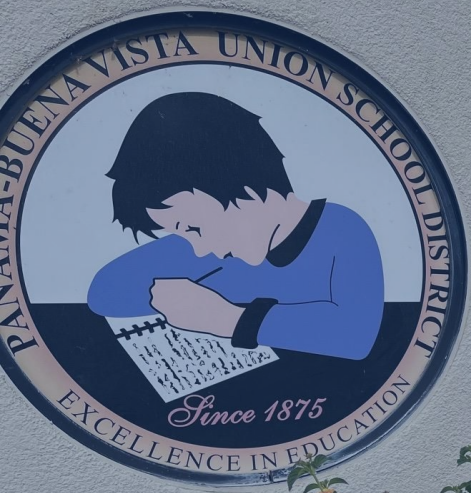




4200 ASHE RD.

PANAMA-BUENA

UNION SCHOOL



Human Resources Presents: CERTIFICATED SUBSTITUTE ONBOARDING 2025-2026

HR Certificated Department
Panama-Buena Vista Union School District



Darryl Johnson, M.Ed
Assistant Superintendent of Human Resources
dj@pbvusd.k12.ca.us

Welcome!

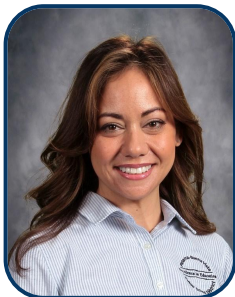
Melissa Brown, Esq.
Director of Human Resources
mebrown@pbvusd.k12.ca.us



Tiffany Brasier, M.B.A
Director of Talent Management
Certificated
tbrasier@pbvusd.k12.ca.us

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

Nicole Miller, M.S. BCBA
Director of Talent Management
Classified
nmiller@pbvusd.k12.ca.us





Stephanie Toscano

Phone: (661) 831-8331 x 6106

Email: stoscano@pbvusd.k12.ca.us

Point of Contact



District Pillars

Dr. Katie Russell - Superintendent



Student
Achievement

Diverse
Learning
Organization

Wellness,
Safety, &
Equity For
All

Family &
Community
Partnerships

Fiscal
Responsibilit
y

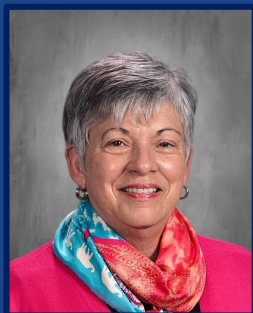
Purpose, Caring & Results



Board of Trustees



Bryan Easter



Paula Van Auken



Keith Wolaridge



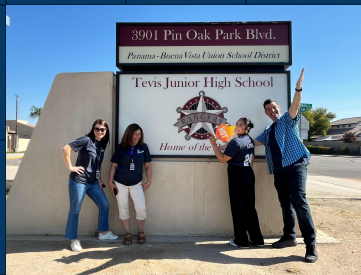
Linda Garcia

*New Member
Coming Soon!*





Our District



School Sites

26

Elementary

19

Jr High School

5

TK-8

2

Types of Substitute Assignments



Elementary General Education

TK - 6th Grade Classrooms

Jr. High General Education

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

Special Education

PreK - 8th Grade

Mild Moderate to Extensive Support Needs



Onboarding & ID Pictures



Helpful Tips!

Welcome Slides

Building Relationships

Tools for Success



Welcome Slides!

Create Your Own

Welcome Slide Deck!



Building Relationships!





Greetings at the Door



District
Practice





Acknowledgement



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





Responding to Inappropriate Behavior

Step 1: Respectfully address the student

Step 2: Describe unwanted behavior

Step 3: Describe expected behavior/rule

Step 4: Link expectation to matrix

Step 5: Redirect back to expected behavior





Hands Off!



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

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

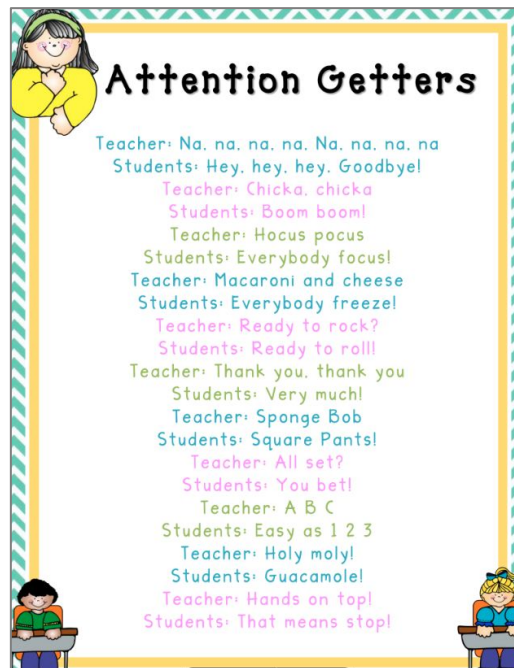


Tools for Success



Kid-Friendly Attention Getters

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



Classroom Agreement

- Use this if the classroom does not already have one
- Generic format that works for any assignment
- Display on the Promethean board and review at the start of the day
- Implement a positive reward system (e.g., stickers, check marks) to reinforce positive behavior





Leave a Note

Leave detailed notes for their classroom teacher

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

Substitute Note

Teacher's Name: _____

Student Shout-Outs:

_____ was a great helper.
_____ followed classroom rules.

Behavior Concerns:

_____ needed a few reminders about _____

Activities/lessons completed:

Notes:

Thank you,

Substitute Name _____ Date _____

 Panama-Buena Vista Union School District



More tools for your success!

JOURNAL/WRITING PROMPTS

PICTURE PROMPTS

1. Draw your dream playground and write 2 sentences about it.
2. What would you do if you saw a dragon?
3. If your pet could talk, what would it say?

TK-2ND

1. I feel happy when.....
2. My favorite animal is..... because.....
3. If I could fly, I would.....
4. At school, I like to.....
5. My best friend is..... Because.....
6. The weather today is..... and I want to.....
7. I wish I could.....
8. A good friend is someone who.....
9. I help at home when I ----
10. On the weekend I like to...

SEL/ REFLECTIVE

1. If I found a secret door in my school....
2. What would happen if animals could talk?
3. Describe your dream classroom.
4. If I had a time machine, I would go to....
5. Invent a holiday and explain how we celebrate it.

1. What helps you calm down when you are upset?
2. Describe a time you were proud of yourself.
3. What does kindness look like at school?
4. How do you show respect to others?
5. What makes someone a good leader?

ACADEMIC

1. What's the best book you've read and why?
2. If I could teach one subject, it would be....
3. Write a how-to for something you are good at.
4. Explain why it's important to listen in class.
5. Describe a science experiment you would like to try.

6TH - 8TH GRADE

1. You wake up with a superpower-what is it and what do you do?
2. Write a story that begins with: "Everything changed when the lights went out..."
3. Describe a world where school doesn't exist. What happens instead?
4. If you could swap lives with anyone for a day, who would it be?
5. Create a commercial for your favorite product. Be persuasive!

1. If I found a secret door in my school....
2. What would happen if animals could talk?
3. Describe your dream classroom.
4. If I had a time machine, I would go to....
5. Invent a holiday and explain how we celebrate it.

1. If I found a secret door in my school....
2. What would happen if animals could talk?
3. Describe your dream classroom.
4. If I had a time machine, I would go to....
5. Invent a holiday and explain how we celebrate it.



SAMPLE CLASSROOM SCHEDULE

TIME	ACTIVITY
5-10 min	Greetings at the Door
5-10 min	Attendance
5 min	Introduction
10 min	Go over classroom rules
	Follow the teacher's lesson plan.
	<i>If you have extra time, you can use these activities.</i>
30 min	Journal/Writing Prompts
30-45 min	NextGen Math
30-45 min	Lexia
30 min	Prodigy
15 min	AR
30 min	Read aloud- Choose a book from teacher's library.
	• Discuss plot, characters (who, what, when, where, how) • What happened in the beginning, middle, end • Students draw and label a 3-part comic strip or retelling
	with a sentence under each picture.
	Brain Breaks when appropriate or needed

[Click Here to Access](#)



Frontline

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



How To View and Accept Available Assignments

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

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

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



Accepting and Declining Assignments

Rejecting a Job



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

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

Accepting a Job



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



Classified Assignments



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

Classified Positions

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

Confirmations and Cancellations



Confirmation



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



Cancellation

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



Frontline Automated Pay



Certificated Substitute Pay



➤ The pay process is changing for this school year

- Automated Certificated substitute pay system via PSST and **Frontline**
- This replaces paper-based sub slips and verification forms

Your Responsibilities



➤ **Verify Assignments**

- Take ownership of your data
- Ensure job details in Frontline reflect your assignment and actual time worked

Your Responsibilities



➤ Report Discrepancies

- Contact your site with any incorrect job data
- Provide the confirmation number, date and details of the discrepancy for investigation
- Discrepancies must be reported **before the 25th** of each month to ensure payroll corrections and able to be processed

