

4200 ASHE RD.

PANAMA-BUENA

UNION SCHOOL



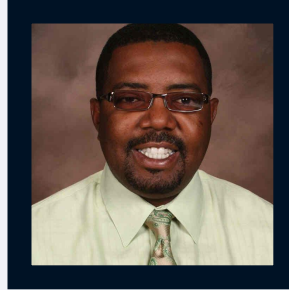
# Human Resources Presents: CERTIFICATED SUBSTITUTE ORIENTATION

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2/26/2025



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# Welcome

We're Human Resources and we're  
here to help!





**Stephanie Toscano**

**Phone: (661) 831-8331 x 6106**

**Email: [stoscano@pbvUSD.k12.ca.us](mailto:stoscano@pbvUSD.k12.ca.us)**

# Point of Contact





# District Pillars

*Excellence in Education*

Student  
Achievement

Diverse  
Learning  
Organization

Wellness,  
Safety, &  
Equity For  
All

Family &  
Community  
Partnerships

Fiscal  
Responsibilit  
y

Purpose, Caring & Results

*Which pillar are we working in today?*





# Board of Trustees



Bryan Easter



Paula Van Auken



Keith Wolaridge



Linda Garcia

*Photo coming  
soon!*

Tiffany King



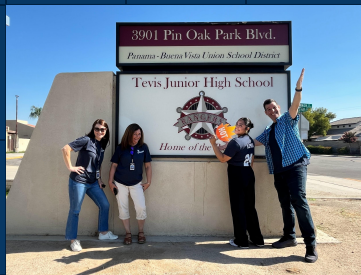


# Our District



School Sites

25



Elementary

19



Jr High School

5



TK-8

1

# Types of Substitute Assignments



## Elementary General Education

TK - 6th Grade Classrooms

## Jr. High General Education

7th & 8th Grade - ELA, Science, Math, History, PE

## Special Education

PreK - 8th Grade  
Mild Moderate to Extensive Support Needs





# Onboarding & ID Pictures



# Helpful Tips!

**Welcome Slides**

**Building Relationships**

**Tools for Success**





# Welcome Slides!



**Create Your  
Own  
Welcome Slide  
Deck!**





# Building Relationships!



# Greetings at the Door



District  
Practice



# Acknowledgement



Teachers who use praise regularly tend to have better relationships with their students. They lose less instructional time and see fewer behavior issues. Acknowledging students in the classroom can produce better learning outcomes by reducing stress and validating the experience of individuals







# Responding to Inappropriate Behavior

**Step 1:** Respectfully address the student

**Step 2:** Describe unwanted behavior

**Step 3:** Describe expected behavior/rule

**Step 4:** Link expectation to matrix

**Step 5:** Redirect back to expected behavior



# Hands Off!



- Managing student behavior is definitely challenging. Remember to stay calm and remember these few tips:
  - Do not grab or touch the student
  - Do not block them with your body
  - Do not grab anything out of their hands

\*The only time it is ok to put your hands on a student is when they are a danger to themselves or others and after verbal redirection has been unsuccessful.



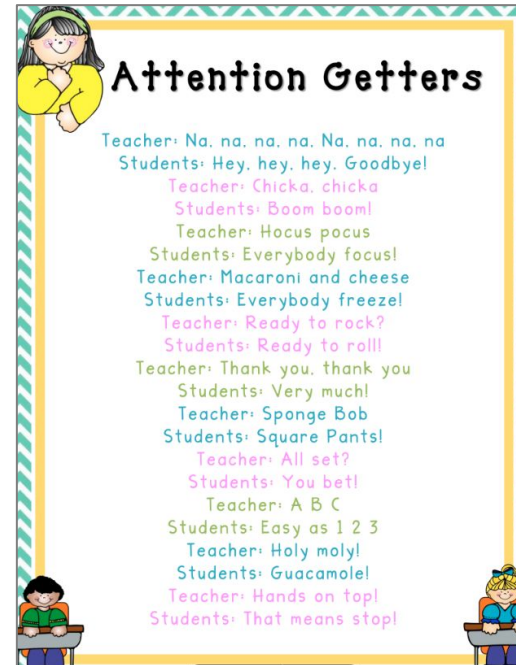
# Tools for Success





# Kid-Friendly Attention Getters

- Keep kids on their toes with fun kid-friendly attention getters.
- Example:
  - T: Ba, da, da, da, da
  - S: I'm loving it
- Memorize a few that you that you really love and keep them as a staple in your substitute journey.





# Back-Pocket Interactive Activities



See the First 8 Days Resources for great ideas!

- Be ready for surprises like uncooperative technology, early finishing, etc.
- Consider:
  - Read-Aloud Books
  - Games
  - Discussion Prompts
- ***Videos are not interactive and will disengage your students. They are not recommended.***



# Leave a Note

Leave detailed notes for their classroom teacher



- The note should include:
  - What went well
  - Challenges throughout the day
  - Students who did an exceptional job
  - Challenging students
  - Things you did throughout the day (useful to note on their lesson plan)
  - How everyone ended the day



# On-Demand Google Training Courses





 Google Workspace Learning Center  [Describe your issue](#)

[Help Center](#) [What's new?](#)

[workplace tips](#) [Gen AI tips](#) [Productivity tips](#) [Business tutorials](#) [Switch fr](#)

Bring your best ideas to life with Gemini for Google Workspace. Get tips & real-life use cases for u

## Additional training courses & labs

Learn about Google Workspace apps with these additional training resources from Google. Practice using the apps in bite-sized individual labs, or explore advanced features with in-depth courses. Complete several labs in a quest to earn a badge.

**Note:** Courses, labs, and quests are available only in English, Japanese, and Spanish at this time.











### On this page

- [On-demand training courses](#)
- [Hands-on labs](#)
- [Quests](#)
- [Customizable training materials for instructors](#)
- [Applied digital skills video training](#)
- [Apps Script samples](#)
- [Google career certificates](#)



## On-demand training courses

On-demand training courses are self-paced modules that help you boost your skills with videos, labs, and quizzes.

| Course   | Learn how to...   |
|--|---|
| <a href="#">Calendar</a>                                        | Create and manage events.   |
| <a href="#">Chat</a>    | Collaborate with individuals and teams using instant messages.  |
| <a href="#">Docs</a>    | Create and manage comments and action items, set preferences to suit your work style, and use the Google Docs Explore tool. |
| <a href="#">Drive</a>   | Organize, protect, and share files.   |
| <a href="#">Gemini for Google Workspace</a>  (formerly Duet AI) | Use key AI features in Google Workspace.  |
| <a href="#">Gmail</a>   | Compose, send, and reply to messages.   |
| <a href="#">Introduction to Generative AI</a>                   | Explain generative AI, how it is used, and how it differs from traditional machine learning methods.                        |
| <a href="#">Meet</a>    | Set up, host, and participate in video meetings.  |
| <a href="#">Sheets</a>    | Create and edit spreadsheets directly in your browser—no other software is required.  |
| <a href="#">Sheets: Advanced Topics</a>                        | Apply themes and conditional formatting, and use advanced formulas and functions.   |



# **Frontline**

## **Absence Management**

# Frontline

- ⇒ Substitutes can access Frontline through the web browser or mobile app.
- ⇒ Frontline accounts are created for every employee during the onboarding process
- ⇒ Invitation links are sent to emails once an employee has been fully processed through our system.
- ⇒ Once the employee has received the link, they will be prompted to create a username and password.



# How To View and Accept Available Assignments

- A substitute will be able to access a list of all 'Available Jobs' for PBVUSD once the account has been created.
- The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.

The screenshot displays the 'Absence Management' interface for the Victoria County School District. The top navigation bar includes the title 'Absence Management', the district name 'Victoria County School District', a user profile for 'Melody Pond' with a 'Multi-District View' option, and a notification bell. A left sidebar contains icons for home, user profile, calendar, chat, and settings. The main content area features three monthly calendars for October, November, and December 2016. Below the calendars, there are four tabs: 'Available Jobs' (selected), 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. The 'Available Jobs' tab shows a table with columns for Date, Time, Duration, and Location. The first job listed is for 'Banner, Robert', a 'Physics Professor', scheduled for 'Fri, 10/28/2016 - Mon, 10/31/2016' from '6:00 AM - 3:00 PM' for a 'Full Day' at 'Victoria County Community Schools'. Action buttons for 'Reject' and 'See Details' are visible next to the job entry.

| Date                              | Time              | Duration | Location                          |
|-----------------------------------|-------------------|----------|-----------------------------------|
| Banner, Robert                    | Physics Professor |          |                                   |
| Fri, 10/28/2016 - Mon, 10/31/2016 | 6:00 AM - 3:00 PM | Full Day | Victoria County Community Schools |





# Accepting and Declining Assignments

## Rejecting a Job



Only click the "Reject" button if you are absolutely sure that you do not want this job.  
You cannot recover a rejected assignment.

- ▲ To reject a job, all you have to do is click the REJECT button beside the listing.
- ▲ The rejection of a job causes it to disappear from your available jobs, and you will not see it again.

## Accepting a Job



- To accept a job, click the green ACCEPT button on the right side of the job listing.



# Classified Assignments



- Certificated Substitutes can **NOT** substitute in a classified position.
- Any classified position in Frontline should be rejected.
- A certificated substitute being able to view a classified assignment is a discrepancy in Frontline.
- Please reach out to Stephanie Toscano to be removed from any classified positions.

## Classified Positions

- School Aide
- Noontime Assistant
- Yard Aide
- Instructional Intervention Aide
- Behavioral Intervention Assistant
- ELO-P/ACES Program Leader
- Supervision Aide
- Daycare Manager
- Para-Educator I
- Para-Educator II
- Para-Educator III
- Receptionist
- School Clerk
- School Secretary
- Custodian
- Transportation Aide
- Bus Driver
- Transitional-Kindergarten Aide
- Cafeteria General Helper
- Library Media Clerk

# Confirmations and Cancellations



## Confirmation



Once a job is accepted, you will see a confirmation number at the top of the page. (If there is a file attached to the absence, you will also see a link to view the attached file.) This pop-up will remain on your screen until dismiss it. Click the “X” next to “Dismiss Message” to close the confirmation,



## Cancellation

- **\*New\*** - Can cancel assignment up to 8 hours prior to the assignment start time
- Any cancellations must be communicated by **email** to Stephanie Toscano ASAP!
  - ***Include in email Assignment Number & Employee ID Number***
- 2 hour grace period for same day cancellations

# Housekeeping





# Half Day vs. Full Day



## Early Start

7:15am - 2:45pm

**AM**

7:15am - 10:45am

**PM**

11:15am - 2:45pm

## Late Start

8:05am - 3:35pm

**AM**

8:05am - 11:35am

**PM**

12:05pm - 3:35pm

## Junior High

8:15am - 3:45pm

**AM**

8:15am - 11:45am

**PM**

12:15pm - 3:45pm

# Late Start vs Early Start Elementary Schools



## **LATE START**

8:05am - 3:35pm

- BERKSHIRE
- BUENA VISTA
- HART
- HIGHGATE
- LOUDON
- SING LUM
- OLD RIVER
- WHITLEY
- WILLIAMS

## **EARLY START**

7:15am - 2:45pm

- LAURELGLEN
- MCAULIFFE
- MILLER
- PANAMA
- REAGAN
- SANDRINI
- SEIBERT
- STINE
- STOCKDALE
- VAN HORN





# Junior High Schools

**JUNIOR HIGH**  
8:15am - 3:45pm

- ACTIS
- ALTERNATIVE EDUCATION
- STONECREEK
- TEVIS
- THOMPSON
- WARREN
- WHITLEY (7TH&8TH GRADE ONLY)





# Timecards

- Substitute verification logs are due every 25th of the month. Logs can be turned in at the Main District office or a school secretary.
- Yellow certificated substitute slips should be filled out by the school secretary at the school site. Substitutes are responsible to sign at the bottom and fill out the employee ID number.
- Timecards are filled out for EXTRA DUTY time or long term positions.





# Timecards



Panama-Buena Vista Union School District  
4209 Ashie Road, Bakersfield, California 93313

**SUBSTITUTE TEACHER VERIFICATION**

Name: \_\_\_\_\_ For Pay Period Ending: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

This form is to be retained by the employee during the time period listed above. A line entry must be completed and certified for each day you substitute. Please mail this form no later than the 25th of the month to the District Office or leave with the school secretary who will forward it via intra-district mail. A new form should be picked up each month in the office of the school where you first substitute. (Be sure to retain a copy for your records.)

|    | SCHOOL | TEACHER FOR WHOM<br>SUBSTITUTING | JOB<br>NUMBER | DATE<br>WORKED | FULL OR<br>% DAY | SIGNATURE OF<br>PRINCIPAL OR DESIGNEE |
|----|--------|----------------------------------|---------------|----------------|------------------|---------------------------------------|
| 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 |        |                                  |               |                |                  |                                       |

Substitute's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4.22.2021 lb Original to District and Copy to Substitute 711013

**Substitute  
Verification Log**

Job # \_\_\_\_\_ Date \_\_\_\_\_

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT  
**CERTIFICATED SUBSTITUTE SLIP**  
(Fill out one (1) slip for each day worked)

Name \_\_\_\_\_

Employee ID # (Required) \_\_\_\_\_

Substituted For \_\_\_\_\_

School \_\_\_\_\_

\_\_\_\_\_ FULL \_\_\_\_\_ HALF \_\_\_\_\_ 1 PERIOD (JR HIGH)

Charge to: (circle one)

|                        |        |                      |         |
|------------------------|--------|----------------------|---------|
| Regular                | Mentor | Principal's          | SDC     |
| RSP                    | Music  | PE                   | Title 1 |
| Curriculum Development |        | Special Proj. Admin. |         |
| Other _____            |        |                      |         |

Budget Classification \_\_\_\_\_

Substitute's Signature \_\_\_\_\_

Approved by: Principal/Supervisor \_\_\_\_\_

\$ \_\_\_\_\_

1.3.2022 lb YELLOW 711010

**Certificated  
Substitute Slip**

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT  
**TIME CARD**

Full Name \_\_\_\_\_

Employee ID # \_\_\_\_\_

Rate \_\_\_\_\_

Code \_\_\_\_\_

Acct. # \_\_\_\_\_

Acct. # \_\_\_\_\_

|    | DATE | IN | OUT | IN | OUT | TOTAL | POSITION |
|----|------|----|-----|----|-----|-------|----------|
| 1  |      |    |     |    |     |       |          |
| 2  |      |    |     |    |     |       |          |
| 3  |      |    |     |    |     |       |          |
| 4  |      |    |     |    |     |       |          |
| 5  |      |    |     |    |     |       |          |
| 6  |      |    |     |    |     |       |          |
| 7  |      |    |     |    |     |       |          |
| 8  |      |    |     |    |     |       |          |
| 9  |      |    |     |    |     |       |          |
| 10 |      |    |     |    |     |       |          |
| 11 |      |    |     |    |     |       |          |
| 12 |      |    |     |    |     |       |          |
| 13 |      |    |     |    |     |       |          |
| 14 |      |    |     |    |     |       |          |
| 15 |      |    |     |    |     |       |          |
| 16 |      |    |     |    |     |       |          |
| 17 |      |    |     |    |     |       |          |
| 18 |      |    |     |    |     |       |          |
| 19 |      |    |     |    |     |       |          |
| 20 |      |    |     |    |     |       |          |

Total Hours Worked \_\_\_\_\_

I certify the foregoing to be a correct account of the time worked.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

7.7.2021 lb Ivory 711001

**Employee  
Timecard**

- **PBVUSD is transitioning to an automated system for Substitute pay.**
- **The new system will replace the paper-based methods (sub slips, verification forms)**



# PSST - What to Expect

## Current

- Continue submitting paper documents as usual. There is no change to the current processes.

## Future

- Once fully implemented paper documents will no longer be accepted in payroll.
- Additional details will be shared prior to the discontinuation of paper methods.
- Frontline will become the sole platform for managing assignments, verifying hours worked, and processing payroll.

# PSST - Your Role



## **Verify Assignments**

Check that your job details in Frontline are correct and accurately represent your time worked.

For example: You worked a full day on 2/8/25 as a Certificated Substitute at Thompson Junior High should also be reflected in the Frontline job.

# PSST - Extra Hours



**If you work extra hours**

**That are NOT in Frontline**

**You must fill out a timecard**

# PSST - Job Discrepancies



- If your job details in Frontline (plus any time cards for extra hours) do not match - contact the school site or department.
- Provide the confirmation number, date and details of the discrepancy for investigation.
- Discrepancies must be reported before the 25th of each month to ensure payroll corrections and able to be processed.



# PAY

The Pay Period for substitutes runs from the 26th to the 25th (instead of 1st - 30th)

Direct Deposit takes **2-3 pay periods** to process from hire date, if elected.

Substitutes are paid every **15th** of the month.

If Direct Deposit is not set up after two months, they will receive a **rapid card** that can be picked up at the Fiscal Services Office

**Live checks & pay stubs** are sent to mailing addresses provided during onboarding. Please make sure Human Resources has the correct mailing address.

Any pay discrepancies should be referred to the **Payroll Department.**



# SALARY SCHEDULE

## PANAMA-BUENA VISTA UNION SCHOOL DISTRICT DISTRICT OFFICE

District Office  
Receiving/Shipping  
Legal/Office  
Registration  
Student Learning  
Learning Center  
Information Technology  
Student Support Services  
Health Services  
Food Service  
Counseling Services  
Special Programs  
Gifted/Talented  
Student Services  
Student Services & Support  
Student Services & Support  
Student Services & Support  
Student Services & Support

Short-Term Rate: **\$180**

Long-Term Rate\*: **\$230**

*\*Effective 11th consecutive  
day worked.*

**\$500  
QUARTERLY  
BONUS!**

Panama-Buena Vista Union School District

## SUBSTITUTE TEACHERS SALARY SCHEDULE



2024-2025

SHORT TERM DAILY RATE

**\$180**

LONG TERM DAILY RATE

**\$230**

**APPLY  
NOW!**

- EFFECTIVE 11TH CONSECUTIVE DAY WORKED
- 1-10TH CONSECUTIVE DAYS WILL BE PAID THE  
**\$180 DAILY RATE**

**\$500  
QUARTERLY  
BONUSES!**

- EFFECTIVE 11TH CONSECUTIVE DAY WORKED
- 4 QUARTERS IN A SCHOOL YEAR

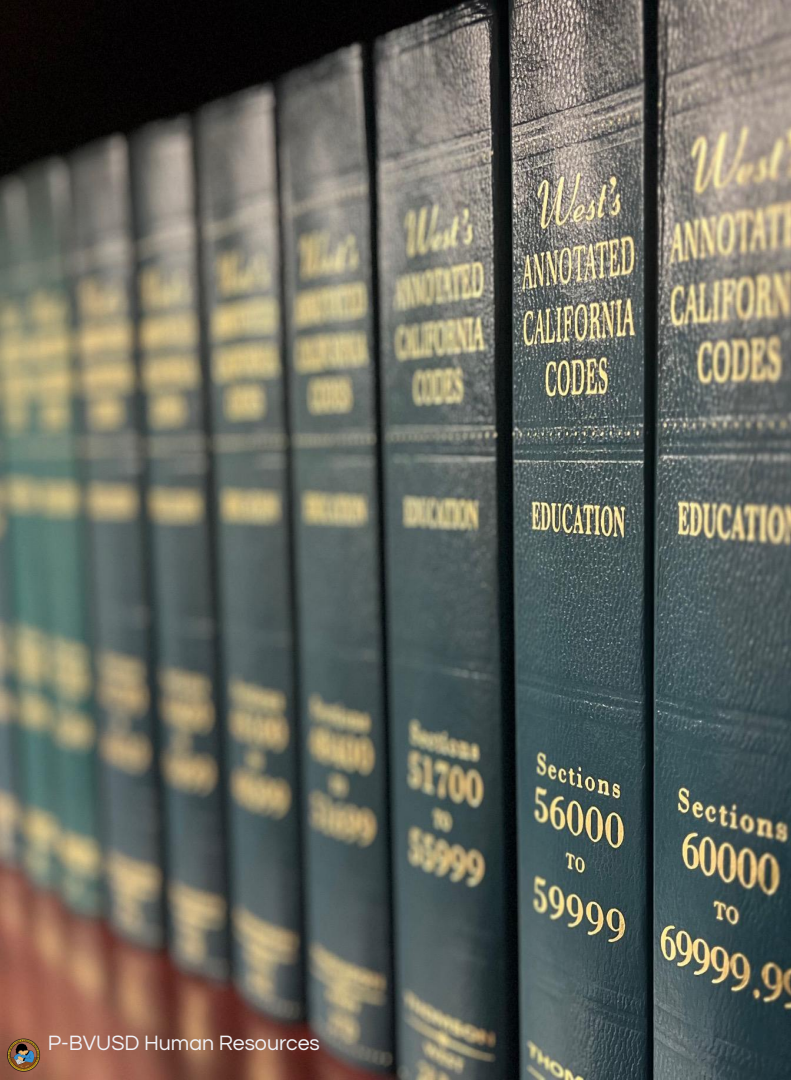
First Quarter  
08/14/24-10/18/24  
Paid Nov Mid B  
Second Quarter  
10/23/24-01/19/25  
Paid Feb Mid B  
Third Quarter  
01/13/25-03/14/25  
Paid April Mid B  
Fourth Quarter  
03/17/25-05/29/25  
Paid June Mid B

JOIN THE PANAMA-BUENA VISTA UNION SCHOOL DISTRICT!  
WE ARE A DISTRICT WITH A CULTURE OF PURPOSE, CARING, AND RESULTS  
[PBUSD.INFO/CERTSUB](http://PBUSD.INFO/CERTSUB)



# Affidavit of Absence

- Any temporary or substitute who works for 30 day or more days within a year of their employment shall be credited with 40 hours of paid sick leave for that year. Initial hires must be employed for 90 days prior to taking paid sick leave.
- Unused sick leave shall not carry over to the following year of employment (Labor Code 246)
- If sick day is accepted, it will not interrupt long-term rate of pay or quarterly bonus





# Affidavit of Absence cont.

- ⇒ A temporary or substitute employee may use accrued **sick leave** for absences due to:
  - The diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or their family member as defined in Labor Code 245.5.
  - Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or their child, when the employee has been a victim of domestic violence, sexual assault, or stalking.
- ⇒ Sick leave affidavits must be submitted no later than **3 days after the absence.**
- ⇒ Affidavits are **signed and approved by Stephanie Toscano.**
- ⇒ Affidavits are **available at the main district office or via email** from Stephanie Toscano



# Classroom Keys



Classroom keys should be returned to the office secretary at the end of each day.





# IT Info



P-BVUSD email is Gmail based. You can login by going to [mail.google.com](https://mail.google.com/) or by downloading the Gmail app on your smartphone.

If this is your first time logging in, enter your district email address. Your password will be the first letter of your last name (uppercase), the next three letters of your last name (lowercase), and the last four of your Social Security Number (SSN). For example "John Smith" is an employee with SSN 123-45-6987. His password would be Smit6987. Once you login for the first time you will be prompted to create a new password.

If you need assistance, please contact Support:  
[support@pbvUSD.k12.ca.us](mailto:support@pbvUSD.k12.ca.us)  
(661) 831-8331 ext 6148



P-BVUSD Human Resources



## IT Info for Staff



**Help Desk Phone Number: 661-831-8331 Ext. 6148**

Email IT at: [support@pbvUSD.k12.ca.us](mailto:support@pbvUSD.k12.ca.us)

Mon. - Fri.

7:30am - 4:30pm

(Hours may change when school is out of session)

**To submit a ticket for hardware issues go to:**  
<https://pbvits.incidentiq.com/>

To find helpful IT information go to the district website at [pbvUSD.k12.ca.us](https://pbvUSD.k12.ca.us) then "IT Support" under the Staff menu.

### How to access your district email

P-BVUSD email is Gmail based. You can login by going to <https://mail.google.com/> or

Go to Google.com and click on the Gmail link in the upper right hand corner.

Gmail

Images



Sign in



Enter your email address: First letter of first name and entire last name [@pbvUSD.k12.ca.us](mailto:pbvUSD.k12.ca.us)  
Example: jsmith@pbvUSD.k12.ca.us

Password: PbvUSD\_\_\_\_\_ (Date of Birth MMDDYYYY)  
Example: PbvUSD03101980

Once you login for the first time you will be prompted to create a new password.

**If you have any issues please contact Support at [support@pbvUSD.k12.ca.us](mailto:support@pbvUSD.k12.ca.us) or call (661) 831-8331 ext 6148**



# IT Info

- Do **NOT** sign into any account that does not belong to you.
- **All** substitutes receive accounts for email access and for logging into Chromebooks.
- Z-book accounts and Synergy access depend on the type of assignment you have accepted. (Only available while actively subbing in a position.)
- Certificated Substitute Z-book accounts are only available while actively subbing in a position and to those who have accepted the position in Frontline **prior** to 6 AM the morning of the assignment.
- If an assignment has been accepted **after** 6 AM, the site secretary or admin will need to submit an IT Sub Access Request Form to be granted access to the Z-book.
- Any tech question should be referred to the IT Help Desk 661-831-8331 ext.6148



## Access as a Short Term Sub



**Short Term Subs are subs who are in an assignment for 20 days or less.**

### In Class Technology

All subs have a district email account. This account can only be used to check emails and log into a teacher's chromebook.

*\*Email accounts do not work with the Windows Z-Book laptop.*

Office Staff, Academic Coaches, and/or Site Administration can fill out a sub access request form for short term subs to gain access to the Z-book that the primary teacher has left in the classroom for use.

### Synergy

Office staff will provide a Substitute Teacher password for Synergy. Subs can use the provided password to log into synergy by following these steps.

- Go to the [Synergy login](#) page.
- Click on the "Substitute Teacher Login" under the Login button.

password

- Select the School Name.
- Select the teacher.
- Enter the password provided by the office staff.

The teacher may have left instructions in Synergy which will pop up on the right side of the seating chart.

[How to access Shared Google Docs](#)- Check out this document to see how you can find documents that have been shared with you.

**DO NOT SHARE PASSWORDS WITH ANYONE.**

**DO NOT USE ANOTHER STAFF MEMBERS PASSWORD, for any reason.**

**Sharing passwords is a direct violation of the District's AUP and minimum security policy.**

If you have any issues please contact Support at [support@pbvUSD.k12.ca.us](mailto:support@pbvUSD.k12.ca.us)  
or call (661) 831-8331 ext 6148

# Access for Short Term Substitutes

(20 days or less)



## Access as a Long Term Sub



**Long Term Subs are subs who are in a single assignment for 21 days or more.**

1. Ask the office staff to submit the "Sub Access Request Form" to the IST Help Desk.
2. Once accounts are created, an email will be sent to the long term sub with credentials.

\*If the sub has previously accessed accounts such as Synergy and Windows (Z-book), the password will be the same as the last time they logged into them. Please contact IST Help Desk if password reset is needed.

[How to access Shared Google Docs](#)- Check out this document to see how you can find documents that have been shared with you.

### [ClassLink](#)

Google Single Sign On (SSO) - 24-48 hours after office adds you to the class in Synergy

### [Canvas](#)

This is a Google Single Sign On (SSO) Link - 24-48 hours after office adds you to the class in Synergy

### [ParentSquare](#)

You can log into ParentSquare using the "Sign in with Google" on the sign in page.

### Helpful Sites

[P-BVUSD EdTech](#)

[P-BVUSD Assessments, Technology and Curriculum](#)

**DO NOT SHARE PASSWORDS WITH ANYONE.**  
**DO NOT USE ANOTHER STAFF MEMBERS PASSWORD, for any reason.**

**Sharing passwords is a direct violation of the District's AUP and minimum security policy.**

If you have any issues please contact Support at [support@pbvUSD.k12.ca.us](mailto:support@pbvUSD.k12.ca.us)  
or call (661) 831-8331 ext 6148

# Access for Long Term Substitutes (21 days or more)



# Update Personal Information

- **Address or Phone Number Change**
  - Update in **Employee Access** ( District Website > Staff)
- **Name Change**
  - Submit Hard Copies of required documents to HR
    - Marriage/Divorce Certificate





# Dress Code

- Board Policy 4119.22
- Appropriate dress and grooming contribute to a productive learning environment and model positive behavior.
- Professional dress and grooming standards demonstrate high regard for education, present an image consistent with an employee's job responsibilities and assignment, and do not endanger the health or safety of employees or students.





# Final Tips to Keep in Mind

1. Arrive Early - smile and be professional while checking in with Secretary
2. Review Sub Plans
3. Greet Students at the Door
4. Remain Hands Off
5. Leave a Sub Note - Positive and Professional!







# Any Questions?

*Thank you  
for supporting  
our staff and students*



# Thank You!

## HSW Trainings (Optional)

