



SOUTH SAN FRANCISCO UNIFIED
SCHOOL DISTRICT

SUBSTITUTE HANDBOOK

Human Resources

Jay Spaulding, Ed.D.
Assistant Superintendent
Human Resources & Student Services

Personnel Assistant
(650) 877-8704

Substitute Calling System – 1-800-942-3767 or

AESOP website: <http://www.frontlineK12.com/aesop>

August, 2019

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B Street
South San Francisco, CA 94080
650-877-8700

Substitute Calling System

Personnel Assistant (7:00 a.m. – 10:45 a.m.) 650-877-8704

AESOP Phone Number: 1-800-942-3767

On-Line system: <http://www.frontlinek12.com/Aesop>

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Welcome

Welcome to the South San Francisco Unified School District. We extend you a most cordial welcome as a member of the South San Francisco Unified School District Substitute Staff. Your daily work is an important contribution to the instructional program in our schools. What you do makes a difference!

As a member of the substitute certificated/classified staff, you are a vital part of our school system. It would be extremely difficult for us to operate our schools and offices on a satisfactory basis without your services. We are sure that you will agree that every consideration to the continuity of instruction in the classroom is of prime importance to all.

We are confident that you will do everything possible to meet the standards outlined by the school you are assigned to, and the employee for whom you are substituting. Every effort will be made to ensure that your day goes as smoothly as possible. When in doubt, do not hesitate to check with the office staff for additional information. Procedures may vary from school site to school site.

Please use this booklet as a guide to a successful career as a substitute employee with the South San Francisco Unified School District. The content is arranged to assist you in finding answers quickly to questions that may arise as you work at the various schools. If you do not find the answer in our booklet, please don't hesitate to ask.

We want you to succeed!
Because Every Day Counts in SSFUSD

Dr. Jay Spaulding
Assistant Superintendent, Human Resources

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SCHOOL SITES

<u>SCHOOL</u>	<u>ADMINISTRATOR(S)</u>	<u>SECRETARY</u>
Buri Buri (K-5) 8776 120 El Campo Dr., SSF	Cregg Ramich, Principal	Vera Pedroza
Hillside (K-5) 8720 1400 Hillside Blvd., SSF	Sabrina Yacoub, Director Pupil Personnel	Judy Valenzuela
Junipero Serra (K-5) 8853 151 Victoria St., Daly City	Teresa Sampayan, Principal	Maria Isabel "Mabel" Ben
Los Cerritos (K-5) 8841 210 W. Orange Ave., SSF	Kennelyn Celeste, Principal	Elinore Grecia
Martin (K-5) 3955 35 School St., SSF	Jonathan Covacha, Principal	Deanna Walton
Monte Verde(K-5) 8838 2551 St. Cloud Dr., San Bruno	Debby Mirt, Principal	Arlene Dizon
Ponderosa (K-5) 8825 295 Ponderosa Rd., SSF	Julie Erskine, Principal	Andrea Isla
Skyline (K-5) 8846 55 Christen Ave., Daly City	Dr. Monica Nagy, Principal	Darla Ippolito
Spruce (K-5) 8780 501 Spruce Ave., SSF	Israel Castillo, Principal Leticia Gonzalez, Asst. Principal	Cynthia Benedetti
Sunshine Gardens (K-5) 8784 1200 Miller Ave., SSF	Cesar Gaytan, Principal	Isaul Beltran
Alta Loma (6-8) 8797 116 Romney Ave., SSF	Michael Reichle, Principal Teresa Pallitto, Asst. Principal	Christine Aguilar
Parkway Heights (6-8) 8788 650 Sunset Avenue, SSF	Marco Lopez, Principal Angelica Garduno, Asst. Principal	Deanna Moreno
Westborough (6-8) 8848 2570 Westborough, SSF	Dr. Loraine Rossi de Campos, Principal Barbara Bowler, Asst. Principal	Melanie Ison
Baden (9-12) 8769 825 Southwood Dr., SSF	Stephen Redmond, Principal	Jessica Molina Guzman
El Camino (9-12) 8806 1320 Mission Road, SSF	Daniel Lunt, Principal James Briano, Nina Mendez, Clare Jackson - Asst. Principals	Tez Petaia
South San Francisco (9-12) 8754 400 B Street, SSF	Kevin Asbra, Principal Al Mack, Keri Mullassery, Daniel Flores - Asst. Principals	Stella Marcic
Adult Education 8844 825 Southwood Dr., SSF	Stephen Redmond, Principal	Cynthia Villar
Children's Center 8836 530 Tamarack Lane, SSF	Eric Claybon, Program Coordinator	Patricia Macias

Extensions are preceded by (650) 877- xxxx if you are calling from outside the School District.

