

ORENDA EDUCATION

WELCOME TO THE
TEAM!!

Substitute Reference Guide



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AGENDA

**Substitute Pay information
(*Long term/Job types*)**

Employee Service Center

Accepting Jobs

Classroom Guidance

Handbook and Benefit Highlights

SUBSTITUTE CLASSROOM DAILY PAY RATES

H/S Diploma/GED

\$115.00 Full Day \$57.50 Half Day

College Degree

\$120.00 Full Day \$60.00 Half Day

College Degree w/Teacher's Certificate

\$125.00 Full Day \$62.50 Half Day



LONG TERM SUBSTITUTES

- *Must sub for the same position for 15 or more consecutive days*
- Days 1 – 14 will be paid at your standard day rate
- Long term pay for days 1 – 15 will be paid in a lump sum of \$300 on day 15
- Long term pay for days 16 – forward will be paid at day rate + \$20
- Long term substitutes must have good attendance so that there is consistency in the classroom or role .
- To maintain long term status, substitutes must have good attendance so that there is consistency in the classroom or role and to avoid classroom disruption. Excessive absences may result in the substitute losing their long term status or being removed from the long term sub job. Campus administrators must approve all absences.



JOB TYPES



Regular Substitute Jobs

Work performed to cover the absence of a teacher or other staff member. Classroom jobs will be paid on a full day or half day basis. *Classroom jobs will be available on Frontline.*

- **Full day – 8 hours**
- **Half day – 4 hours**

You must work a minimum of 4 or 8 hours. If you work less than 4 or 8 hours check in with the front office for additional duties.

Function Pay Jobs

- Work performed outside of the classroom any time the substitute is not covering for an absent staff member will be function pay and will be **paid on an hourly basis.**
- *Function pay jobs will not be available to pick up on Frontline and will be arranged by the campus office.*

WHAT IS FUNCTION PAY?

Substitutes performing function pay will use the assigned function code (The front office will provide the code ahead of time.) When signing in, substitutes can enter the Function Code in the “Subbing For” column.

Substitutes who clock in will clock in using the appropriate function code given to them by the front office.

Function pay is as needed. The standard rate for function pay is \$15.00.

Substitute function codes are a 3- digit number that will always begin with a “5”.



PAYROLL INFORMATION

- Orenda Education pays staff on the **15th of each month** for work performed the previous month (see the Pay Schedule for pay dates when the 15th falls on a weekend or holiday).

Example: Work performed August 1 - 31 will be paid on the September 15th paycheck

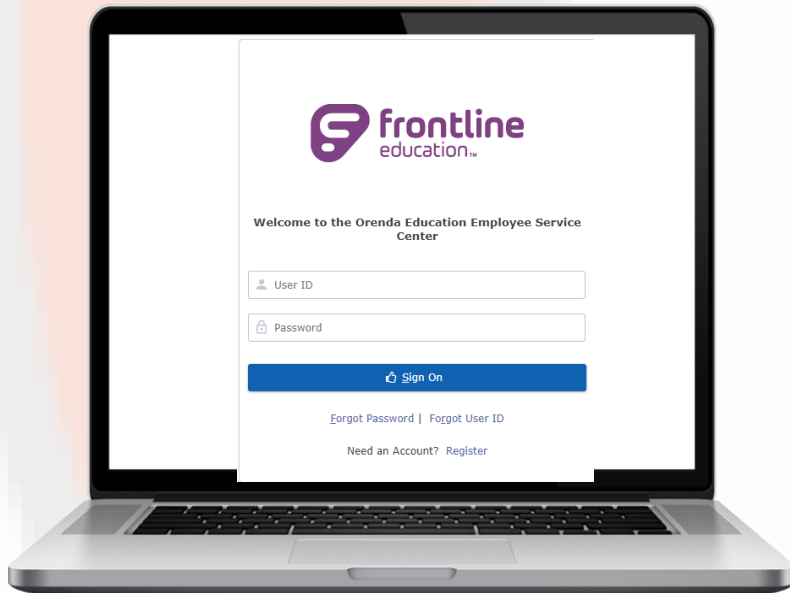
- Pay for Classroom jobs is determined based on the substitute's daily rate for either a half day or a full day
- Function pay is paid on an hourly basis. The standard rate for function pay is \$15.00/hr.
- Auxiliary substitute jobs will be paid at varying rates.



