jun 24, 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------|-----------|-----------|---------------|-----------|----------|
| | | | 1 | 2 | 3 | 4 |
| | | | Available | Available | Available | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Available | Available | Available | Available | Available | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | Available | Available | Available | Available | Available | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | Available | Available | Available | Available | Available | |
| 26 | | | | 30 | | |
| | | | | Not Available | | |
| | | | | All Day | | |

Start Date: 06-24-2016 End Date: 06-24-2016

Are you available any portion of this day? Yes No

Ok Cancel

Start Date: 06-24-2016 End Date: 06-24-2016

Are you available any portion of this day? Yes No

Start Time * 0:00 End Time * 0:00

Ok Cancel

ERP&SIS

Substitute view Availability calendar

- Once you have chosen the dates, your availability will be displayed on the calendar.
- While setting your availability is not required, it will assist greatly in planning for classroom coverage as well as for function pay jobs.

The screenshot displays the 'Substitute Availability' interface. On the left is a sidebar with navigation options: My Information, Pre-Arranged Jobs, Search for Jobs, Accepted Jobs, Job History, Change PIN, **Availability**, Do Not Disturb, Location Restrictions, Subject Areas, Substitute Roles, Documents, Log Off, and Employee Service Center. The main area shows the 'Substitute Availability' tab with a calendar for June 2016. A date picker is set to 'Today'. The main calendar grid is for the week of Monday, June 27, 2016. The grid shows availability status for each day:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------|--------------------------|--------------------------|--------------------------|-----------|----------|
| | | | 1 | 2 | 3 | 4 |
| | | | Available | Available | Available | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Available | Available | Available | Available | Available | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | Available | Available | Available | Available | Available | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | Available | Available | Available | Available | Available | |
| 26 | 27 | 28 | 29 | 30 | | |
| | Not Available All Day | Not Available All Day | Not Available All Day | Not Available All Day | | |

ERP&SIS

Substitute – Not Available And Do Not Disturb

- If you will be unavailable for an extended period of time, you may set the dates in the “Do Not Disturb” tab.
- You may enter the start and end dates and times.
- This will be useful to communicate if you are only interested in subbing for a (half days) in either the morning or the afternoon.

My Information

Substitute Do Not Disturb

Substitute Do Not Disturb

Start Date: * End Date: *

Start Time: * End Time: *

[Add](#) [Clear](#)

Substitute Do Not Disturb

[Sort](#) [Clear](#) Sorted by: (default)

| Start Date | End Date | Start Time | End Time |
|------------|------------|------------|----------|
| 07-01-2016 | 07-05-2016 | 8:00 AM | 12:00 PM |

record count: 1 of 1

[Edit](#) [Delete](#)

ERP & SIS CANCELLING SUBSTITUTE JOBS

- If a substitute picks up an absence and the teacher later cancels the absence, the substitute will be **notified** that the job is no longer available.
- If a substitute needs to cancel a job, contact the office ASAP. Unless in the case of a true emergency, jobs must be cancelled at least 24 hours in advance.

CANCELLED

- If a substitute cancels **more than three jobs** with less than 24 hour notice during an academic year, they may no longer be eligible to sub.

SUBSTITUTE SCHEDULE

Instructional Day Schedule by campus

Gateway Prep

Elementary (Grades K-4) 7:15am – 3:45pm

Secondary (Grades 5-12) 7:45am – 4:15pm

Gateway Tech 7:45 am – 4:15pm

Kingsland 7:45am – 4:15pm

Nolan Creek 7:00am – 3:30pm



Substitutes are required to arrive on campus **10-15 minutes prior** to the start of school.

Substitute please confirm with the schools office regarding half day jobs for all grade levels (4 hours)

BEGINNING OF THE DAY

Please check with you campus for more detail information to begin your day.

1. Report to main office upon arrival to sign in, receive attendance rosters, and to check out a badge/key lanyard or local campus process.
2. Check with the main office for scheduled special events.
- 3. Be in the classroom at least 10-15 minutes before the start of class.**
4. Familiarize yourself with emergency drill procedures in every classroom.
5. Follow the **lessons plans** left by the classroom teacher.
6. Check the designated substitute binder to ensure you properly assume any duties assigned to the teacher. (If applicable)
7. Review the class schedule for the day.
8. Check for any possible student health related concerns.