GETTING STARTED

Requirements that must be completed and submitted before service begins:

- Application for employment completed on Edjoin.org
- California driver's license or other photo identification
- Social Security Card
- Proof of recent TB test (within the last 60 days), chest X-ray (within last 6 months) or Risk Assessment Questionnaire
- Cleared Fingerprint Records
- New Employee Package

Certificated – Substitutes must also provide the following:

- CBEST Test Results
- Copy of Credential
- Official college transcripts

Things you should know to stay active as a substitute

Renewing you (TB) Tuberculosis

- The expiration date of your TB test is 4 years from the date the result was given. This date can be found on the TB document given to you by the clinic or doctor where you had your test taken.
- The renewal of your TB clearance is the responsibility of the substitute.
- The system will notify you 60 days prior to the expiration date and you will not be allowed to substitute once the expiration date has lapsed.

Certificated Renewal notification from the system:

- If you have an expiring Credential in your profile, the system will notify you 60 days prior to its expiration and you will not be allowed to substitute once the expiration date has lapsed.

Mandated Reporter Training

- All employees, including substitutes, must complete both the policy course (10 minutes) and the mandated reporting course (30 minutes) every year. More information may be found on page 17.

WHAT DO I DO NEXT?

Once you have been approved to substitute by the Human Resources Department, you will need to come to the district office to have your picture taken and receive an ID Card. This ID card must be worn at all times while on assignment. You will also use this card to scan in/out at each site.

When are substitutes used?

Substitutes are used to substitute whenever a regular employee is absent due to vacations, bereavements, illness, jury duty, personal necessity, adoptions, court appearance, personal reasons, etc. The assignment procedure shall be determined and submitted by each school principal or secretary. The substitute employee will follow the same time schedule as the regular employee's day.

Be Available

Do not place your name on a substitute list unless the district can generally expect a “yes” when AESOP phones you. When illness or a change in family obligations make you temporarily unavailable, go to the schedule tab in AESOP and enter non work days with an explanation; you can also notify the Rebeca Carrillo, Personnel Assistant, directly and indicate when you will be available to return to the active sub list.

AESOP System Registration

The AESOP system is an automated computer system that logs the absences of the South San Francisco Unified School District (SSFUSD) employees and calls substitutes to fill those absences or “open” substitute jobs. The Personnel Assistant will enter all your data in the system so that you will begin to receive calls and/or be able to search for jobs in AESOP website.

AESOP ID

Your ID number will be your 10 digit phone number that you have provided on your emergency form. If you change your phone number at any time, please contact the Personnel Assistant at 650-877-8704 to have them make the change. Once the change has been made, they will email a new letter of your log in information.

Personal Identification Number (PIN) to access AESOP

You will be given a Personal Identification Number (PIN) by the system via email. You will be able to change the PIN number after you log in for the first time. You will use your PIN to access the system each time it calls you for jobs that may be available or when you search for jobs on the website. Please keep your PIN confidential. Do not give your PIN to anyone. You are responsible for all jobs you accept through the system.

Changes to your AESOP profile

A substitute employee can modify the following items in AESOP profile by logging into the AESOP website.

- Date Availability – The days you selected to be available for jobs.
- Temporary Unavailability Dates – Dates you entered in the system as temporarily unavailable.
- Cancel yourself from an assigned job.

You must contact the Personal Assistant for addresses, email or phone number changes

ACCEPT/DECLINE JOBS

#1 – Through the AESOP Phone System – 1-800-942-3767

Read your Substitute Quick Reference Pamphlet to learn how to accept and decline jobs that the system offers you. If you accept a position AESOP offers you, the system will give you a job number, the absent employee’s name, along with any other information you need: be sure to write this information down.