PAYCHECK

You may review/print your paystubs in the [Frontline Employee Service Center \(ESC\) Log In](#)

To access ESC go to www.orendaeducation.org
“Employee Tools” tab



Did You Know?

You also have the ability to review other payroll information: your current clock punches/jobs, direct deposit, W4 and personal information etc.

**** You can also print previous W2 and 1095 Statements.***

ERP&SIS

How to view Paychecks Teams

- Once logged on, Click on “Payroll Information”,
- Then “My Paychecks”
- Click on the “Check Number” to view to desired paycheck

The screenshot displays the 'My Payroll Information' section of the ERP&SIS system. The left-hand navigation menu includes options like 'My Service Center Home', 'My Personal Information', 'My Absence Reporting', 'My Time Cards', 'My Employment Records', 'My Payroll Information', 'My Pay Information', 'My Paychecks', 'My Supplemental Pay', 'My Tax Withholding(W-4)', 'My Proposed W-4', 'My W-2', 'My 1095', 'My Direct Deposit', and 'LogOff'. The 'My Paychecks' item is highlighted in yellow. The main content area shows a tabbed interface with 'PayCheck' selected. Below the tabs is a table titled 'Employee PayChecks' with columns for Check Number, Check Status, Run ID, Pay Check Date, Pay Period End Date, Gross Pay, and Net Pay. The table lists 13 paychecks, with the first one (301426) highlighted in yellow. A yellow arrow points to the '301426' check number. Below the table is a 'Date Range' section with 'From Date' and 'To Date' input fields, and buttons for 'Search', 'Print Stubs', and 'Clear'. A note at the bottom states 'Note : No Special Instructions'.

Check Number	Check Status	Run ID	Pay Check Date	Pay Period End Date	Gross Pay	Net Pay
301426	Issued	723	06-15-2016	05-31-2016	\$1,575.00	\$1,454.51
301238	Issued	644	05-13-2016	04-30-2016	\$1,755.00	\$1,620.74
301106	Issued	585	04-15-2016	03-31-2016	\$1,530.00	\$1,412.95
300916	Issued	531	03-15-2016	02-29-2016	\$1,755.00	\$1,620.74
300754	Issued	475	02-12-2016	01-31-2016	\$1,575.00	\$1,454.51
300595	Issued	394	01-15-2016	12-31-2015	\$1,150.00	\$1,062.02
300455	Issued	340	12-15-2015	11-30-2015	\$1,700.00	\$1,569.95
300293	Issued	301	11-13-2015	10-31-2015	\$2,100.00	\$1,934.37
300136	Issued	247	10-15-2015	09-30-2015	\$2,000.00	\$1,847.00
2000143	Issued	165	09-15-2015	08-31-2015	\$1,100.00	\$1,015.85

ERP&SIS

Substitute view Paystubs breakdown Teams

Pay	Calendar	Current
Sub Extra Help- SPED	90.00	0.00
Sub Extra Help- Library	495.00	0.00
Sub Extra Help-Vacancy SPED Inst	1,150.00	0.00
Sub Extra Help-Inst. Planning	180.00	90.00
Sub Extra Help- Vacancy Reg Inst	540.00	90.00
Sub Extra Help- Inst. Testing	2,340.00	360.00
Sub Extra Help-Office Support	1,620.00	495.00
Educational Aide - Special Education	90.00	0.00
Library Assistant	90.00	0.00
Teacher - Special Education Elementary	90.00	0.00
Educational Aide	180.00	0.00
Teacher - Special Education Secondary	270.00	0.00
Teacher - Secondary	675.00	0.00
1535 :: 05-16-2016(006 - Gateway College Preparatory School)Jennifer Parsons		90.00
204 :: 05-06-2016(006 - Gateway College Preparatory School)Kristen Bigott		90.00
204 :: 05-05-2016(006 - Gateway College Preparatory School)Kristen Bigott		90.00
204 :: 05-04-2016(006 - Gateway College Preparatory School)Kristen Bigott		90.00
204 :: 05-03-2016(006 - Gateway College Preparatory School)Kristen Bigott		90.00
204 :: 05-02-2016(006 - Gateway College Preparatory School)Kristen Bigott		90.00
Total Pay	9,340.00	1,575.00

“Calendar” Yr Column Reflects the W-2 Calendar year

“Current” Column is current pay info

1 → 2 → 3 →

Your paystub will list the cumulative as well as the current totals for all function pay.

Example 1: Jane Doe has a cumulative amount of \$90 in SPED function pay (listed in the Calendar column), she did not have any SPED function pay for the current pay period (listed as \$0.00 in the Current column).

Example 2: She worked \$495 worth of function pay in Office Support function pay. The classroom jobs will be listed with teacher's name.

Example 3: Jane Doe subbed for Jennifer Parsons on 5/16 for a full day.

ERP & SIS SUBSTITUTE VIEW WITHHOLDINGS FRONTLINE

Your withholding information is listed and the amount deposited (net pay) is shown next to the direct deposit total.

My Supplemental Pay	Pay			
My Tax Withholding(W-4)	Sub Extra Help- SPED		90.00	0.00
My Proposed W-4	Sub Extra Help- Library		495.00	0.00
My W-2	Sub Extra Help-Vacancy SPED Inst		1,150.00	0.00
My 1095	Sub Extra Help-Inst. Planning		180.00	90.00
My Direct Deposit	Sub Extra Help- Vacancy Reg Inst		540.00	90.00
LogOff	Sub Extra Help- Inst. Testing		2,340.00	360.00
	Sub Extra Help-Office Support		1,620.00	495.00
	Educational Aide - Special Education		90.00	0.00
	Library Assistant		90.00	0.00
	Teacher - Special Education Elementary		90.00	0.00
	Educational Aide		180.00	0.00
	Teacher - Special Education Secondary		270.00	0.00
	Teacher - Secondary		675.00	0.00
	1535 :: 05-16-2016(006 - Gateway College Preparatory School)Jennifer Parsons			90.00
	204 :: 05-06-2016(006 - Gateway College Preparatory School)Kristen Bigott			90.00
	204 :: 05-05-2016(006 - Gateway College Preparatory School)Kristen Bigott			90.00
	204 :: 05-04-2016(006 - Gateway College Preparatory School)Kristen Bigott			90.00
	204 :: 05-03-2016(006 - Gateway College Preparatory School)Kristen Bigott			90.00
	204 :: 05-02-2016(006 - Gateway College Preparatory School)Kristen Bigott			90.00
	Total Pay		9,340.00	1,575.00
	Deductions			
	Medicare Tax Withheld	Pre Tax	Subject To	
	Social Security Tax Withheld		1,575.00	135.45
			1,575.00	579.08
	Total Deductions		714.53	120.49
	NET CHECK		301426	1,454.51
	Tax Information			
	Tax Marital Status : M	Exemptions : 4	Additional WH : 0.00	
	Employer Contribution			
	Professional		3.88	
	Direct Deposit Information			
	WELLS FARGO BANK		XXXXXX0116	1454.51
			TOTAL	1,454.51

ERP&SIS

Substitute view Supplemental Pay Teams

- **Function Pay jobs** is listed under “My Supplemental Pay”.
- While the dates for all function pay are listed along with the Function Code (Activity ID). The amount is not listed; instead, the “net pay” is included.

Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

My Service Center Home
My Personal Information
My Absence Reporting
My Time Cards
My Employment Records
My Payroll Information
My Pay Information
My Paychecks
My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

Employee Supplemental Pay

Sort | Clear Sorted by: (default)

Activity Date	Activity ID	Activity Name	Net Pay	Check Number	Status
05-26-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-25-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-24-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-23-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-20-2016	503	Sub Extra Help- Inst. Testing	\$1,454.51	301426	Approved
05-19-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-18-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-17-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-13-2016	503	Sub Extra Help- Inst. Testing	\$1,454.51	301426	Approved
05-12-2016	501	Sub Extra Help-Inst. Planning	\$1,454.51	301426	Approved
05-11-2016	507	Sub Extra Help- Vacancy Reg Inst	\$1,454.51	301426	Approved

record count: 12 of 1

Date Range

From Date: * To Date: *

Note : No Special Instructions

ERP&SIS

Substitute view Timecards Teams

You can review your time punches.

- Choose “My Time Cards”, and then choose the Week Ending Date.
- Orenda Education work weeks are from Monday – Sunday, so Sunday’s date will include all jobs for the previous week.

The screenshot displays the Orenda Education system interface. On the left is a navigation menu with the following items: Information, My Service Center Home, My Personal Information, My Absence Reporting, My Time Cards, My Employment Records, **My Job Information** (highlighted), My Employee Transfer Request, My Payroll Information, My Pay Information, My Paychecks, My Supplemental Pay, My Tax Withholding(W-4), My Proposed W-4, My W-2, My 1095, My Direct Deposit, and LogOff. The main content area is titled 'Job Information' and contains a 'Time Cards' tab. Below the tab is a 'Select Date' dropdown menu, a 'Week Ending: *' field with the value '06-19-2016', and a section titled 'Employee Time Cards'. A message states: 'No Employee TimeCards are available for the selected week. Note : Review time punches daily. Report any changes to the time keeping administrator on your campus or at the district.' Below this message is a table with columns for 'Organization(s)' and 'Location(s)'. The table contains one row with the value '03-17-2014' under the 'Organization(s)' column.

ERP&SIS

Substitute view supplemental pay Teams

- Punches will be displayed if you filled any jobs for teacher absences.
- Function Pay will be listed at the bottom, if applicable.

UnVerified Punches and Absences

Regular Assignment - 120

Date	Job / Absence Reason	Punch Times	Worked	Absent	Scheduled	Verification Status		
05-02-2016	Teacher	7:37 AM,3:39 PM	08:02		00:00	Unverified	Notes	Attachment
05-03-2016	Teacher	7:45 AM,3:32 PM	07:47		00:00	Unverified	Notes	Attachment
05-04-2016	Teacher	7:50 AM,2:48 PM	06:59		00:00	Unverified	Notes	Attachment
05-05-2016	Teacher	7:44 AM,3:34 PM	07:50		00:00	Unverified	Notes	Attachment
05-06-2016	Teacher	7:50 AM,3:33 PM	07:44		00:00	Unverified	Notes	Attachment
Totals			38:22					

Time Cards

Regular Assignment - 120

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status				
			Worked	Absent	Scheduled	Time Card Status	Employee's Status			
05-02-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-03-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-04-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-05-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-06-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
Totals			40:00			00:00				
Page Totals			78:22		00:00	00:00				

Note : Review time punches daily. Report any changes to the time keeping administrator on your campus or at the district.

ERP&SIS

Substitute view current W4 & W2 Teams

- You can view & print your current W4 and direct deposit information by navigating to the links under “My Payroll Information”.

Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

Employee Existing W-4 Details [Print W4](#)

Effective on Payroll Check from: 09-15-2015
Marital Status: Married
Allowances: 4
Additional amount to be withheld from each Payroll Check: 0.00
Exempt from Federal Withholding: N

Current W4 information on file. Complete a new form if you need to make changes. Changes can be made at any time but must be submitted to payroll by the 5th of the month to be included in the next payroll.

My Service Center Home
My Personal Information
My Absence Reporting
My Time Cards
My Employment Records
My Payroll Information
My Pay Information
My Paychecks
My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

- You may also print a copy of your W2 form.

Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

View My W2

W2 Year
2015

[W2 Print](#) Created 01-29-2016 15:27

record count: 1 of 1

My Service Center Home
My Personal Information
My Absence Reporting
My Time Cards
My Employment Records
My Payroll Information
My Pay Information
My Paychecks
My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

ERP&SIS (TEAMS) ACCEPTING SUBSTITUTE JOBS

- Substitutes are required to accept jobs go to Teachers may also request substitutes when entering a pre-planned absence
- Function pay jobs will not be displayed
 1. Go to www.orendaeducation.org
 2. Click on "WORK FOR US"
 3. Click on "Current & Active substitute teachers"

Orenda Education Orenda Charter School District

Quick Links - CEO Richard Rickey **WORK FOR US** Q

About Us Our Schools Governance Employee Tools

HERATON
Austin Georgetown
el & Conference Center

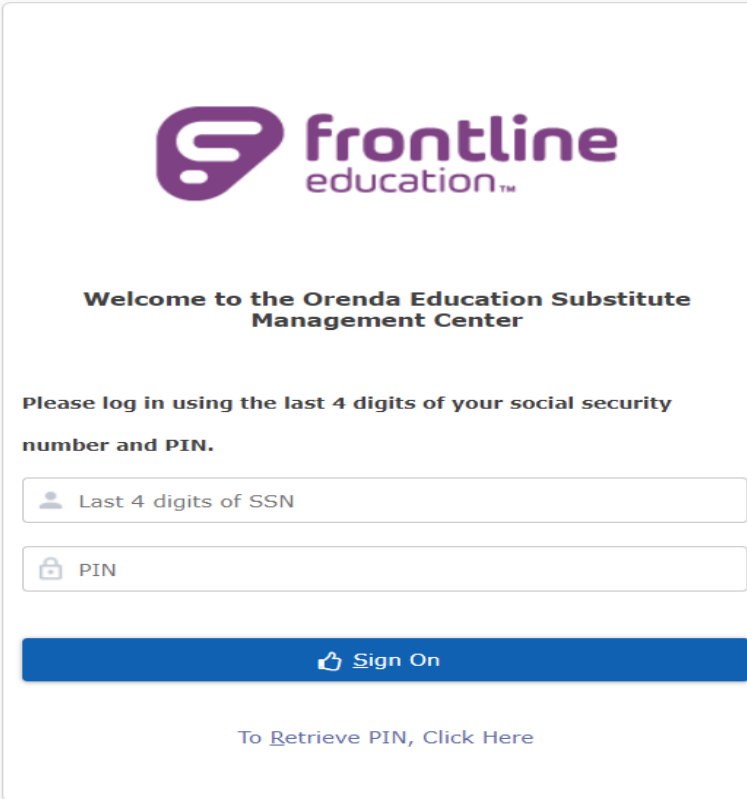
Orenda Elementary Teacher of the Year

EMPLOYEE TOOLS CALENDAR WHAT'S A CHARTER SCHOOL MAKE A GIFT DISTRICT REPORT CARDS


ERP & SIS

Substitute Viewing and Accepting Jobs

- Enter the “last 4 digits” of your social security number
- Enter your “Substitute unique pin number.” (Contact HR)



The screenshot shows a login interface for Frontline Education. At the top is the logo for Frontline Education, which consists of a purple speech bubble icon with a white 'S' inside, followed by the text 'frontline education™'. Below the logo is the heading 'Welcome to the Orenda Education Substitute Management Center'. Underneath is a prompt: 'Please log in using the last 4 digits of your social security number and PIN.' There are two input fields: the first is labeled 'Last 4 digits of SSN' and has a person icon; the second is labeled 'PIN' and has a lock icon. A blue 'Sign On' button is positioned below the fields. At the bottom, there is a link: 'To Retrieve PIN, Click Here'.

 **frontline**
education™

**Welcome to the Orenda Education Substitute
Management Center**

**Please log in using the last 4 digits of your social security
number and PIN.**

[Sign On](#)

[To Retrieve PIN, Click Here](#)

ERP&SIS

Substitute Accepting Pre-planned Absence

- If a teacher has requested the substitute for a pre-planned absence, the pre-arranged job will be displayed upon log-in.
- After highlighting the job (it will turn yellow), you may accept or reject the job using the appropriate button.

The screenshot displays the user interface for a substitute teacher. At the top, there is a navigation bar with a search bar, user information (Sonja Jenkins), and system status (PRODUCTION Orenda). Below this is a yellow header bar with the employee ID (1500921) and the user's name (Sonja Jenkins).

The main content area is divided into two sections:

- Pre-Arranged Jobs:** This section shows a table with columns for Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, Role, Date Last Contacted, Courses, Info, and Job Title. Below the table are two green buttons: "Accept" and "Reject". An orange arrow points to the "Pre-Arranged Jobs" header, and another orange arrow points to the "Reject" button.
- Pre-Arranged Absence Request Pending:** This section shows a similar table structure. Below the table is a single green "Reject" button.

At the bottom, there is a note: "Above are campus pre-arranged jobs available for you to accept or reject. Click accept to indicate that you will report for duty on the assigned date and time. Click reject if you choose not to accept the pre-arranged job."

On the left side, there is a sidebar menu with the following items: Pre-Arranged Jobs (highlighted), Search for Jobs, Accepted Jobs, Job History, Change PIN, Availability, Do Not Disturb, Location Restrictions, Subject Areas, Substitute Roles, Documents, Log Off, and Employee Service Center.

ERP&SIS

Substitute view Search for available jobs

- Click on “Search for Jobs” to find available classroom jobs.
- If you would like to accept the job, highlight the row (it will turn yellow)
- Click on “Accept Button” (You have now accepted the job!)

Employee ID: 1530808 Janine Nicole Alvarado

My Information > Substitute Search Jobs
EmployeeSubstituteSelfserveJobs

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION Orenda

Employee ID: 1530808 Janine Nicole Alvarado

There are no job available that match your profile. Please try again later.

Jobs 0 Records

Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Courses	Info	Job Title
----------------	--------------	-----------	--------------	----------	-------	----------	------	---------	------	-----------

Accept Refresh

ERP&SIS

Substitute view available jobs

- Click on “Accepted jobs” to view all job that you have Accepted.
- Please **do not** use “Cancel Job” online. Call campus office as soon as possible, so they can plan for the classroom accordingly.

The screenshot displays the ERP&SIS web application interface. At the top, a blue navigation bar contains a search bar with the text "Search Entry Points", a user profile for "Sonja Jenkins (Sign Out) JNALVARADO (1500921)", and a "PRODUCTION Orenda" status indicator. Below the navigation bar, a yellow header bar shows the user's "Employee ID: 1530808" and name "Janine Nicole Alvarado".

The main content area is titled "Accepted Jobs" and shows a table with columns: Sub Job ID, Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, Role, Date Accepted, Courses, and Info. The table currently displays "0 Records". Below the table, there are two green buttons: "Cancel Job" and "Report Absence". Two orange arrows point to these buttons. A message below the buttons reads: "Above are jobs previously accepted. If you are unable to report, click Cancel Job or Report Absence according to the Substitute Handbook policy."

On the left side, a vertical menu lists various options: Pre-Arranged Jobs, Search for Jobs, Accepted Jobs (highlighted in yellow), Job History, Change PIN, Availability, Do Not Disturb, Location Restrictions, Subject Areas, Substitute Roles, Documents, Log Off, and Employee Service Center.

ERP&SIS

Substitute view Job History

- You may view your Job History under the “Job History tab”.
- This will display the start and end dates as well as the employee for whom you subbed.
- *Again, DO NOT cancel a job online, you must contact the front office.*

Employee ID: 1530808 Janine Nicole Alvarado

My Information > Substitute Jobs History
EmployeeSubstituteSelfserveJobsHistory

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION
Orenda

Substitute Jobs History 0 Records

Substitute Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role	Job Title
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Cancel Job Next 60 days Previous 60 days

ERP&SIS

Substitute view Job History

You may set your availability under the Availability tab:

- Select the date(s) on the calendar
- Pop up screen with “Start and End Date” so you can select date(s) you are NOT available.
- Answer the question “Are you available any portion of the day?” Select YES or NO. (half day – 4 hours)
- If you select NO, means you are not available all day

Employee ID: 000443 Christina Miller Denson

My Information Substitute Availability

Pre-Arranged Jobs
Search for Jobs
Accepted Jobs
Job History
Change PIN
Availability
Do Not Disturb
Location Restrictions
Subject Areas
Substitute Roles
Documents
Log Off
Employee Service Center

Calendar

June, 2016							
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

Select date

Fri, Jun 24, 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Available	Available	Available	
5	6	7	8	9	10	11
	Available	Available	Available	Available	Available	
12	13	14	15	16	17	18
	Available	Available	Available	Available	Available	
19	20	21	22	23	24	25
	Available	Available	Available	Available	Available	
26				30		
				Not Available		
				All Day		

Start Date: 06-24-2016 End Date: 06-24-2016

Are you available any portion of this day? Yes No

Ok Cancel

Start Date: 06-24-2016 End Date: 06-24-2016

Are you available any portion of this day? Yes No

Start Time * 0:00 End Time * 0:00

Ok Cancel

ERP&SIS

Substitute view Availability calendar

- Once you have chosen the dates, your availability will be displayed on the calendar.
- While setting your availability is not required, it will assist greatly in planning for classroom coverage as well as for function pay jobs.

The screenshot displays the 'Substitute Availability' interface. On the left is a sidebar with navigation options: My Information, Pre-Arranged Jobs, Search for Jobs, Accepted Jobs, Job History, Change PIN, **Availability**, Do Not Disturb, Location Restrictions, Subject Areas, Substitute Roles, Documents, Log Off, and Employee Service Center. The main area shows a calendar for June 2016, with the date 'Mon, Jun 27, 2016' selected. The calendar grid shows the following availability status for each day:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Available	Available	Available	
5	6	7	8	9	10	11
	Available	Available	Available	Available	Available	
12	13	14	15	16	17	18
	Available	Available	Available	Available	Available	
19	20	21	22	23	24	25
	Available	Available	Available	Available	Available	
26	27	28	29	30		
	Not Available All Day	Not Available All Day	Not Available All Day	Not Available All Day		

ERP&SIS

Substitute – Not Available And Do Not Disturb

- If you will be unavailable for an extended period of time, you may set the dates in the “Do Not Disturb” tab.
- You may enter the start and end dates and times.
- This will be useful to communicate if you are only interested in subbing for a (half days) in either the morning or the afternoon.

My Information

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Change PIN
- Availability
- Do Not Disturb**
- Location Restrictions
- Subject Areas
- Substitute Roles
- Documents
- Log Off

Substitute Do Not Disturb

Start Date: * End Date: *
Start Time: * End Time: *

[Add](#) [Clear](#)

Substitute Do Not Disturb

[Sort](#) | [Clear](#) Sorted by: (default)

Start Date	End Date	Start Time	End Time
07-01-2016	07-05-2016	8:00 AM	12:00 PM

record count: 1 of 1

[Edit](#) [Delete](#)

ERP & SIS CANCELLING SUBSTITUTE JOBS

- If a substitute picks up an absence and the teacher later cancels the absence, the substitute will be **notified** that the job is no longer available.
- If a substitute needs to cancel a job, contact the office ASAP. Unless in the case of a true emergency, jobs must be cancelled at least 24 hours in advance.

CANCELLED

- If a substitute cancels **more than three jobs** with less than 24 hour notice during an academic year, they may no longer be eligible to sub.

SUBSTITUTE SCHEDULE

Instructional Day Schedule by campus

Gateway Prep

Elementary (Grades K-4) 7:15am – 3:45pm

Secondary (Grades 5-12) 7:45am – 4:15pm

Gateway Tech 7:45 am – 4:15pm

Kingsland 7:45am – 4:15pm

Nolan Creek 7:00am – 3:30pm



Substitutes are required to arrive on campus **10-15 minutes prior** to the start of school.

Substitute please confirm with the schools office regarding half day jobs for all grade levels (4 hours)

BEGINNING OF THE DAY

Please check with you campus for more detail information to begin your day.

1. Report to main office upon arrival to sign in, receive attendance rosters, and to check out a badge/key lanyard or local campus process.
2. Check with the main office for scheduled special events.
- 3. Be in the classroom at least 10-15 minutes before the start of class.**
4. Familiarize yourself with emergency drill procedures in every classroom.
5. Follow the **lessons plans** left by the classroom teacher.
6. Check the designated substitute binder to ensure you properly assume any duties assigned to the teacher. (If applicable)
7. Review the class schedule for the day.
8. Check for any possible student health related concerns.



During the Day

1. Maintain good discipline. Don't hesitate to ask for help with any discipline issues. **Do not touch or restrain students at any time.**
2. Notify the main office immediately of any serious problems that occur.
3. Immediately report any injuries to the school's office; complete any paperwork necessary.
4. *Properly record attendance.*
5. Do not record or take pictures of students.
6. Do not bring food, snacks, or other treats for the students.



End of the Day

1. Leave notes for the classroom teacher about work completed, problems that might have occurred, or praise for students.
2. Return and check in badge/key lanyard **(substitute badges/keys may never leave the campus for any reason)**.
3. Place signed and dated attendance rosters in the front office.
4. Sign out and/or clock out in the front office.
5. The type of housekeeping expected of teachers will be expected of substitute teachers. Students are also expected to maintain an orderly workspace.
- 6. Leave the classroom in the condition in which you found it or better.**



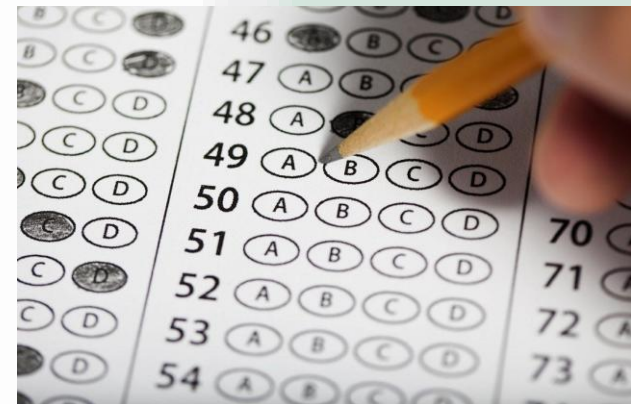
Evaluations

Teachers and administrators will have an opportunity to complete an evaluation form for all substitutes.



Substituting during Testing

All substitutes will be required to complete training prior to accepting any testing jobs. Training dates will be in Spring SY (To be announced)



Handbook Highlights

Substitutes are required to read the **Employee Handbook** in its entirety (located on the Orenda Education website under Employee Tools

- All serious incidents such as employee & student injuries, damaged equipment, etc. (requires a serious incident form (located in Orenda website under Employee tools) must be reported to the administration immediately
- All Orenda campuses are both smoke free and drug free (this includes smokeless tobacco and vaping products)
- You'll receive a parking permit that will remain active until separation from Orenda (only applies to Gateway Prep)



Student Interactions

- DO:** Adhere to high standards for appropriate school relationships
- DON'T:** Do not send students text messages
Do not interact with students on **social media or email**
Do not post any photos or statements about students on social media

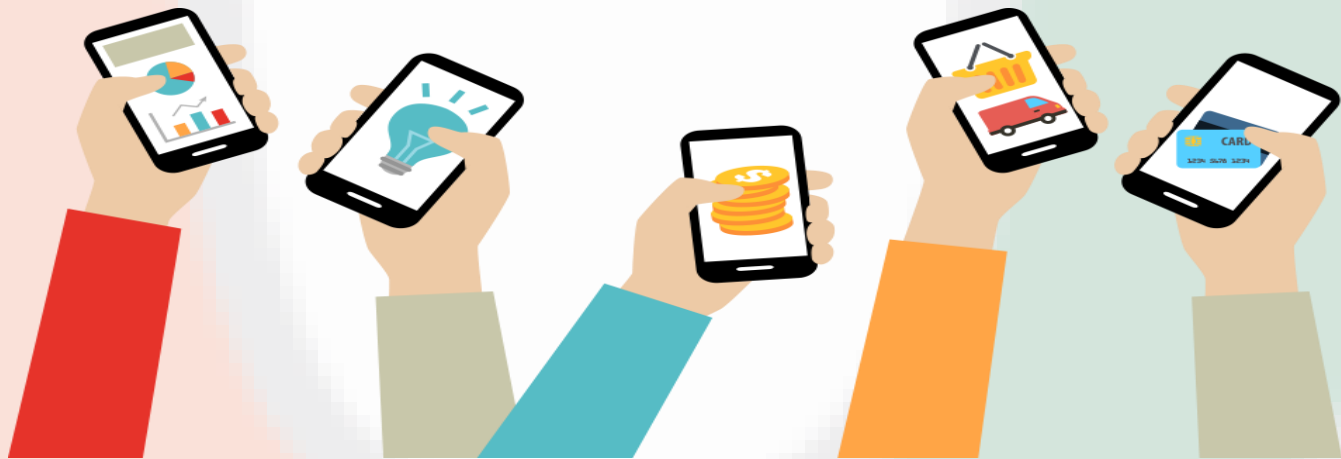
Student Confidentiality

- DO:** Share any concerns with campus administration.
Use common sense and your best judgement.
- DON'T:** Share or copy any student information with parents, students, or other staff members
Also, as a reminder don't access something that you have not been permitted to view. For ex: upcoming quiz or grades

Cell Phone Usage

DO: Set a positive example and refrain from cell phone usage (cell phone usage acceptable only in case of emergency or to contact front office)

DON'T: Check emails, text messages, social media, or accept personal calls in the classroom



Benefit Information

- Health insurance only is available to all substitutes
- Open Enrollment is held in August of SY
- Substitutes are responsible for the **full monthly premium**
- If a paycheck is not generated, benefit premiums must be paid by the 27th of the month for the next month's premiums**
- Failure to pay premiums prior to the 7th day after payroll will result in **cancellation** of the insurance policy

**Checks and money orders should be sent to the Business Office and made out to "Orenda Education"

**If benefits are declined while serving as a substitute and a job offer is later made, this will now qualify as a special enrollment event. An enrollment period of 31 days will begin on the date of hire in to the new position.*

Sign and return the Health Care Plan Acknowledgement Form (ACA requirement)

If you are interested in enrolling in a health insurance plan.

Teresa.Moreno@orendaeducation.org

Hallie.Coombs@orendaeducation.org



Questions?

Please direct any specific school substitute questions to the following campus staff:

- Gateway Prep- Mallory Crowder (mallory.crowder@orendaeducation.org)
- Gateway Tech – Andra Borden (Andra.Borden@orendaeducation.org)
- Kingsland School – