Welcome to Kyrene School District

Substitute Orientation

Kyrene School District

Module 1

General Information



Important Contacts

Kyrene Talent Management

Substitute Specialist 480.541.1301

(Mon. – Fri. 6:15 a.m. – 2:30 p.m.)

Email: subdesk@kyrene.org

KyreneSchoolDistrict

Substitute Rates

Certified Substitutes

- Certified Substitute $175/day
- Planning/Long Term Substitute $200/day

  (Planning/long term assignments include before and after school responsibilities. i.e., Meet the Teacher, music performances, staff meetings, extra duties, etc.)
- Retired Kyrene Teacher $205/day
- Retired Kyrene Long-Term $205/day

- Pay Calculation
  - Up to 4.5 hours = .5 of daily rate
  - Over 4.5 hours = 1.0 of daily rate

Substitute Rates

Support Substitutes

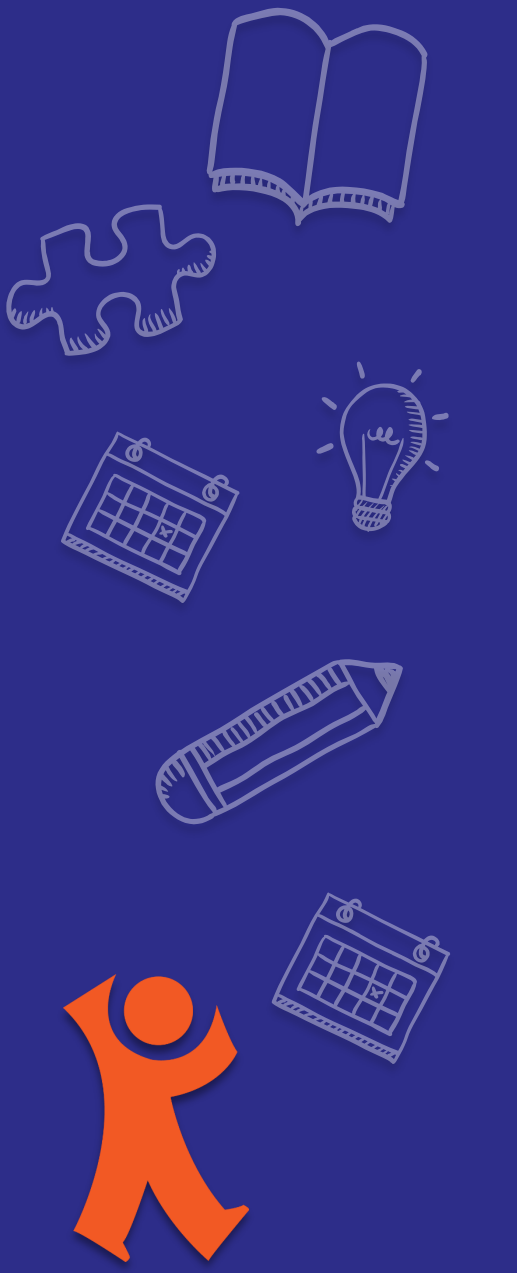
• Instructional Assistant (Special Ed) (Resource, CCB, CCD, Preschool, ISI)	$14.70/hour
• Instructional Assistant (Classroom)	$14.70/hour
• Clerical - *additional training required	$14.70/hour
• Health Assistant – *additional training required	$14.70/hour

Extra Work Opportunities

Extra work opportunities are outside of regular school day absence/vacancy assignments.

