FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

Guest Teacher Handbook

1965 Birkmont Drive, Rancho Cordova, CA 95742
Human Resources Department – 916-294-9000, Ext. 104402

Link to Absence Management/ Frontline
https://login.frontlineeducation.com/sso/fcusd

Human Resources – Revised July 2025

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Folsom Cordova Unified School district is delighted to welcome you as a guest teacher. Your contribution to our schools is deeply appreciated.

As a guest teacher, you will play a vital role in ensuring our students receive a quality education. Our district has over 30 schools with a variety of educational settings and offers many opportunities to explore teaching and grow professionally.

Human Resources welcomes any feedback that you may have, we encourage you to share your thoughts with us. Thank you for choosing Folsom Cordova!

District Contacts

District Office (Educational Services Center or ESC): (916)294-9000

Substitutes (Guest Teachers) HR: **Erika Munoz** (916)294-9000 ext. 104402 emunoz@fcusd.org

Technology
Support for Technical Issues: www.fcusd.org/etis
Help Desk (Emergency): 916-294-9005
Pam Oien: Education Technology Coordinator poien@fcusd.org
Kari Bjork: TK-12 Edtech Curriculum and Instruction Specialist kbjork@fcusd.org

District Accounts

Within roughly one week of orientation, you will receive a message to your personal email account within your FCUSD accounts log in information. You MUST respond to this email to confirm that you have received your account log in information. If you do not respond within 30 days, your accounts will be deleted.
Check your district email frequently for important communications.

FCUSD uses Single Sign On (SSO). Your username and password will be universal across most FCUSD systems.
We use Multi-Factor Authentication (MFA).

*Note: While you can log in to your Frontline account using SSO on the web, you may have to create a Frontline ID to access the mobile app.

Employment Status

Guest teachers may be dismissed at any time at the discretion of the Board of Education pursuant to Education Code Section 44953.

Guest teachers in the Folsom Cordova Unified School District work on an on-call, as needed basis, and there are no guarantees or rights to permanent, regular employment within the district.

Should a guest teacher be found to be unsatisfactory, he/she will receive notice from the Human Resource Associate Superintendent and may be removed from active service.

Expectations and Responsibilities

1. **Be on time**. Arrive at least 15 minutes prior to the start time, especially if working at a new school. *Please remember that the times listed on the bell schedule are the times that students are expected to be seated.* **You need to be well prepared *before* students arrive.**
    - Some of our campuses are extremely large. You want to have sufficient time to locate the classroom, review your materials, and prepare before students arrive.
2. **You are performing a professional service.** Attention should be given to a neat appearance including professional attire and personal grooming.
3. **Do not leave campus during prep periods**. (You may be needed for another classroom or additional support)
4. You may be asked to perform duties as would be required of the regular classroom teacher, *including teaching during a prep period.* Be available for any special assignments that fall within the regular teacher's responsibility during the instructional day.
5. **It is highly recommended that you do not leave campus during your lunch period.**
   *Half day jobs do not have a lunch period.
6. **Remain until the conclusion of the instructional day** as instructed by the school administrator/designee**.** The principal/ designee has the prerogative to assign other duties to you when the original assignment is over.
7. **You are expected to follow lesson plans left by the teacher**, which may be available on Absence Management. However, if no lesson plans are available, contact the office for emergency plans.
8. Learn the correct **attendance** procedures; take roll accurately and turn in the required attendance forms as instructed.
9. Leave adequate notes regarding absences, student behavior, if the lesson plan was completed, etc.
10. Keep copies of all notices and bulletins received and leave them for the teacher.
11. Be certain to not disturb personal items of the regular teacher, and to leave the room in order.
12. Leave important conferences with parents for the teacher of record.
13. **If you need assistance, do not hesitate to contact the front office.**

Notes

- All employees, including Guest Teachers, are covered by Workers' Compensation. If you have a job-incurred accident, injury, or illness, immediately notify the site administrative assistant or building administrator of the injury and provide them with the required information to ensure proper reporting.

- **Establish and maintain a positive relationship with staff. These are important relationships and can help connect you with the jobs that you prefer.**
    - In order to inform schools and teachers that you are available as a Guest Teacher, **you may distribute fliers or business cards** listing your name, phone number, and grades/subjects you wish to teach (with principal approval).
    - There may be opportunities for long term assignments.

Payroll

The pay period is from the 16th of one month to the 15th of the following month. All Guest Teachers of the Folsom Cordova Unified School District are paid on the 10th of each month. Our Payroll Department will mail a salary warrant to your home address the day before the 10th of each month. Direct deposit is available for Guest Teachers. If you choose direct deposit, your first pay warrant will be a check mailed to your home address. The second month your direct deposit will go into effect. **You can access your timecard at any time in Frontline.**

Employee Self Service (ESS) Paystub and W-2 Access

To view pay information, such as paystubs and W2 forms:

1) Open https://essfcusd.scoe.net/
2) Click on the registration button on the left-hand side of the window.
3) Enter the requested information. You can find your employee ID# on your most recent pay statement or timesheet. Make sure the username is your first initial and last name.
4) Log on and click on “My info”, “ Payroll"

If you are having login problems, please contact Alex Szabo at (916) 228-2276, JP Hollingsworth at (916) 228-2343, Bill Mullen at (916) 228-2470, or infosystems@scoe.net for any technical login issues.

Certificated Substitute Sick Leave

Substitutes accrue 1 hour of sick leave for every 30 hours worked. After 90 days of employment, you become eligible to use sick leave.

All eligible substitutes will receive up to 40 hours of annual sick leave. Any unused sick leave hours do not carryover from one year to the next. See HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE. You can find your leave balance on your paystubs; however, Payroll will confirm eligibility to utilize sick leave at the time of your request.

Sick leave can be used for the following reasons (SB616):
1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member.
2. For an employee who is a victim of domestic violence, sexual assault, or stalking

Under this policy, family member is defined as:

1. A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse.
4. A registered domestic partner.
5. A grandparent.
6. A grandchild.
7. A sibling.

8. A designated person, which, for purposes of this article, means a person identified by the employee at the time the employee requests paid sick days, limited to one designated person per 12-month period for paid sick days.