Extra Hours



- If you work hours beyond what's recorded in Frontline: **COMPLETE A TIMECARD**
- You will be given a timecard from the site or department where you are performing the extra hours
- You will turn in your timecard at the site or department

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT							D.O. Use Only	
TIME CARD								
Full Name _____							Rate _____	
Employee ID # _____							Code _____	
Acct. # _____								
Acct. # _____								
	DATE	IN	OUT	IN	OUT	TOTAL	POSITION	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Total Hours Worked								
I certify the foregoing to be a correct account of the time worked.								
Employee Signature _____						Date _____		
Approved By _____						Date _____		
7.7.2021 lb								
Ivory 711001								

Employee Timecard

PAY

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

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

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

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

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

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



Have Questions?



 **(661) 831-8331 x 6341**

 **payroll@pbvUSD.k12.ca.us**

Michelle Bailey, Payroll Coordinator

 **(661) 831-8331 x 6210**

 **bailey@pbvUSD.k12.ca.us**

**PANAMA-BUENA VISTA
UNION SCHOOL DISTRICT
DISTRICT OFFICE**

Services:

- Admission
- Instructional Services
- Counseling Services
- Gifted Services
- Health Services
- Transportation
- Special Education
- Language Learning
- Learning Center
- Instructional Learning & Technology
- Student Support Services
- Adult Learning & Wellness

Staff:

- Principal
- Assistant Principal
- Director of Instruction
- Director of Counseling
- Director of Health Services
- Director of Transportation
- Director of Special Education
- Director of Language Learning
- Director of Learning Center
- Director of Instructional Learning & Technology
- Director of Student Support Services
- Director of Adult Learning & Wellness

**\$500
QUARTERLY
BONUS!**

Long-Term Rate*: \$230

**Effective 11th consecutive day worked.*

Panama-Buena Vista Union School District

2025-2026

SHORT TERM DAILY RATE

\$180

LONG TERM DAILY RATE

\$230

APPLY NOW!



SCAN ME

First Quarter:
08/13/25 - 10/17/25
and November Mid Month

Second Quarter
01/20/25 - 01/09/2026
Mid February Mid Month

Third Quarter
01/10/26 - 03/20/26
Paid April Mid Month

Fourth Quarter
03/23/26 - 05/29/26
Paid June Mid Month

**\$500
QUARTERLY
BONUSES!**

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

Housekeeping



Half Day vs. Full Day



Early Start

7:15am - 2:45pm

AM

7:15am - 10:45am

PM

11:15am - 2:45pm

Late Start

8:05am - 3:35pm

AM

8:05am - 11:35am

PM

12:05pm - 3:35pm

Junior High

8:15am - 3:45pm

AM

8:15am - 11:45am

PM

12:15pm - 3:45pm

Mountain View TK-8
Opened 2025-2026

26 Schools

Site Schedule Times

Early Start Schools

(7:15am-10:45am) - (11:15am-2:45pm)

- Castle
- Sandrini
- Laurelglen
- Seibert
- McAuliffe
- Stine
- Miller
- Stockdale
- Panama
- Van Horn
- Reagan

Late Start Schools

(8:05 am-11:35am) - (12:05am-3:35 pm)

- Berkshire
- Mountain View TK-8
- Buena Vista
- Old River
- Hart
- Whitley (1-6)
- Highgate
- Williams
- Loudon
- Lum

Junior High Schools

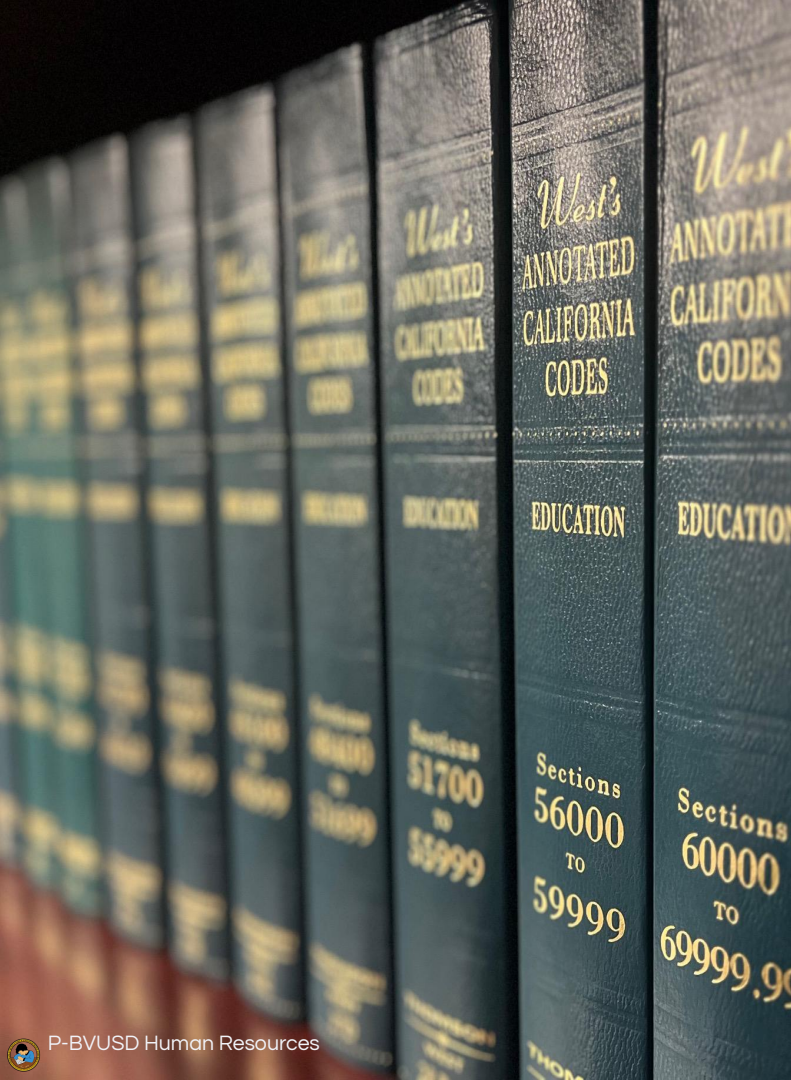
(8:15am-11:45am) - (12:15am-3:45pm)

- Actis
- Warren
- Stonecreek
- Whitley (7-8)
- Tevis
- Thompson
- Alternative Education

Certificated Substitutes are scheduled either half day or full day

Affidavit of Absence

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





Affidavit of Absence cont.

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



Classroom Keys



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



IT INFO



P-BVUSD email is Gmail based. You can login by going to mail.google.com or by downloading the Gmail app on your smartphone.

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

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



P-BVUSD Human Resources



IT Info for Staff



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

Email IT at: support@pbvUSD.k12.ca.us

Mon. - Fri.
7:30am - 4:30pm
(Hours may change when school is out of session)

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

To find helpful IT information go to the district website at pbvUSD.k12.ca.us then "IT Support" under the Staff menu.

How to access your district email

P-BVUSD email is Gmail based. You can login by going to <https://mail.google.com/> or
Go to Google.com and click on the Gmail link in the upper right hand corner.

Gmail Images  [Sign in](#)



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

Password: PbvUSD_____ (Date of Birth MMDDYYYY)
Example: PbvUSD03101980

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

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

IT INFO

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



Access as a Short Term Sub



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

In Class Technology

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

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

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

Synergy

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

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

password

[Substitute Teacher Login](#)

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

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

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

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

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

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

Access for Short Term Substitutes

(20 days or less)



Access as a Long Term Sub



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

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

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

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

[ClassLink](#)

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

[Canvas](#)

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

[ParentSquare](#)

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

Helpful Sites

[P-BVUSD EdTech](#)

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

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

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

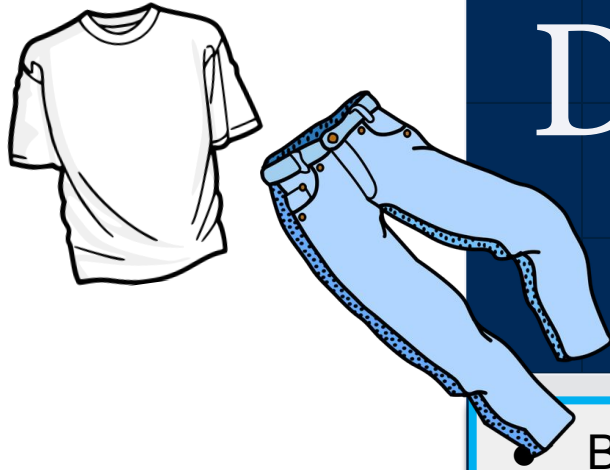
If you have any issues please contact Support at support@pbvUSD.k12.ca.us
or call (661) 831-8331 ext 6148

Access for Long Term Substitutes (21 days or more)



Update Personal Information

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



Dress Code

● Board Policy 4119.22

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



Final Tips to Keep in Mind



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



Any Questions?

*Thank you
for supporting
our staff and students*

Thank You!

HSW Trainings (Optional)