During the Day

1. Maintain good discipline. Don't hesitate to ask for help with any discipline issues. **Do not touch or restrain students at any time.**
2. Notify the main office immediately of any serious problems that occur.
3. Immediately report any injuries to the school's office; complete any paperwork necessary.
4. *Properly record attendance.*
5. Do not record or take pictures of students.
6. Do not bring food, snacks, or other treats for the students.



End of the Day

1. Leave notes for the classroom teacher about work completed, problems that might have occurred, or praise for students.
2. Return and check in badge/key lanyard **(substitute badges/keys may never leave the campus for any reason)**.
3. Place signed and dated attendance rosters in the front office.
4. Sign out and/or clock out in the front office.
5. The type of housekeeping expected of teachers will be expected of substitute teachers. Students are also expected to maintain an orderly workspace.
- 6. Leave the classroom in the condition in which you found it or better.**



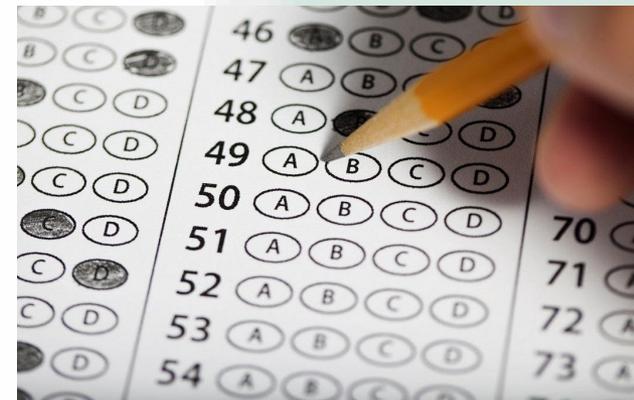
Evaluations

Teachers and administrators will have an opportunity to complete an evaluation form for all substitutes.



Substituting during Testing

All substitutes will be required to complete training prior to accepting any testing jobs. Training dates will be in Spring SY (To be announced)



Handbook Highlights

Substitutes are required to read the **Employee Handbook** in its entirety (located on the Orenda Education website under Employee Tools

- All serious incidents such as employee & student injuries, damaged equipment, etc. (requires a serious incident form (located in Orenda website under Employee tools) must be reported to the administration immediately
- All Orenda campuses are both smoke free and drug free (this includes smokeless tobacco and vaping products)
- You'll receive a parking permit that will remain active until separation from Orenda (only applies to Gateway Prep)



Student Interactions

- DO:** Adhere to high standards for appropriate school relationships
- DON'T:** Do not send students text messages
Do not interact with students on **social media or email**
Do not post any photos or statements about students on social media

Student Confidentiality

- DO:** Share any concerns with campus administration.
Use common sense and your best judgement.
- DON'T:** Share or copy any student information with parents, students, or other staff members
Also, as a reminder don't access something that you have not been permitted to view. For ex: upcoming quiz or grades

Cell Phone Usage

DO: Set a positive example and refrain from cell phone usage (cell phone usage acceptable only in case of emergency or to contact front office)

DON'T: Check emails, text messages, social media, or accept personal calls in the classroom



Questions?

Please direct any specific school substitute questions to the following campus staff:

- Gateway Prep- Mallory Crowder (mallory.crowder@orendaeducation.org)
- Gateway Tech – Cassandra Parks (Cassandra.parks@orendaeducation.org)
- Kingsland School – Crystal Serda (crystal.serda@orendaeducation.org)
- Nolan Creek – Jamielyn Schweigert (jamielyn.schweigert@orendaeducation.org)

For any other questions contact the District staff:

Marta Perez-Guerra, HR & Recruiting Specialists – marta.perez-guerra@orendaeducation.org

Hallie Coombs, Payroll & Benefits Specialist – Hallie.coombs@orendaeducation.org

Susie Hubnik, Finance Coordinator- Susie.hubnik@orendaeducation.org

Teresa Moreno, Director of Human Resources - teresa.moreno@orendaeducation.org

Margina Escobar, CFO - margina.escobar@orendaeducation.org