For questions about your payroll, tax, and retirement documents, contact your payroll representative. See the directory here: https://www.fcusd.org/staff/payroll

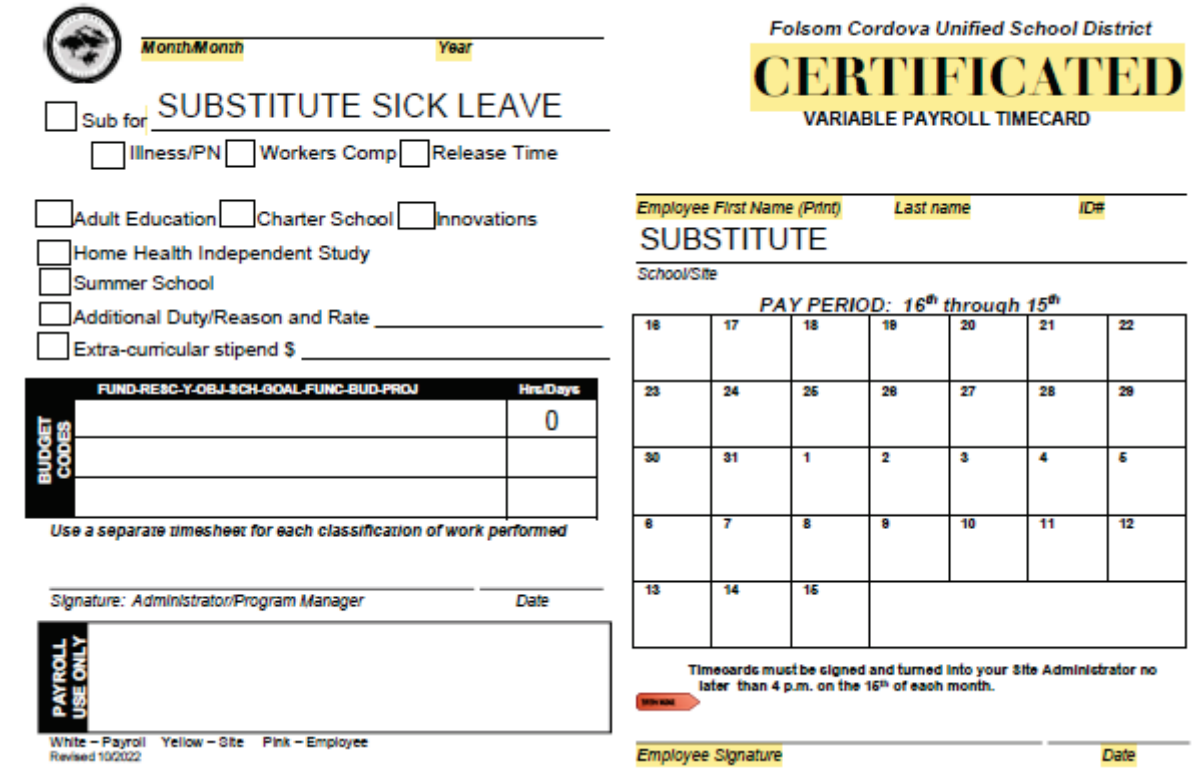
Directions:

1. You may only use sick leave on days that you are scheduled to work but cannot, as a result of one of the allowable reasons for paid sick leave referenced above.
Note the Confirmation # (CONF#) of the assignment.

2. Cancel the assignment in Frontline at your earliest convenience and select Illness/Family Medical as the cancellation reason; notify the school site of your cancellation immediately.

3. Complete and submit a Certificated Variable timesheet. Include the assignment's Confirmation # in the "Sub for" line or on a separate page. The time sheet must correspond to the correct pay period.
    1. Certificated substitutes should mark a "1" (full day) or ".5"(half day)

Sick leave requests should be submitted to Human Resources: Erika Munoz emunoz@fcusd.org or through district mail (ATTN: HR, Erika Munoz). The absence will be verified and sent to payroll.



Month/Month Year

☐ Sub for SUBSTITUTE SICK LEAVE

☐ Illness/PN ☐ Workers Comp ☐ Release Time

☐ Adult Education ☐ Charter School ☐ Innovations

☐ Home Health Independent Study

☐ Summer School

☐ Additional Duty/Reason and Rate _____

☐ Extra-curricular stipend $ _____

BUDGET CODES: FUND-RESC-Y-OBJ-SCH-GOAL-FUNC-BUD-PROJ	Hrs/Days
	0

Use a separate timesheet for each classification of work performed

Signature: Administrator/Program Manager Date

PAYROLL USE ONLY

White – Payroll Yellow – Site Pink – Employee

Revised 10/2022

Folsom Cordova Unified School District

CERTIFICATED

VARIABLE PAYROLL TIMECARD

Employee First Name (Print) Last name ID#

SUBSTITUTE

School/Site

PAY PERIOD: 16th through 15th

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

Timecards must be signed and turned into your Site Administrator no later than 4 p.m. on the 16th of each month.

Employee Signature Date

Variable time sheets are available digitally or at the front desk of the district office or main office at any school site in our district.

Credentials

Guest Teachers must have a valid California teaching credential/permit on file with District. Absence Management will not contact a Guest Teacher whose credential has expired- this means that **you will not be able to view jobs beyond the expiration date.** Please be certain that your credential is current and renewed in a timely manner. Once you renew your credential and the CTC notifies you that it has been issued, please notify Human Resources at emunoz@fcusd.org to update your credential. Please remember that it is your responsibility to track your credential and renew when necessary.

Authorization for Service

30 Day Emergency Permit Holders are ONLY allowed to substitute for the same teacher for 30 days in any one school year and may NOT take any long-term assignments. 30 Day Emergency Permit Holders are ONLY allowed to substitute in the same Special Education class for 20 days in any one school year.

Termination

The principal, or designee, shall have the right to exclude any Guest Teacher from the classroom at any time when such action is in the best interest of the children. The principal or designee shall notify the Human Resources Department of such action. The Associate Superintendent of Human Resources may terminate the services of a Guest Teacher without cause at any time.

Auto termination: If you do not work in a given school year, you may be removed from the substitute list without notice and will be required to reapply to be placed back on the substitute list.

School Visits/ Observation

Guest Teachers are welcome to visit schools to observe classes in session. Arrangement for such class visitations must be made with the principal of the school or his/her designee.
Please contact Erika Munoz (emunoz@fcusd.org) if you would like help arranging a visit.

Cell Phones

Cell phones must be put away during instructional time.
It is important to model professional cell phone use during instructional time or at any time you are performing your work responsibilities.
You are welcome to use your cell phone/electronic devices during lunch or break. Using your phone or having a Bluetooth/earbud perched in your ear during class time sends the message to your students, colleagues, and the public that they come second to your phone.

Faculty and staff may not covertly photograph or video/audio record students.

Guest Teacher Employment Procedures

1. Complete a live scan. Attend orientation and complete an I-9 document check.
2. Your FCUSD accounts will be created. You will receive an email with your log in information and instructions (*you must reset your password in Outlook web access first*).
3. TalentEd task list.
   *IF YOU HAVE ANY QUESTIONS REGARDING TALENTED RECORDS OR ISSUES WITH TalentEd LOG IN, PLEASE CONTACT FCUSD HR DEPARTMENT.
4. Access your district email to find the required Public School Works Trainings. While these trainings have due dates, you must complete these trainings prior to employment.
5. All new hires are required to complete the online substitute training from STEDI. District will cover the cost of the training.
6. Complete your hiring document task list in **Talent**Ed. **Once you complete your task list, you must inform Erika Munoz (emunoz@fcusd.org) to finalize your hire.**
7. Once your task list has been reviewed, you will receive access to Frontline Absence Management, **this means that you are cleared to work!**

TalentEd Documents include (but are not limited to):

Direct Deposit

Your first check will be delivered to your home address on or before the 10th of the month. You may elect to use direct deposit for your following checks. You may access the direct deposit form in TalentEd. This form, along with a voided check or direct deposit form from your bank must be submitted at the district office with a valid ID in person.

State Teachers' Retirement System (STRS)

Guest Teachers may elect to join STRS immediately upon employment. It is mandatory to join STRS if a Guest Teacher works more than 100 days in any one school year. In the event a Guest Teacher elects STRS membership or is required to become a STRS member when he/she has completed 100 days in any one school year, the Guest Teacher MUST continue to contribute to STRS until such time that the individual terminates employment.

Voluntary Membership in State Teachers' Retirement System

Section 22603.1 of the Education Code allows persons working as Guest Teachers or as part-time employees who serve less than 60 hours or ten days per pay period to join the State Teachers' Retirement System (STRS) if they so desire. The decision to join is irrevocable, must be submitted in writing and filed before the submission of contributions. Teachers who elect membership must do so in a pay period in which the service is performed and must submit the membership election form and the membership application to the District Office prior to the last working day of the month. The membership is binding thereafter, unless all school district employment is terminated, and contributions are refunded.

*Limitations on Earning of Retired Persons

Retirees who serve as Guest Teacher employees should be certain to check with STRS to determine the maximum amount they may earn.

Loyalty Oath

Guest Teachers are required by the Government Code of the State of California (Title II, Division 5, Chapter 4, Part 1) to take a loyalty oath. You will be asked to sign the Oath of Allegiance in TalentEd Records.

Withholding Exemptions

Guest Teachers must complete a withholding exemption for federal taxes, the W-4 form and the State of California withholding exemption form.

T.B. Clearance Report

Guest Teachers must present a negative PPD tuberculin skin test dated within no more than 60 days prior before serving for the District in any capacity. *This is required by the Education Code and the Board of Education regulations*. **Tuberculin clearance is valid for a four-year period and must be renewed when the four-year period has expired**. It is your responsibility to renew your TB when needed. Your TB expiration dates is printed on every pay warrant. **Frontline will not contact a Guest Teacher who is out of compliance for tuberculin clearance; you will not be able to view/select any jobs until your TB is current.**

TalentEd also hosts documents for:

Address Changes

Guest Teachers should log onto their TalentEd RECORDS account and choose the "blank doc" that says Address and/or Phone Change. Human Resources will update your employee file and AESOP account. It is essential that this information be updated and current as payroll checks and W-2's are mailed to the address we currently have on file.

Name Changes

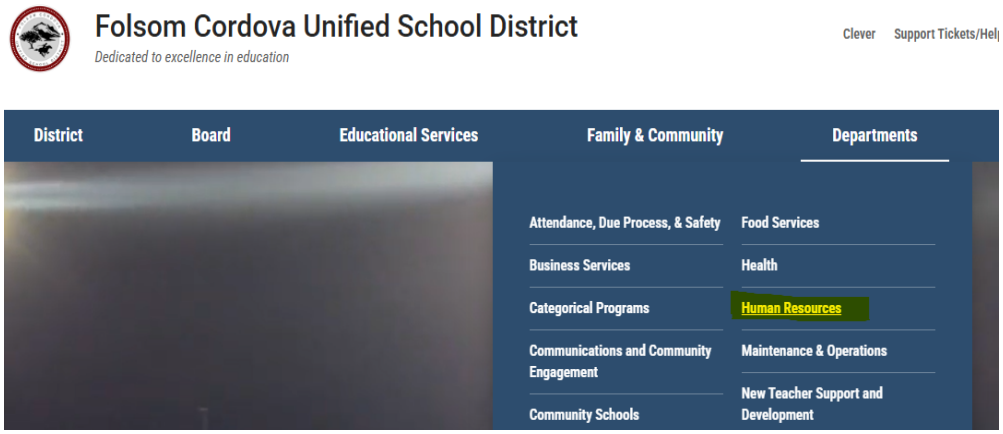
Name changes will be made to District records **only** when accompanied by a new Social Security card reflecting the change. The name change form may be completed on TalentEd RECORDS and then you must schedule an appointment with a Human Resources Technician at the District Office to show your documents.

STEDI Training SubDiploma Submission

This training is now required to be completed prior to employment.
Upload your SubDiploma as soon as it is issued.

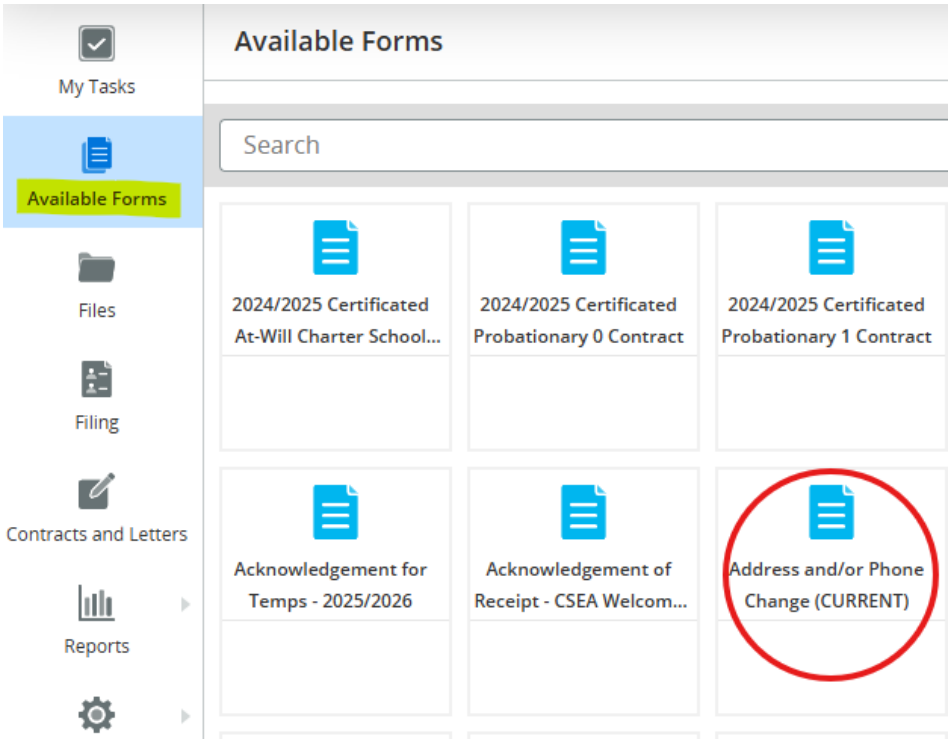
TalentEd Records
by PeopleAdmin

TO LOG IN TO RECORDS, GO TO FCUSD.ORG -> STAFF -> CLICK ON TALENTED RECORDS (PERSONNEL FOLDER)



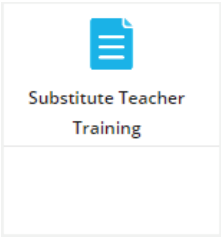


YOUR TalentEd USERNAME IS THE SAME AS YOUR OUTLOOK/ DISTRICT ACCOUNT *WITHOUT* THE @FCUSD.ORG AND SAME PASSWORD.



WHEN YOU FIRST LOG IN, YOU WILL BE TAKEN TO THE "MY TASKS" PAGE.

HERE YOU CAN VIEW AND COMPLETE ANY TASKS YOU HAVE BEEN ASSIGNED.



AVAILABLE FORMS – YOU WILL FIND HR FORMS THAT CAN BE COMPLETED AT ANYTIME (i.e: address/name change, leave request, etc.)

This is where you can submit your STEDI SubDiploma.
Once submitted, you may view this document under Files>Substitute Folder.

Folsom Cordova **Automated Guest Teacher Calling System**

The Folsom Cordova Unified School District (FCUSD) uses an **automated substitute teacher calling system Frontline Education** to secure Guest Teachers. This system holds all pertinent information regarding classroom assignment and matches the Guest Teacher to the assignment by availability via telephone or through the Absence Management/ Frontline website and mobile application.

NOTE: Your district Single Sign On (SSO) may not function properly with the application, you may need to create a Frontline ID to use the mobile application.

This is how **Absence Management/ Frontline (formerly AESOP)** works:

After the Guest Teacher has completed the new hire process and all personnel information is put into the system, the Guest Teacher will receive an **Absence Management** welcome letter, including ID and PIN number.

1. An employee absence is reported and is assigned a confirmation number.
2. Absence Management searches for available and qualified Guest Teachers for each assignment.
3. **Assignments are available to search online any time of the day. You may manage your notification settings in Frontline. Calls are the default notification.** During the morning or evening call period, Absence Management places a call to the Guest Teacher.
4. The Guest Teacher accepts or declines the assignment.
5. **Cancellation:** If you accept a Guest Teacher assignment but later wish to cancel the assignment, you **MUST** notify **Absence Management 4 (four) hours** prior to the start time of the assignment. If you cancel within 24 hours of a job's start time, Frontline will temporarily block you from picking up jobs. **Do not pick up jobs that you do not plan to commit your time to.** ***Contact the school site and HR if you must cancel a job within 24 hours before the job begins.***

If you are suddenly unable to view jobs, or cannot view jobs past a certain date, your credential or TB test is expired/expiring.

UNDERSTANDING JOB ASSIGNMENTS IN FRONTLINE

1. If you are unsure about what a job assignment entails, please contact the school directly.
2. **Start times** are listed with each assignment in Frontline. Arrive 15 minutes before the scheduled start time. Note: Frontline does not allow sufficient specificity for every assignment. *If you are unsure of a specific time, contact the school site directly.*
    a. See bell schedules for guidelines and note minimum days (full day) and *super* minimum days (half day).
3. **End time**: Remain until the conclusion of the instructional day as instructed by the school administrator/ designee**.**
4. **Half Day**s are approximately:
    a. 3 hours and 15 minutes at Elementary schools
    b. 3 hours and 35 minutes at Secondary schools
5. **Certificated staff are not paid hourly**; you are paid based on the assignment you pick up in Frontline (Full Day or Half Day)
6. **Cancellations:** Please be mindful of canceling jobs. Only pick up jobs that you are confident you will commit your time to. When a job is picked up, schools count on this coverage. Often, canceled jobs are not filled. ***If you must cancel a job within 24 hours the start time, you must contact HR and notify the school.***
7. **If you arrive to a job assignment that you find is no longer needed, you must:**
    a. Check in at the front office to see if there is another assignment available at that school.
    b. Search Frontline for another available job assignment for that day. If you need assistance, contact Erika Munoz in HR at 916-294-9000 ext. 104402. If there is another open assignment, you *must* go take it to receive pay for that day.
        i. If there is no other available assignment, you will receive half day pay.

AT THE SCHOOL SITE

Please be flexible and understand that each school has different needs.

Safety

- Check in with the school staff for emergency plans.
- Classroom doors are to remain closed and locked at all times.
- See details on District Emergency Procedures at http://www.fcusd.org/domain/974
- Board Policy 5142 – Safety

  The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs, and school-sponsored activities.

  School staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, during school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district transportation.

  The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

School Opening and Dismissal Times

Hours of operation will vary from school to school due to transportation schedules and the types of programs offered.

1. **Absence Management/ Frontline identifies the beginning time of an assignment.**
   Frontline does not allow sufficient specificity for every assignment. If you have a question about exact start and end times, contact the school directly.
   See bell schedules for guidelines and note minimum days (full day) and *super* minimum days (half day).

2. **Guest Teachers are to arrive at the site 15 minutes prior to the beginning of the assignment**.

3. Report to the school office immediately upon arrival. **SIGN IN** at the FRONT OFFICE, pick up the classroom key and your guest badge with the guest teacher folder.
   * The contents of your guest teacher folder will vary at each school. ***Be sure to note the extension of the office staff member who will be your first point of contact if you need assistance or in case of emergency.***

4. At the end of your assignment, return to the school office to turn in keys and badge. Remember to check with office staff and **SIGN OUT** at the FRONT OFFICE at the conclusion of the instructional day.

When you clock in at the site with Veritime, your login is your phone number (numbers only, no characters) and your Pin can be found on your Frontline profile.

Start the Day…

- **Be an informed Guest Teacher**. Know the school rules.
    - Be mindful that each school is different and that classroom rules may vary.
    - Important notes should be provided in your guest teacher folder that you receive when you clock in. When in doubt, ask the front office.
    - As about school-wide rules and procedures for emergencies, hall passes, cell phones, etc.
    - Check for special schedules.
- **Be ready to supervise the students when the bell rings in order to ensure that they quickly get settled in their seats.** Introduce yourself briefly to the class; tell them a little about yourself, remember to be appropriate and professional (i.e. what and where you have taught).
    - Enter the classroom with confidence. Review expectations and classroom rules.
    - Read through the lesson plans left by the teacher. Locate the materials which will be needed throughout the day.
    - Study the seating chart. If you can't find one, record names of students and where they are seated as you do attendance.
    - Write your name and directions or lesson plans neatly on the board.
    - Have an activity prepared to occupy students while you take attendance.

- **Have a contingency plan or activities ready if there is extra time.**
- **Good teaching is the best preventative for disorder**. *Have clear and definite direction for lesson plans.* Fairness and careful follow-through are invaluable in the maintenance of a good learning environment.
- Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not acceptable**. Use positive, rather than negative, requests and suggestions**. Expect respect and cooperation. **Maintain a positive enthusiastic attitude toward the assignment.**
- **Correct, organize, and label completed work.** Papers are to be left on the teacher's desk with appropriate explanation or as appropriately designated by the teacher, department chairperson, or administrator. Leave a note explaining progress made; work completed, work unfinished, special assignments, and other items of importance.
- **Supervise students as they enter and leave the classroom.**
- Be prompt when assigned to yard or lunchroom supervision and remain on the assignment until completed.
- Be familiar and follow **emergency drill procedures**.

Best Practices and Tips:

Classroom Behavior Management

- If there is a classroom management system (clip up - clip down, red card/green card, level system, etc.) in place, and you're familiar with it, use it.
- If you aren't familiar with the classroom management system, or you don't see evidence of one:
    - Seek out ways to positively reinforce students engaged in positive behaviors.
    - Provide individual correction or re-direction privately, if possible
- Often in a classroom with well-established behavior management systems, students will want to help familiarize you with it. If timing / activities permit, try to learn the system.
- Use proximity (be up and walking around) as much as possible.

Power Struggles

- Avoid getting into power struggles with students.
- Build relationships as much as possible by knowing the student's name and getting to know something about them.
- Remain calm and positive.
- Avoid arguing with a student.
- Build connections as much as possible.

Redirecting Correctly

- Physical redirection is not appropriate.
- Don't argue (Avoid the power struggle)
- Don't take student behavior personally.
- Offer choices.
- Refrain from redirecting misbehavior in front of peers.
- Don't give ultimatums.
- Try to understand the why the student is acting this way. (Hey, are you ok?)

How to Build Relationships Quickly

- Introduce yourself and consider a brief ice-breaker that helps you to learn students' names (e.g. when calling attendance, ask students to restate their name and their favorite ice-cream flavor).
- Invest a significant effort in remembering as many student names as possible (via taking attendance, studying the seating chart, looking at student names on desks / assignments as you walk around)
- Call students by their name. This is huge!

Positive Reinforcement

- Ask office about school wide PBIS reinforcements (school-wide token economy) and if they have any tickets/token economy bucks/stamps that you could be giving out for positive behavior
- Bring stickers - this is pretty relevant at all grades if you can sell it well
- Find the behaviors that you want to see, reinforce them specifically ("I love all of the quiet hands!" "I really appreciate your putting away your materials right away!")

Be Proactive:

- Review the teacher's rules and management plan. If there is not a plan available, establish 3-5 rules of your own for the day. Set clear expectations.
- Examples:
  - Raise your hand to speak.
  - Ask permission to get out of your seat.
  - Stop talking and focus when I use the attention-getting signal.
  - Be respectful.
  - Use positive reinforcement, not punishment!

Step-by-Step Strategy for Transitions

1. Advertise the end of the activity. (3 more minutes before we get to put away our crayons, Timers are a great tool, as well!).
2. Provide a time limit and directions for transition. (You have two minutes to clean up and return to your seat).
3. Advertise the end of the activity. (3 more minutes before we get to put away our crayons, Timers are a great tool, as well!).
4. Provide a time limit and directions for transition. (You have two minutes to clean up and return to your seat).

At the end of the day…

- Have a plan in case there is extra time at the end of the day.
- Clean up the room- leave it better than you found it.
- Leave a note for the teacher which includes:
  - Absent and helpful students
  - Class behavior
  - What was or was not accomplished.
  - Questions, comments, concerns.
  - If you are interested in returning, leave your contact information.
- Check out with front office staff before clocking out.

Special Education Assignments

- There may be well-established instructional assistants (IAs) that help to support the classroom. Lean on their expertise!
- You are still in charge.
- Treat all students equitably, with respect, and with dignity regardless of their disability.

If you are covering in a self-contained Special Education classroom, the IAs will be able to support you with students. <u>Be ACTIVELY involved in class,</u> ask how you can help. They will take the lead on feedings, medical care, and toileting, but you can/should support the other aspects of class.

- Bus pick-up and drop-off is part of a self-contained classroom. Please arrive a few minutes early for these jobs so you can acclimate yourself prior to bus pick-up.
- If you have any questions, ASK. Staff will be there to help; no questions are dumb questions.
- All previously discussed management strategies and supports are especially applicable in a SpEd setting. HAVE FUN!!! These settings are often less academically structured and are FUN to be a guest teacher in.

What to know about IEPs

- IEP stands for Individualized Education Plan
- An IEP is more than just a written legal document (or "plan"). It's a map that lays out the program of special education instruction, supports, and services kids need to make progress and thrive in school.
- Check the sub folder/sub plans for any specific directions for students with IEPs, Behavior Plans, Medical Plans, etc. READ THEM, follow any directions.

Cautions:

While we believe in stressing the positive in our District, the following list of precautionary "**DO NOTS**" may prevent a negative experience for the Guest Teacher. This list is based on past actual occurrences we would all like to avoid happening again:

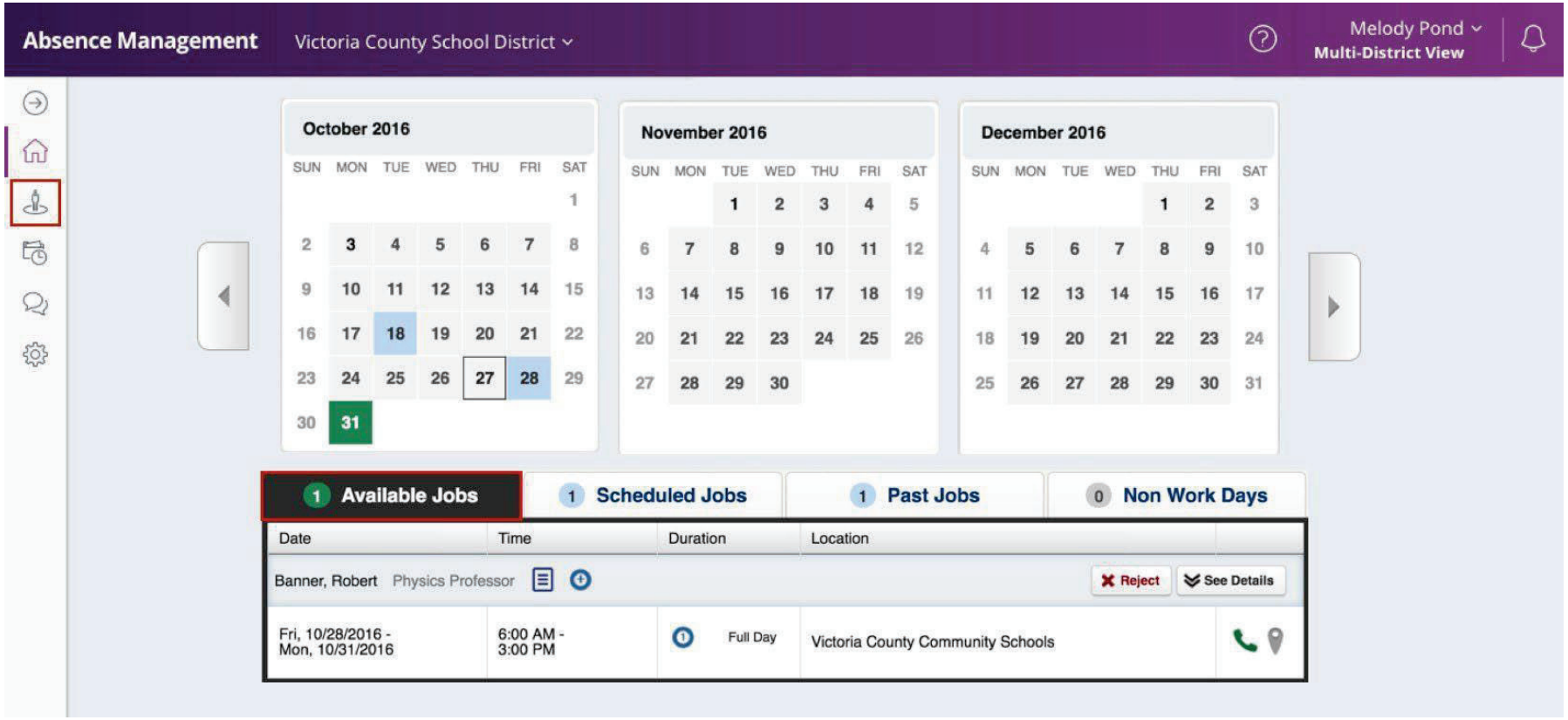
- **DO NOT** touch students. (Even "positive" touching can be misconstrued and cause for accusations)
- **DO NOT** verbally or by action demean any student.

- **DO NOT** share your personal judgments about students, their abilities, or personal values.
- **DO NOT** share any confidential information about a student (i.e., address, phone number, school performance, placement in special programs) with anyone.
- **DO NOT** use any language or words of profanity or of a sexual nature in interactions with students, parents, or other staff members.
- **DO NOT** allow any materials to be used in the classroom which you do not monitor the content and use of during the class time (e.g., videos, magazines).
- **DO NOT** deviate from the lesson plan provided.
- **DO NOT leave students unsupervised** or allow the class to move from one area of the campus to another without supervision (e.g., walking to library, lunch, assemblies, etc.).
- **DO NOT** use tobacco products while on school district property.
- **DO NOT** take your children or pets to the job.
- **DO NOT** use cell phones during instructional time.

Finding Available Jobs

absence-help.frontlineeducation.com/hc/en-us/articles/115003266187-Finding-Available-Jobs

In absence management, finding and accepting available jobs is as easy as pie! From your home page, there are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the side navigation under "Available Jobs" and on the **Available Jobs** tab.



The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

Viewing the Job Details

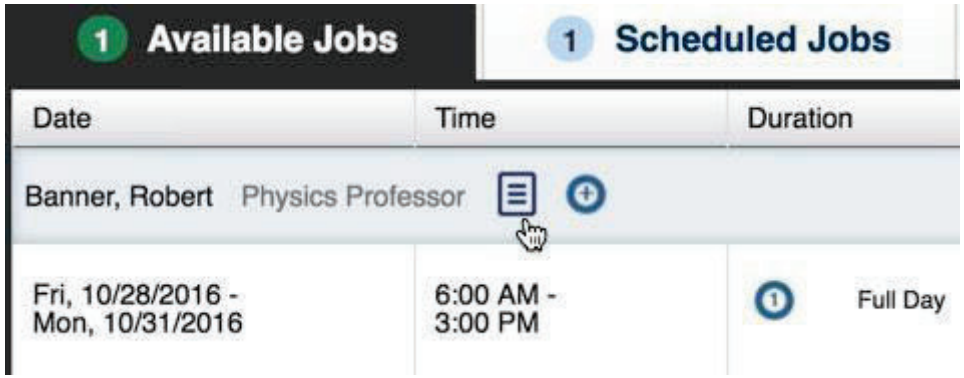
All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.



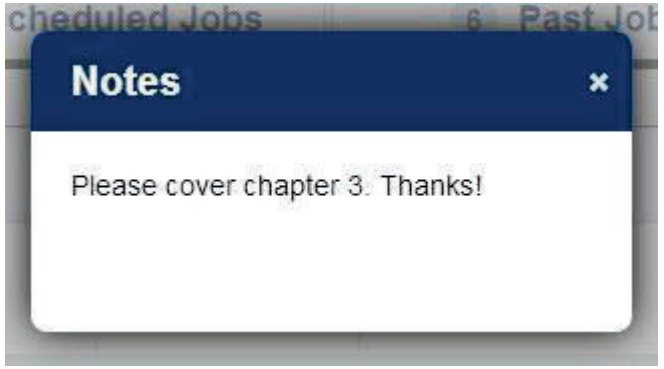
There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

View the Job's Notes

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the **icon** to view the notes.

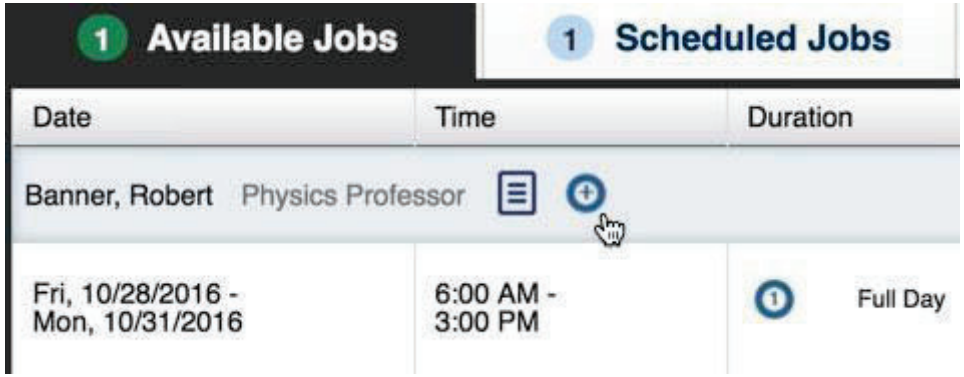


The notes for this job will pop up for you to view. To exit the notes, click the **X** in the top right corner of the pop-up.

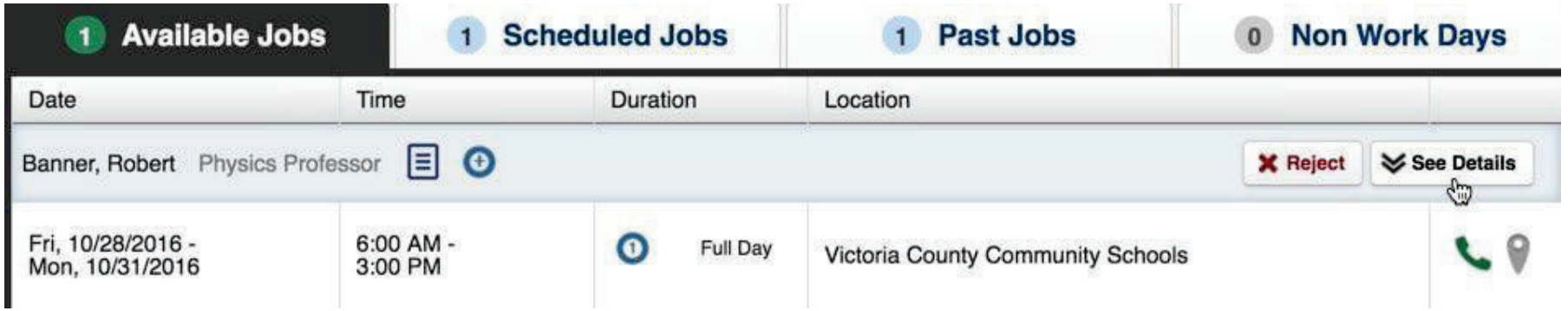


Multi-Day Jobs

Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.



On multi-day jobs, you won't see an "Accept" button right away. To view the individual days, click the **See Details** button.



This will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.



Phone Number and Map

In each job listing, there will be an icon for the school's phone number as well as a map to the school.
Click on the **green phone icon** to have the school's phone number pop up. If the icon is gray, that means the school's phone number is not available.



Click the **orange map icon** to open Google Maps with directions to the school's location.

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

Rejecting a Job

To reject a job, all you have to do is click the **Reject** button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

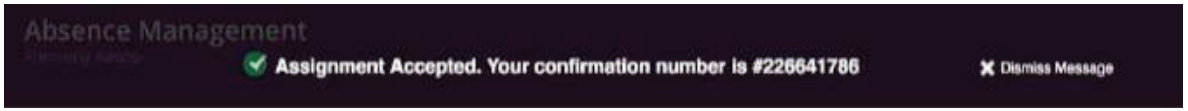
Accepting a Job

To accept a job click the green **Accept** button on the right side of the job listing.





Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the **x** next to "Dismiss Message".



VeriTime



Important Notes About VeriTime

Substitute Teachers

1. A sub can only clock in if they are assigned in Aesop to an absence on that day and at that site.
2. If they are asked to report to a job that is not assigned in Aesop, the admin must enter it.
3. **If** a sub cannot clock in, but is assigned to work, they must report to the classroom and then follow-up with the admin to make sure the missed clock event is corrected.
4. VeriTime only keeps track of sub hours worked.
5. Subs must clock in AND out or they will not be paid.
6. If a sub misses a clock event, they must ask the School Site to fix it. Then, contact Erika Munoz at emunoz@fcusd.org.
7. A sub will only be paid for the scheduled time in Aesop (either half/full day).
8. It is ok to clock in up to 30 minutes before shift time, but no more than 30min.
9. The sub should clock out as close to ending-time as possible.
10. If a sub has two half-day shifts, please clock in/out for each shift if the jobs are at different sites. If they are at the same site, only clock in/out ONCE…
11. Music subs need to clock in at their first site and out at their last site.
12. Timesheets are automatically submitted on the 15th of the month, pay date is the 10th on the following month.

Troubleshooting - When a Sub Cannot Log In at a School Site

Are you using your correct Login and Pin?

Your Login is your phone number (numbers only, no characters)
Your Pin is the usually the FIRST 4 digits of your social security# --
*****Review your Welcome Letter

Elementary Daily Schedule 2025-2026

Elementary Schools	*TK Start and Dismissal*	*All K-5 Start*	*All K-5 M,T,W,F; End*	*Common Planning Time Early Release Thursday*
Alder Creek	***AM TK: 8:00-11:21 PM TK: 11:24-2:24***	***8:15***	***2:45***	***8:15-1:15***
Blanche Sprentz	***AM TK: 8:00-11:46***	***8:15***	***2:45***	***8:15-1-15***
Carl Sundahl	***AM TK: 8:00-11:21 PM TK: 11:24-2:24***	***8:15***	***2:45***	***8:15-1-15***
Cordova Gardens	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Cordova Meadows	***N/A***	***8:15***	***2:45***	***8:15-1-15***
Cordova Villa	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Empire Oaks	***AM TK: 8:00-11:21 PM TK: 11:24-2:45***	***8:15***	***2:45***	***8:15-1-15***
Folsom Hills	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Gold Ridge	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Mangini Ranch	***AM TK: 8:00-11:21 PM TK: 11:24-2:45***	***8:15***	***2:45***	***8:15-1-15***
Mather Heights	**N/A**	***8:15***	***2:45***	***8:15-1-15***
Natoma Station	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Navigator	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Oak Chan	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Peter J. Shields	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Rancho Cordova	***N/A***	***8:15***	***2:45***	***8:15-1-15***
Riverview STEM	***N/A***	***8:15***	***2:45***	***8:15-1-15***
Russell Ranch	***N/A***	***8:15***	***2:45***	***8:15-1-15***
Sandra J. Gallardo	***AM TK: 8:00-11:21 PM TK: 11:24-2:45***	***8:15***	***2:45***	***8:15-1-15***
Theodore Judah	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***

White Rock	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***
Williamson	***AM TK: 8:15-11:36***	***8:15***	***2:45***	***8:15-1-15***

Secondary Daily Bell Schedule - 2025 -2026

REVISED 7/12/24

Comprehensive High Schools	Begins	Ends	Annual Minutes
*Cordova High School	8:30 AM	3:25 PM	64,822
	8:30 AM	1:57 PM	(Curriculum, Thurs/40 days)
	8:30 AM	12:25 PM	(Minimum, 7 day) Info. will be posted on school website.
Folsom High School	8:30 AM	3:33 PM	65,132
	8:30 AM	1:56 PM	(Curriculum, Thurs/35 days)
	8:30 AM	12:53 PM	(Minimum, 7 days) Info. will be posted on school website.
Vista del Lago High School	8:30 AM	3:28 PM	65,521
	8:30 AM	1:53 PM	(Curriculum, Thurs/33 days)
	8:30 AM	12:45 PM	(Minimum, 8 days) Info. will be posted on school website.
Middle Schools			
Folsom Middle School	8:50 AM	3:30 PM	61,340
	8:50 AM	2:05 PM	(Curriculum, Thurs/30 days)
	8:50 AM	1:10 PM	(Minimum, 8 days) Info. will be posted on school website.
Mills Middle School	8:25 AM	3:00 PM	61,680
	8:25 AM	1:35 PM	(Curriculum, Thurs/37 days)
	8:25 AM	12:45 PM	(Minimum, 7 days) Info. will be posted on school website.
*W.E. Mitchell Middle School	8:25 AM	3:00 PM	61,705
	8:25 AM	1:35 PM	(Curriculum, Thurs/40 days)
	8:25 AM	12:45 PM	(Minimum, 7 days) Info. will be posted on school website.
Sutter Middle School	8:50 AM	3:30 PM	64,035
	8:50 AM	2:05 PM	(Curriculum, Thurs/37 days)
	8:50 AM	12:05PM	(Minimum, 8 days) Info. will be posted on school website.
Alternative Schools			
**Folsom Lake High School	8:30 AM	3:33 PM	65,132
	8:30 AM	1:56 PM	(Curriculum, Thurs/35 days)
	8:30 AM	12:53 PM	(Minimum, 7 days) Info. will be posted on school website.

**Kinney High School	8:55 AM 8:55 AM 8:55 AM	3:12 PM 1:53 PM 12:38 PM	58,360 (Curriculum, Thurs/38 days) (Minimum, 8 days) Info. will be posted on school website.
Prospect Community Day School	8:35 AM 8:40 AM	3:26 PM 2:00 PM	65,000 (Curriculum, Thurs/38days)

* Negotiated agreement with International Baccalaureate (IB) schools Mitchell Middle and Cordova High, addition of four collaboration days (with corresponding decrease in instructional minutes).

** A four period day schedule is the minimum requirement for Continuation High Schools; Folsom Lake and Kinney High schools offer six-period day schedules.

Reference California Education Code 46201, 46207, 46208. Instructional Bell

Certificated Substitute Salary Schedule

Traditional School Year – Sub Teacher Compensation is based on the assignment		
	Rancho Cordova Schools	***Folsom Schools***
Certified Substitute	$250 full day; $125 half day	$200 full day; $100 half day
***Long Term Assignment** *(10 consecutive workdays or more in the same assignment**)*	$290 full day; $145 for half day	$240 full day; $120 for half day
Special Education Certificated Substitute (SPED)	$290 full day; $145 for half day	$240 full day; $120 for half day
***SPED Long Term Assignment** *(10 consecutive workdays or more in the same assignment**)*	$330 full day; $165 for half day	$280 full day; $140 for half day
Retired FCUSD teachers	$350 full day; $175 for half day	$300 for full day; $150 for half day

*Any interruption in service days will reset the ten days of consecutive assignment pay unless otherwise approved by the Associate Superintendent or designee

**Consecutive pay rate increase will begin on the eleventh day of service

Substitutes are not entitled to a prep period. Please be aware that you may be assigned to sub for another teacher during that time with no additional compensation.

The pay period is from the 16th of a month to the 15th of the following month. Payroll will mail your check to your mailing address on or before the 10th of the following month.

When a substitute is not needed, if offered another position, the substitute must go to that site in order to be paid for the day; ask the school Admin for information to obtain another assignment. If there is no other assignment available, then you will receive half day pay.

Please arrive 15 minutes prior to your start time to prepare for your assignment.

All substitutes will be required to complete district orientations and training prior to providing service.

For all other certificated positions such as Speech Pathologist, Nurse, Counselor, Deaf & Hard of Hearing Specialist, District Lead Teacher (TOSA), Visually Handicapped Specialist, District Librarian, Program Specialist-Special Education, Psychologist, Augmentative Alternate Communications Specialist, Assistive Technology Specialist, and retired special education teachers in an appropriately credentialed special education assignment, the substitute rate is the daily or hourly rate from the corresponding published Certificated Salary Schedule based upon the appropriate column and step placement.

Part-time teachers substituting on off-duty days will be paid their daily rate.

Board Approved 08/15/2024 revised 10/15/2024