- Pay Rate Differs Depending on Assignment
- Stipend Pay

Extra work opportunities include working at schools during intercession (school breaks) or coaching



Substitutes Working in Preschool

Substitutes who desire to work in a pre-school setting are required to complete a DHS (Department of Health and Safety) packet

The following are the requirements for the DHS packet:

- Current negative TB test result
- High school diploma or high school transcripts

The following will be sent to you to complete:

- Personnel Records form
- Criminal Affidavit
- Direct Service Position Form

NOTE: You must always carry your DHS packet on you while working in a pre-school classroom

School Start and End Times

Brisas, Cielo, Cerritos, Colina, Esperanza, KTA, Lagos, Mariposa, Mirada, Monte Vista, Paloma, Sierra, Waggoner

Start Time	End Time	Early Release
7:30 am	2:15 pm	12:15pm

Estrella, Lomas, Manitas, Milenio, Ninos, Norte

Start Time	End Time	Early Release
9:10 am	3:55 pm	1:55pm

Middle Schools

Start Time	End Time	Early Release
8:20 am	3:05 pm	1:05pm

Exact substitute report times are listed in the unfilled job in Frontline Absence Management

Module 2

Technology Tools

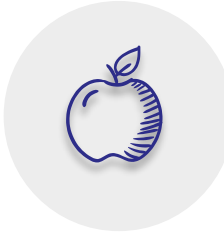
Kyrene Email



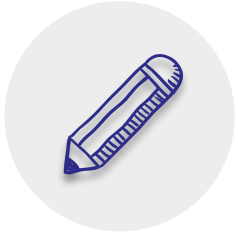
As a district substitute, you have a Kyrene email account. This is the only email address the District will use to communicate with you!



Kyrene email is a key communication tool used by the District, check it frequently!



You are expected to check Kyrene email frequently for important updates, announcements, and substitute requirement notifications.

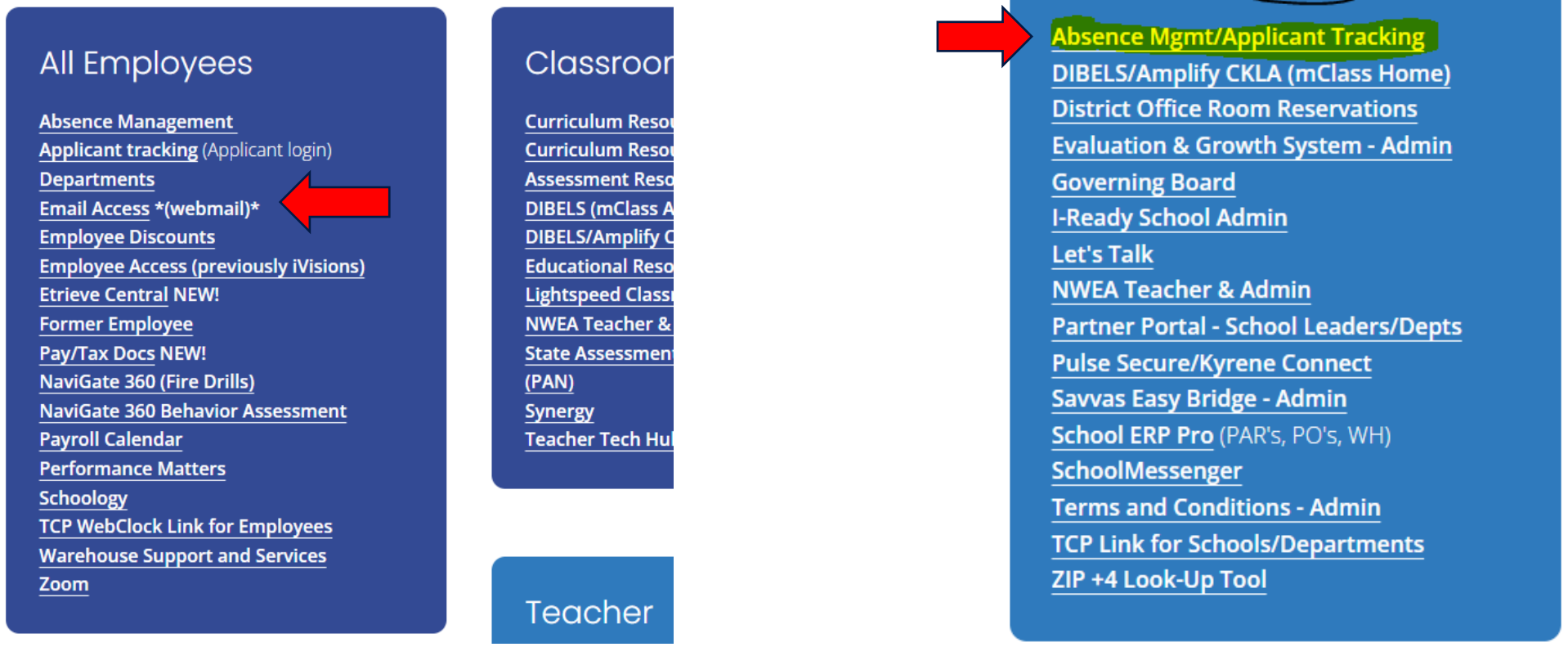


You will need to log in for the first time on a Kyrene computer, once you have done so you will be able to access email from any internet-based computer.

Accessing Kyrene Email & Absence Management

Employee Resources

Important Links for Team Kyrene



Absence Management System

Access, Settings and Options

Via the Web:

- **www.aesoponline.com**
- Click Organization SSO Sign On link, enter username & password
  - *Available Jobs (View/Accept)*
  - *Scheduled Jobs (View/Cancel)*
  - *Past Jobs*
  - *Personal Preferences*
  - *Schedule Non-Workdays*
  - *Schedule Call Times*
  - *School Site Preferences*

Via the telephone:

- 1-800-942-3767
- Enter ID: your phone number
- Enter PIN: included in your welcome letter (this may be changed after first login)
- Features/Options:
  - *Review Current Assignments*
  - *Review Available Jobs*
  - *Cancel Job*
  - *Personal Preferences*

Position Terms for Absence Management also included in Daily Email from Sub Specialist

Exceptional Student Services (ESS)

- Resource – Students leave regular classroom for instruction in resource classroom
- CCB – Cross Categorical Behavior Classroom (self contained students)
- CCD – Cross Categorical Developmental Classroom (self contained students)

Other positions that may require subs

- ISI In School Intervention
- Support Specialist – Office Secretary, Health Assistant (training required)
- Certified No Employee is a vacant position with no teacher

Technology Quick Help

https://www.kyrene.org/about-kyrene/departments/information-technology/instructional-technology-home/technology-quick-help

Classroom Presentation System

Epson Interactive Projector

Project Laptop to Screen Using the Epson iProjection App

Presenter Software (for Doc Cam) Quick Start Guide

Epson Audio from Ceiling Speakers Troubleshooting

Connecting to the Epson Projector - Projector Not Showing in Epson App

Samsung Document Camera User Guide

Substitutes/Student Teachers

Leaving Digital Resources for Guest Teachers

Elementary Guest Teacher Directions for Using Technology in the Classroom

Middle School Guest Teacher Directions for Using Technology in the Classroom

Professional Development Training

Resources
Employee Resources
Professional Development

1. Discrimination and Harassment
2. Talent Management Compliance Training

Learning. Leading. Achieving.

You must complete all PD trainings by the deadlines

USING THE CLASSROOM PHONE



ALERT OFFICE BUTTON

- Select the **Bottom-line** key on the left side of the phone screen
    - This button is labeled **"Alert Office"**
- This will automatically open a conference call to the front office
- This is **NOT 911** – this is an internal emergency button only

To Place a Call

- Lift the handset
- Dial a four-digit extension number
- Or dial 7 + external telephone number

VISIT OUR WEBSITE OFTEN!

Kyrene School District

- www.kyrene.org:
  - District Information
  - Superintendent Communication
  - Talent Management Web Page - Substitute Information
  - Email Access
  - Policies and Procedures
  - Calendars/Times/Maps
  - School Information/Schedules

Module 3

Board Policies/Procedures & Federal/State Laws

Key Governing Board Policies, Federal/State Laws

The Kyrene Policy Manual can be found on the Kyrene Home Page under the Employees link.

You may also refer to the Substitute Handbook for quick reference.

Your LEGAL Responsibility: Mandatory Child Abuse/Neglect Reporting

A.R.S. §13-3620 imposes on each school district employee an individual duty to protect children

- Any school employee who, in the course of his/her employment, **"reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect"** must immediately report this to the local law enforcement agency or child protective services.

- The **penalty for failure to report** any form of sexual abuse is a class 6 felony. Failure to report other forms of abuse is a class 1 misdemeanor.



Your Responsibility

- Notify the school/site Administrator immediately for direction and support
- Notify Talent Mangement if the allegation involves a Kyrene employee
- Do not inform the alleged perpetrator or involve him/her in the reporting process
- Do not attempt to investigate the allegations yourself
- Do not discuss allegations with anyone who is not directly involved in the reporting or investigation
- Cooperate fully with the police or investigating agency
- Ensure the safety of children at all times!



Sources of Information

School and District employees generally receive information about possible abuse, neglect, or injury that is not accidental, in one of three ways:

A child's self-disclosure

The child volunteers information about abuse, injury or neglect

Personal observations

You observe physical or emotional signs of abuse, injury or neglect

Third party report

You hear from someone else about suspected abuse, injury or neglect

- Listen and promptly document the information so that you can make an accurate report.
- Do not re-question the child or make promises (e.g. "I won't tell anyone")
- Only ask WHAT happened? WHO did it? WHEN did it happen? WHERE were you when it happened?
- Maintain confidentiality by discussing information only with individuals directly involved in the reporting and investigating



Your Responsibility: Make a Report

Report immediately by phone or in person to police and/or child protective services.

Document and retain your report with details, date, time, & who you contacted.

✓ Report to Arizona Department of Child Safety (DCS) if the suspected abuse is committed by a family member or legal guardian of the child. (1-888-767-2445)

✓ All **other** reports of suspected abuse/neglect should be made to **local law enforcement**.

✓ If you need assistance in reporting, you must be present while the report is being made by another individual to ensure the report is accurate and fulfills your legal requirements

- Arizona Statues grant **immunity** from any civil or criminal liability for a person:
  - who makes a report in good faith, or
  - who participates in a judicial proceeding or investigation resulting from a report



Sexual Harassment of Employees: Title VII and ACRA

Sexual Harassment is a form of sex discrimination in the workplace that violates Title VII of the Civil Rights Act of 1964 and the Arizona Civil Rights Act (ACRA). It is unlawful to harass an applicant or employee because of that person's sex.

Harassment can include "**sexual harassment**" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, **harassment is illegal** when it is so frequent or severe that creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

Sexually Harassing Conduct may be:

***Verbal or Written*:**

Derogatory or offensive remarks about women or men in general
Sexual innuendo or sexually based jokes, stories, texts, emails, letters
Repeatedly asking a person out who is not interested
Asking questions or spreading rumors about someone's personal/sex life

Non-Verbal or Visual:

Leering, looking up and down a person's body
Making gestures or expressions of a perceived sexual nature
Displaying sexually suggestive visuals
Following, blocking or impeding a person's movement

***Physical*:**

Unwelcome touching of clothing, hair or body
Invading personal space
Intentionally brushing up against a person
Touching oneself in a sexual manner around another person

Sexual Harassment of Students: TITLE IX

Sexual harassment and sexual violence against students is prohibited under **Title IX** of the Education Amendments of 1972.

Title IX prohibits unwanted and unwelcome sexual behavior that significantly interferes with a student's access to educational opportunities.

Schools have an obligation under Title IX to prevent and address harassment against students perpetrated by peers, teachers, or other school officials.

Maintain Professional Conduct with Students

- ✓ Avoid physical contact with students except as permitted by Governing Board Policy to keep kids safe
- ✓ Respect the child's personal space
- ✓ Refrain from staring, impeding movement, inappropriate joking or gestures and suggestive conversations
- ✓ Be careful not to single out, show excessive attention, or provide special treatment to a particular child or group of students
- ✓ Avoid commenting on a student's appearance, which may be perceived as overly personal

Peer-to-Peer Sexual Harassment

Student-on-student behaviors that are unwelcome and harassing may include:

- Sexual comments, jokes, gestures, flashing or mooning
- Touching, grabbing, groping, or pinching in a sexual way
- Intentionally brushing up against someone
- Displaying sexual images or graphics
- Demeaning , derogatory, or abusive comments about girls or boys in general
- Spreading sexual rumors or claiming someone is gay or lesbian

Peer-to-Peer Sexual Harassment

Do not ignore sexual harassment of students by other students!

Take prompt and appropriate action:

- Report incidents to the school administrator and Compliance Officer immediately
- Report incidents to law enforcement, as required by Arizona Statute related to mandatory child abuse reporting
- Protect the “victim” - which may include moving the “perpetrator”

Kyrene Governing Board Policy 1-203

"Sexual harassment is prohibited and shall not be tolerated."

The District is committed to creating and maintaining a learning and working environment free of objectionable and disrespectful conduct and/or communications of a sexual nature.

The Compliance Officer is the Assistant Superintendent of Talent Management. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint.

Complaints of sexual harassment will be immediately investigated, and confidentiality will be maintained to the extent possible (limited to a "need to know" basis and subject to mandatory reporting statutes).

Retaliation for reporting sex discrimination or for cooperating in an investigation will <u>not</u> be tolerated!

What You Need to Know About Workplace

DISCRIMINATION & HARASSMENT

A Discrimination-Free, Harassment-Free Work and Educational Environment:

The Kyrene School District has a no-tolerance policy for any form of discrimination, harassment or other offensive conduct that is directed at individuals based upon any non-job related or education-related characteristic.

"The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability, sexual orientation, and gender identity and expression. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business."

Harassment includes any physical or verbal conduct demonstrating hostility toward a person <u>because</u> <u>of</u> one of these characteristics.



Kyrene School District provides prompt and equitable means to resolve discrimination or retaliation complaints from students, employees and others.

Procedures for submitting and investigating complaints are found on the Kyrene website under the Governing Board Policy Forms.

https://www.kyrene.org/about-kyrene/governing-board/policy-forms

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination, including harassment or retaliation, by an agent or employee of the District, or who knows of such discrimination against another person, should promptly file a complaint with the District's Compliance Officer and Section 504/Title II Grievance Coordinator, Lisa Gibson at 480-541-1308 or by email at lisagibson@kyrene.org

Module 4

District Substitute Responsibilities

Time Keeping / FLSA Absence Management

Kyrene School District

CERTIFIED SUBSTITUTES

A certified substitutes workday is defined as 7.5 hours on Mondays, Tuesdays, Thursdays and/or Fridays, and Wednesdays are defined as a 5.5-hour workday. Certified subs must arrive 30 minutes prior to the start of the school day and should conclude their workday 15 minutes after the end of the school day. Certified Substitutes will sign in and out in the front office, and punch in and out on the TCP time clock system. Certified subs will be provided with classroom keys and a substitute folder that contains important information. At the end of your assignment, please return all keys and the substitute folder to the office

ABSENCE MANAGEMENT NOTIFICATION

After every assignment, you will receive a notification from Absence Management that the job has been modified. This notification is due to the school secretary entering the time you arrived and the time you left the site. If there is a discrepancy, contact the school site.

FLSA AND TRACKING WORK HOURS

The Fair Labor Standards Act (FLSA) is a federal law that requires accurate record-keeping of exact hours the ***hourly*** employee's work. Hourly, support substitutes are responsible for ensuring that you are accurately accounting for the time you work as an hourly substitute in the Kyrene School District, including clock out and back in from lunch. Therefore, all subs will utilize the TCP timeclock system

WHAT IF YOU FORGOT TO PUNCH OR SIGN IN OR OUT AT THE SCHOOL?

Immediately notify the school office that you forgot. It is your responsibility to sign in and out accurately and to immediately reconcile any missed time.

NOTE: Minimum required days of work is twice monthly to maintain your status as an active district employee

Cancelling an Assignment

Do not cancel a job to take another job.
"Job Hopping" is disruptive to staff and students and is not permitted without prior authorization.

If it is necessary to cancel a job you have accepted, please do so ASAP through Absence Management.

If it is necessary to cancel a job with minimal notice, please contact the Substitute Specialist and school secretary directly.



Kyrene Expectations:
Substitute Ethics

Kyrene School District

All substitutes of the District are expected to maintain high standards of exemplary conduct in their school relationships. The substitutes actions will be viewed and appraised by the community, associates, and students.

- Make the well-being of students the fundamental value of all decision making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill job responsibilities with honesty and integrity.
- Direct any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Support the principle of due process and protect the civil and human rights of all individuals.
- Obey local, state, and national laws
- Implement the Governing Board's policies and administrative rules and regulations.

Kyrene Expectations:
Substitute Conduct

All substitutes of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property.

- Substitutes are expected to exercise general supervision over the conduct of students, not only while in the school room, but also before and after school and during recess.

- At all times substitutes and other staff members will accord students dignity and respect and avoid embarrassing any student unnecessarily.

Legal and Ethical Responsibilities of the Guest Teacher

Threat to Educational Institution (Policy 4-204; 5-306)



Supervision of Students (Policy 4-203)



Dealing with Dangerous Situations, Weapons, or Drugs



Legal and Ethical Responsibilities of the Guest Teacher

Student Discipline

- Be aware of school policies and procedures for student discipline
- Be respectful and professional at all times: do not touch students, threaten, yell, or embarrass students in any way!
- Corporal punishment is prohibited by Governing Board Policy JKA

Confidentiality and Professional Conduct

- It is against the law and Governing Board Policy-JR to disclose confidential information regarding students or their educational records (FERPA). This includes verbal, written, or digital dissemination of confidential information.
- Personal or critical comments regarding staff members are inappropriate and unprofessional

Release of Children

- Do not release any child without the expressed consent of the school office

Attributes of a Professional Substitute Teacher…

Personal characteristics:

- A love and appreciation of children
- High energy and enthusiasm
- Respectful, patient, dependable, punctual
- Good organizational and time management skills

Knowledge of:

1. **Students -** Understand and appreciate developmental levels of children, and adjust expectations accordingly

2. **Content –** Match your skill set with the subject matter/grade level

3. **Student Management –** Learn, observe, and utilize effective classroom management techniques. Do NOT put your hands on students!

4. **Dress Code -** Look professional in both dress and grooming. Select comfortable clothing in which you can sit on the floor, bend down, write on the board etc. with ease and modesty.

Preparing for the Substitute Teacher Role

In the Classroom Before School

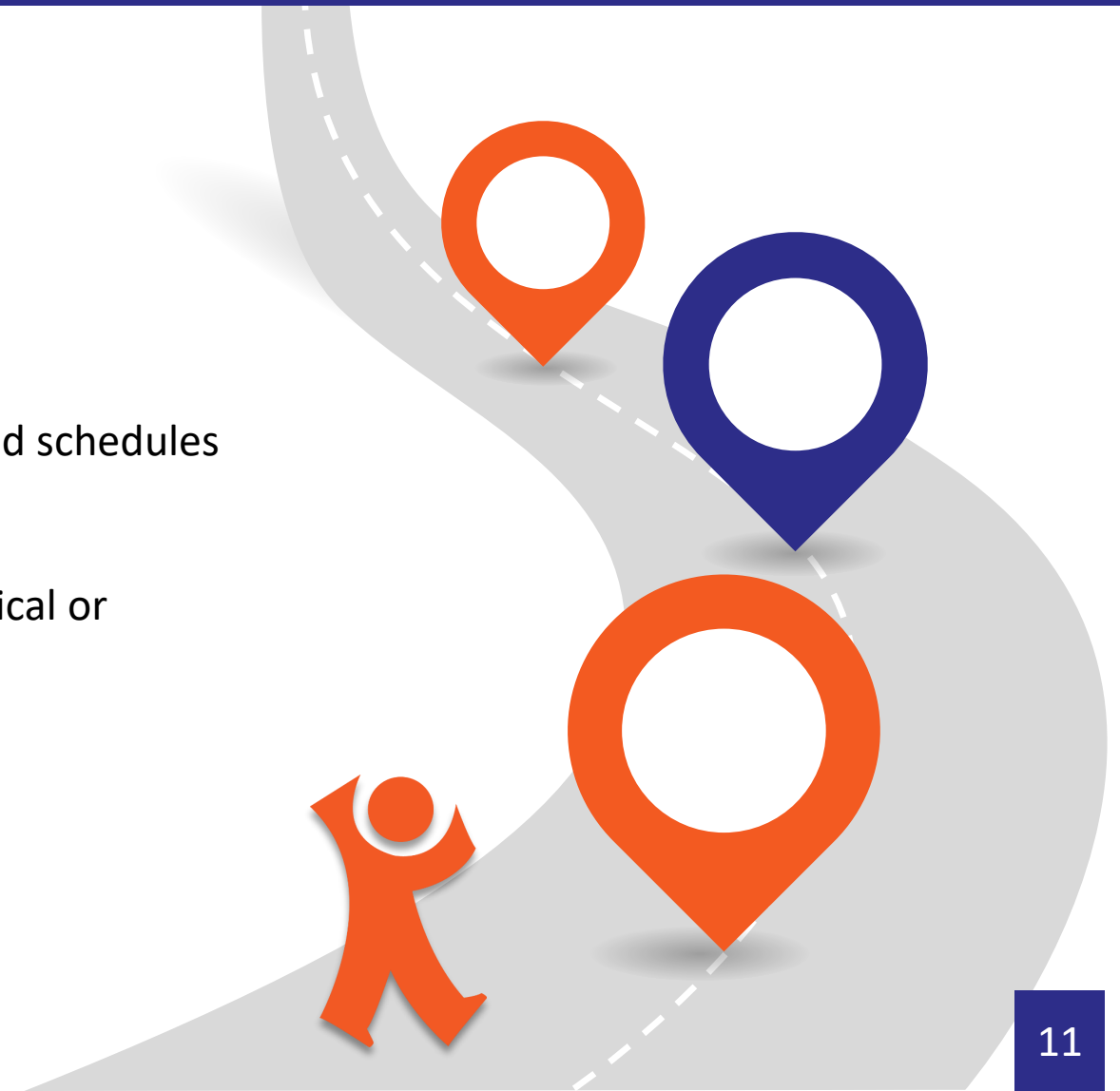
- Effective classroom management is crucial in determining teaching success
- Promote **structure** with **flexibility**
- Be aware of school-wide behavioral expectations and plans, and **consistently** reinforce them
- Establish a productive working environment with **student involvement** and **cooperation**

Preparing for the Substitute Teacher Roll:

Arrival at the School

Helpful Checklist

- ✓ Introduce yourself to the front office secretary/staff
- ✓ Ask the office staff if there any scheduled drills or modified schedules for the day
- ✓ Ask who the point of contact is for student concerns-medical or behavioral
- ✓ Review the provided sub folder from the front office



Preparing for the Substitute Teacher Roll:

Arrival at the School

Prior to Entering the Classroom…

- Always wear your Kyrene Substitute badge! You will not be allowed on campus without this badge.
- Exact substitute report times are listed in Frontline Absence Management
- Sign in at the front desk on the guest teacher sign in/out sheet. Subs will also need to punch in and out on the TCP time clock system.
- Ask pertinent questions so that you are prepared for the day. i.e., fire drills, lockdown drills
- Locate important areas of the school
- Introduce yourself to neighboring teachers and staff



Preparing for the Substitute Teacher Role

Starting the Day

(Your success may be determined within the first 5 minutes of class!)

- Greet students at the door with an enthusiastic smile and with confidence
- Introduce yourself to the class – make a connection
- State expectations positively, continuously and clearly
- Immediately engage students in a structured activity
- Use the seating chart to walk around, take attendance, and greet students individually while they

Preparing for the Substitute Teacher Role:

At School Throughout the Day

In the Classroom…

- ✓ Complete attendance and send to the office
- ✓ Follow the lesson plans!
- ✓ Use **positive** reinforcement; NEVER touch students <u>except</u> to keep them or others safe
- ✓ Maintain time management
- ✓ Do not use your **cell phone** during instructional time or use District **computers** for non-work-related tasks

Do not provide treats for children!



Do not bring snacks, candy, or any food items into classrooms, as there are children and adults in the district with life-threatening allergies.



For these individuals, a reaction can be triggered merely by food particles or residue in the air, on the tables, or on the hands of children in the classroom.

NOTE: *In the event a child informs you that he/she has no lunch or lunch money, please report this to the office staff immediately to ensure the that child's needs are met.*

Preparing for the Substitute Teacher Role:

At the End of the Day

1. Collect all materials and remind students of homework
2. Have students help straighten and clean up the room
3. Perform designated end-of-day duties for directing students to buses, Kids Club, parent pick-up, etc.
4. Complete your Substitute Teacher Report
5. Return school keys and badge to the office; thank staff for their assistance
6. Sign out at the front desk & clock out

Safety Emergency/Drill Procedures

Connect with the office staff to locate their safety emergency/drill procedures

- Locate emergency procedures
  - Site map of the school
  - Crisis communication plan
  - Buddy teacher
  - Student roster (2 copies)
  - Location of all emergency equipment
    - i.e., fire extinguishers, go kits and medical supplies
  - Evacuation procedures
  - On-Site and Off-Site evacuation locations
  - Lockdown procedures
  - How to initiate a lockdown
  - How to properly lockdown assigned room(s)

- Ask yourself decision making questions:
  - What if, my student is in the bathroom?
  - What if, I'm on the playground?
  - What if, I'm in the hallway?
  - What if……



ON THE JOB INJURIES

Report any on the job injury to the building administration immediately.

They will assist you in filing an incident report with Workers Compensation. Reporting does not obligate you to pursue a Workers Comp claim.



MEDICAL/EMERGENCY INCIDENTS

In any medical emergency contact the front office/Health Assistant first. There is an "Alert Office" button on the phone in every room. The office staff will call 911 while the Health Assistant comes to assist you.

Avoid contact with any bodily fluids. Call the office for clean-up. If you inadvertently come into contact with bodily fluids, report the incident immediately to the site administrator.

Always stay with an injured child! Always remain calm and keep the classroom calm!

Incident Reports and Exclusions

Occasionally, concerns about substitutes arise that are documented, in the best interest and safety of students and staff. *At the District's sole discretion, your job preference assignments may be changed.*

- You will be notified of any Incident or Exclusion Report received in Talent Management regarding your performance or conduct at work.
- Whenever possible, these reports are used to instruct substitutes to experience better success in our District.
- If it is determined that your skills are not a match for the school or classroom needs, you may be excluded from a classroom or a site.
- For serious misconduct, you may be excluded from working in Kyrene.

Thank You!

Kyrene School District