If the school site or an employee should ask you directly to come for a substitute assignment, please let the school site secretary know so she can enter this information enter in the AESOP system and assign you a job number. If the school site has not entered a job number in the system, you will continue to be called by the automated system because the system believes you are still available. Job numbers are important in your employment with SSFUSD; without these

job numbers, periodic checks of your work history will not accurately, record how often you have accepted work. This potentially could affect your continue employment with SSFUSD.

#2 – Through the AESOP Website: <http://www.frontlineK12.com/aesop>.

Search for available jobs by going to the AESOP website: <http://www.frontlineK12.com/aesop>.

Follow these steps to search for jobs on-line:

- Enter your ID number and PIN, then click Login.
- Jobs available for you to accept are displayed in green on the calendar and in list form under the “Available Jobs” tab.
- To accept a job, simply click the Accept button next to the absence. If you do not want to accept this job, click the Reject button instead.

#3 – Downloading Jobulator – Phone App

Go to <http://www.frontlinek12.com/Products/Aesop/Insights/Jobulator.html>

- The Jobulator subscription also includes a mobile app for Apple or Android smartphones and tablets so subs can be notified of and accept or reject jobs from anywhere at any time!
- Substitutes often feel tied to their computers, hitting the "refresh" button and waiting for new jobs to appear in Aesop. In response to this problem, Frontline Technologies created Jobulator, a subscription-based service that continually checks AESOP and automatically notifies substitutes when a new job becomes available!
- There is a yearly subscription of approximately \$40.00. *This option is not required.*

REVIEWING ASSIGNMENTS

You can review the substitute positions assigned to you at any time through the AESOP website:

- Go to <http://www.frontlineK12.com/aesop>
- Sign in using your ID number and Pin
- Click the Scheduled Jobs tab
- If you need to cancel a job, select the Cancel Assignment button. You cannot cancel a job within 12 hours of the start time: please call the school site secretary and the Personal Assistant if you have to cancel.
- An assignment may contain file attachments. To view or download a file attachment, click on the file name.
- Make sure you “Log Out” to exit the web browser.

SYSTEM CALL-OUT TIMES

The system’s call times are: Sunday – Saturday Starts at 6:00 a.m. – 10:00 p.m.

If the system cannot fill an open job, you may be called by the system offering you a job even though the start time of the job has passed. You may accept the job if you would like to work, but call the school site secretary to ask her if the job is still available. If it is, let the secretary know your expected time of arrival.

If the secretary says the job is no longer available, have the secretary release you from that assignment since you have already accepted it in the sub system. This will allow you to possibly be called for other jobs for that day.

SPECIAL INSTRUCTIONS AND MULTIPLE DAY JOBS

1. Remember to listen to special instructions, if any, when reviewing a job. Secretaries or employees may leave important information and job requirements in the special instructions. The instructions may also be attached to the job. You can download and print the information, if available.
2. If the system calls you for a job that is a multiple day absence, you must be able to substitute for all of the days required, not some of the days.

RATE OF PAY

Certificated Substitute Teachers

DAYS

CERTIFICATED TEACHERS

Daily Rate	\$185.00 per day
Five (5) to Twenty (20) Consecutive Days in the same assignment*	\$200.00 per day
Twenty-one or more Consecutive Days in the same assignment*	\$240.00 per day

* 30 Day Emergency Credentialed Substitutes may NOT work for (1) one teacher/classroom more than 30 days *per school year*, consecutive or not.

*Consecutive assignments include all the responsibilities of a teacher during that time which includes but not limited to: grading, lesson planning, attending meetings, etc.

Classified Substitutes

Classified substitutes will be paid the Step 1 hourly rate of that position.

PAID SICK LEAVE

On September 10, 2014, Governor Edmund G. Brown signed the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522, the “Sick Leave” Act) which requires employers to provide sick leave to all employees/substitutes. The purpose of this communication is to provide employees with a brief summary of the Act and information on how qualifying employees/substitutes at the South San Francisco (SSFUSD) can use paid sick leave.

Who qualifies for paid sick leave?

- Effective July 1, 2015, any employees/substitutes who works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Accrual begins on the first day of employment or July 1, 2015, whichever is later. An employees/substitutes work works less than 30 days in California is not entitled to paid

sick leave. The last does not apply to employees covered by collective bargaining agreement or sick leave policy.

How much paid sick leave is provided?

- Effective July 1, 2015, all employees/substitutes that qualify for sick leave benefit will be credited with 3 days of paid sick leave. Unused sick leave will not carry over to the following year of employment. All sick leave hours will be zeroed out each year on June 30. Unused sick leave will not be paid out at the end of the year or at the end of employment.

When can sick leave be used?

- All employees/substitutes who qualify for the sick leave benefit can start using their credited sick leave after being employed with SSFUSD for 90 days and completing 30 days of work with SSFUSD. The 30 days do not include days you worked for another district. Sick leave may be used in increments of two hours or greater to cover all or part of a work day.

SSFUSD will not retaliate against any employees/substitutes that use their paid sick leave. A qualifying substitute who uses their sick leave does not need to find a replacement for himself/herself for their time off.

What can paid sick leave be used for?

- An employee/substitute can use paid sick leave for an existing health condition or preventive care for themselves or a “family member. A “family member” is a child, parent, spouse or registered domestic parent, grandparent, grandchild or sibling. Paid sick leave may also be used for an employee’s/substitutes who is a victim of domestic violence, sexual assault, or stalking.

How can a qualifying employees/substitutes use paid sick leave?

- Paid sick leave will be provided upon on employees/substitutes oral or written request. If the need for paid sick leave is foreseeable, the employees/substitutes must provide reasonable advance notice. If not, the employees/substitutes must provide notice as soon as possible.

All qualifying employees/substitutes who are scheduled to work and need to use paid sick leave, must contact the Personnel Assistant, at (650) 877-8704 to report their absence no later than **7:00 a.m.** on the day of the absence. Employees/substitutes must specify to the Personnel Assistant that the time off is for use of paid sick leave. The absence must also be reported in the Administrator note section in AESOP. You will be required to fill out an Absence Report which can be obtained at the District Office.

Sick leave benefits will be based upon the employees/substitutes current regular rate of pay.

REASONABLE ASSURANCE

Each May, a letter of “**Reasonable Assurance**” is mailed to each substitute’s home address notifying you that the District intends to utilize your services for the ensuing school year. It is your responsibility to come into the Human Resources Department to return your letter. **Failure**

to do so will serve as notification to SSFUSD that you no longer wish to remain as a substitute for the next school year.

If you do not receive a letter of assurance by May 15th, it is your responsibility to call the Substitute Desk in the Human Resources Department to verify whether or not an error has occurred.

EXPECTATIONS

Certificated & Classified

- Please remember you are being paid to teach or assist the students. Do not take your newspaper or book to the classroom. Do not pay your bills or write personal letters. Do not make personal phone calls or use your tablet, etc., during classroom instruction time. This all reflects upon your abilities as a present and future substitute with SSFUSD.
- Be Professional in Your Relationship
- Be on time.
- Be prepared to take direction from your supervisors.
- Be enthusiastic!
- Be in control of the classroom, where applicable and yourself at all times.
- Have a sense of humor.
- Be flexible.
- Be honest.
- Set a good example for students.
- Be neat in appearance, dress professionally, comfortable, and in good taste.
- High ethical standards are to be maintained at all times.
- South San Francisco Unified School District is a smoke-free district. You may not smoke on any SSFUSD campus or work site, including the site parking lot.
- Assist in returning all supplies and equipment to storage. Secure cabinets. Be sure to leave the classroom in order.
- Cell phone use should be limited to emergency calls only. You are free to use your cell phone during lunch or other non-instruction class time such as breaks.
- Be sure to scan in at the beginning of the day and out at the end of the day with the secretary. This is how we will track your time and pay.
- Check with the office regarding bell schedules, daily attendance reporting and procedures for fire, earthquake and security drills.
- Return keys/parking pass to school secretary at the end of your assignment where applicable.

Certificated

- Consult the principal about beginning or culminating a unit or selecting different materials from those prescribed.
- Refrain from discussing the class and the children with teachers of other classes.
- Reserve comments about the class for the regular teacher or the principal.
- Take pride in the teaching profession.
- Build public faith in all teachers and schools by being loyal to the teaching profession.
- Refrain from criticizing the school or the teacher in public.
- Make constructive criticisms to the principal and to the regular teacher.

- Make sure you fill out the Feedback in AESOP for the teacher to review the following day. You may review your rating given by the teacher in AESOP under the feedback tab.
- Substitute teachers desiring a full-time teaching position must maintain strong and superior ratings in order to qualify for consideration as a full-time employee.
- *Substitutes* may be assigned by the principal to cover classes during their preparations periods. All substitutes are expected to arrive at school prior to the beginning of the school day and will remain after school on the same basis as all other teachers, even though they may have a first or sixth preparation period. You may be asked by the principal or secretary to assist in the office during this time.
- You have the responsibility for student supervision. **Do Not** leave your class unsupervised or in the care of a student teacher, aide, etc., without first obtaining permission from the principal.
- Procedures may vary from one school to another. If in doubt about procedures at a given school, contact the principal. **Do not make assumptions.**
- Substitutes are on the same professional level as regular teachers and are expected to observe the same ethical codes.
- You are responsible for the conduct of the class. You must maintain classroom discipline and routine. If and when a problem arises, the substitute should feel free to turn to the principal for help. You should remember that such a request for help is not a reflection upon your ability and will not be considered as such by the principal.
- The full schedule of the regular teacher is the responsibility of the substitute. This includes the classroom day, campus or yard duty, cafeteria duty, study hall, clubs and any special duties performed by the absent teacher. This may be modified by previous arrangement with the principal.
- Correct papers and list grades for the regular teacher if substituting in the class.
- Lock all doors and windows when out of the room.
- Be Professional in Your Relationship
- The regular classroom teacher is expected to do many things beyond routine classroom lessons—assigned duties, individualizing specific lessons related to student’s abilities, conferences with parents, and so on. As a substitute you must be prepared to take over duties assigned to the teacher for the day. If the substitute period is an extended one, be prepared to assume reasonable obligations within the limits of your ability.

Some Dos and DON'Ts in Substituting – *Certificated and Classified*

Do's

- Do arrive early.
- Do go over disaster preparedness file.
- Do ask principal to visit sometime during the day.
- Do greet adult teachers, aides and administrators at the door and establish role.
- Do ignore foul language when possible or refer to all slang as “dead words” which are not acceptable in the school sites.
- Do follow school site classroom procedures for bathroom use.
- Do introduce yourself to teachers or administrators in adjacent rooms whenever possible.
- Do avoid confrontations.

Don'ts

- Don't bring portable devices such as Ipods, radios, and cell phones to listen to music.
- Don't take pictures of the students, staff or school.

- Don't post anything online or on social media regarding students, staff or school.
- Don't use belittling or foul language.
- Don't throw things to get the attention of another employee or student.
- Don't lose control. Take a minute to calm down before disciplining. Ask for help, if needed.
- Don't use activities that require students being out of their seats.
- Don't use a student's name on the board as a discipline measure for secondary grade levels. The name on the board may not work for this age group.
- Don't inject controversial issues.
- Don't use the computer in the classroom for internet access for yourself.
- Don't comment on personal issues to students, staff or co-workers.
- Don't use your cell phone when you are on the job. Use of cell phone is permitted during breaks.
- Don't discuss religion or politics in the workplace.

What time do I report for the job?

The time given by AESOP is your report and end time. Please arrive at least fifteen minutes before the opening of the morning session and plan to remain in the building at least 15 minutes after the official school closing time. Please be aware that you are being paid for the time you actually start the job. If you are late for a job assignment you may only be paid from the time you scanned in/out at the main office. Please be prompt.

Remember: Be on Time! Be on Time! Be on Time!

Late Arrivals and "No Shows"

If you are late 30 minutes or more for an assignment, the site has the right to cancel you from the job and to schedule another substitute for the position. Be sure to call the school secretary if you cannot show up for a job you accepted from the system or if you are going to be late for a job. The system will record that you were a "No Show" for the job in your profile in the system.

What should the school site make available to me?

- Site secretary should provide keys to the classroom if applicable.
- School site should have available information about procedures in case of injury to students or staff.
- Site Secretary should provide a map of the school indicating location of work room, bathrooms, lounge and library facilities.
- Up-to-date seating charts
- Comprehensive lesson plans and instructions.
- Duty assignment of absent teacher
- List of names of reliable children in the class
- Parking procedures when appropriate.

Custodian Substitutes should receive

- Map of school.
- A set of keys.
- A schedule to indicate from start to end the length of time that person has to clean each room, office, etc., including breaks and lunches.

- Should provide a walkie talkie to keep in contact with the office or other staff members.
- Should provide proper safety equipment such as gloves, safety glasses, etc.
- Should provide supplies to refill dispensers such as paper towels, toilet tissue, soap, seat covers, bags, etc.
- Should provide equipment such as vacuums, mops, mops buckets, clusters, etc.

What should the absent employee make available to me?

Certificated

- Should leave notes as to where supplies (including paper), are located to carry on the day's activities.
- Forms necessary for attendance
- Daily schedule giving specific times for subjects, recess, etc.
- Directions as to how pupils are cleared or excused from the room during class time.
- Special rules of the room and/or school
- Explanation of system of correcting papers (number wrong, number right, percentage, letter grades, etc.)
- The signal used (kindergarten) to attract attention (bell, triangle) and where it is kept.
- Should provide list of extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular work day.
- The school secretary should ask the substitute to report beforehand to be given instructions and work schedule for the day.
- Lesson plans, textbooks and workbooks. If you cannot find the lesson plan, please contact the principal.

Classified

- Inquire with school secretary or classroom teacher

What do I do at the end of the workday?

- The substitute teacher should leave a Summary Report in AESOP under the feedback tab explaining what happened during his/her assignment.
- Return all the equipment to its storage place and leave classroom clean and orderly.
- Make sure all lights are off before leaving for the day.
- Make sure all windows and doors as locked.
- Return keys to the school secretary.
- Scan out in the main office using your ID card.

What if there is a problem with a substitute job?

Be flexible. When you arrive at an assigned job and there is a problem with the job, please call the Personnel Assistant and we will try to accommodate you with another assignment, if at all possible. Please remember to be flexible because there will be times when this may occur.

If you are unable to report for an assignment, **immediately** call or login into the system and cancel yourself from the job so that the system may call another substitute. Next call the school secretary to let her know you will not be in as planned. The system will not allow you to cancel a job assignment you have accepted within 12 hours of the job. If you must cancel your assignment because of illness or an emergency you **MUST** call the Personal Assistant and school

secretary to have yourself removed from the assignment so that the system can call out for another substitute employee.

If you do not cancel yourself from a job, the system will not call to get another substitute to fill the job. The classroom will be left without a substitute and the school site will have to make other arrangements with employees at the site to cover the job. This may result in negative feedback by the principal who may decide to no longer use your services.

If an employee must cancel a job you are assigned to, the system will contact you by telephone and/or email to inform you of the cancellation. Please listen carefully to the system. The system will tell you the job has been cancelled and you must follow the prompts to accept notification of the cancellation.

STUDENT INFORMATION

What can students do and not do? - Know Student Restrictions!

- No student should leave the school without permission of the principal or school office personnel. Do not assume that an adult who comes to pick up a student is authorized to do so. Check for a pass! If a pass is not presented, send the person to the office for a pass. If the person does not cooperate, contact the office and/or staff member in the adjacent room.
- Students should not be allowed to move any heavy equipment.
- Students should not be in the classroom unless a staff member is present. Lock doors whenever you leave the classroom.
- Students at the elementary level should not use playground equipment except under the close supervision of the teacher or staff member.
- Students should be under the supervision of a staff person at all times

What is the Procedure for Reporting Accidents?

Promptly report accidents to the principal's office and fill out an accident report before leaving for the day.

What is the Procedure for Disciplining Students?

Familiarize yourself with the SSFUSD General Policy Statement on Student Behavior which is located in the appendix of this handbook. You must gain control of the students prior to engaging in any activity. This is very important regardless of the age of the students. You will be able to maintain control properly if you are familiar with the rules of the school and those set down by the employee. If you are "easy going" the students will take advantage of this. If you are firm and fair, students will usually react accordingly. Be pleasant, yet firm.

Keeping students on task with worthwhile material usually keeps disciplinary problems to a minimum. If discipline problems do arise and you are unable to resolve them, the principal or assistant principal should be notified immediately. DO NOT let the situation get out of hand. Discipline can often be handled by a mutual understanding between you and the pupil. If you

attempt to understand the student's problem and the student understand what you expect, problems may not develop.

- **DO NOT** use any physical force!
- **DO NOT** use foul or belittling language as a means to discipline a student. The school administrator will handle and administer any severe disciplinary measures.

If it is necessary to confiscate any items from students, contact the school office immediately.

PERFORMANCE

How am I doing?

Remember that your actions, your behavior, your manner, and your professionalism all reflect upon your ability to be a successful substitute. Keep in mind that someone is always observing your work as a substitute, whether it is the students, other teachers or secretaries at the school site. Remember to act in a professional manner at all times. Being repeatedly requested by the school is, of course, one of the best evaluations you can have.

When a school site deems it necessary to reprimand a substitute for unsatisfactory job performance the school site will notify the Human Resource Department by either phone, email or feedback in AESOP. The Human Resource Department will review the information provided. The substitute will not be allowed to return to work for that particular teacher and/or school site. There will not be any further investigation performed by the Human Resource Department and the school site has the right to exclude a substitute from their site. The substitute is entitled to review all comments from the site on the Feedback tab in AESOP or by making an appointment with the Personnel Assistant to review their file.

Under no circumstances shall a substitute directly contact any school site staff member regarding disciplinary action taken by the school site. All disciplinary procedures are handled through Human Resources and all correspondence shall be directed to the appropriate administrator in Human Resources. Please contact the Personnel Assistant if you have any questions regarding this procedure.

If you have been blocked from more than 6 school sites, **the substitute may be terminated** from employment with the South San Francisco Unified School District. If an incident was deemed egregious, a substitute could be terminated for the first offense. A written letter of termination will be mailed to the substitute's home address indicating a termination date.

As a substitute employee you are "at will", which means that you may be released at any time, for any or no reason. If a substitute is blocked by 6 or more school sites you may receive a letter of termination. These do not have to be within the same school year, it is throughout your entire employment with SSFUSD.

PERMANENT POSITIONS

If you are currently employed as a substitute you can apply for open recruitments by completing an application at Edjoin.org. For jobs stating: INTERNAL CANDIDATES ONLY or SSFUSD Employees only this applies to SSFUSD bargaining unit employees only – not substitute

employees. Anyone considered a substitute would need to complete a regular application when applying for any open posting listed with the South San Francisco Unified School District.

Classified applications are accepted or rejected based upon their qualifications for the classification. Those most qualified will be accepted. Applicants who have had their application accepted are invited to take a written test, if testing is required for the classification; test date and time will be emailed to you. Those who complete the test successfully are invited to interview for placement on an eligibility list. Candidates from the eligibility list are referred to the school or supervisor for final interviews when vacancies occur. Applicants are notified of their status at each step of the recruitment process through which they pass.

REQUIRED TRAINING - MANDATED REPORTERS **(AB 1432)**

What is a Mandated Reporter?

A mandated reporter is someone in a designated profession whose members are mandated by law to report known or suspected child maltreatment to an appropriate agency, such as child protective services, a law enforcement agency, or a State's toll-free child abuse reporting hotline. Individuals designated as mandatory reporters typically have frequent contact with children.

All classified and certificated new hires (including noon duty supervisors, classified/certificated substitutes and all coaches) are considered mandatory reporters and are therefore required to complete an online Mandated Reporter training course. You must provide a personal email address which we will use to set you up with an account through Keenan Safe Schools Training; you will then receive an email from this sender with instructions directing you to their website to complete the training. **You have exactly six weeks from your date of hire** to complete both the policy course (10 minutes) and the mandated reporting course (30 minutes). The approximate time investment for you is 40 minutes. Please print the certificate of completion for both courses and submit them to the Human Resources Department for verification. If this requirement is not met within the first six weeks, your status as a substitute employee of SSFUSD may be affected.

*****In addition to completing this required training within the first six weeks of employment, it is also necessary for all mandated reporters to receive training within the first six weeks of every school year.**

Employees trained in child abuse identification and reporting shall report known or suspected child abuse to the Children's Protective Services, Human Services Agency of San Mateo County, or in the case of an emergency to the South San Francisco Police Department, by telephone, immediately or as soon as practically possible and in writing within 36 hours. Reporting duties are individual and cannot be delegated to another individual. The employee required to make a report, the "mandated reporter," may not be compelled to disclose his or her identity to the site or district administration. If the mandated reporter does not disclose his or her identity to the site or to the district administration, he/she shall provide a copy of the written report to the principal and to the district's Director of Student Services without his/her signature or name. The identity of all employees who report under these regulations shall be confidential and disclosed only to child protective agencies.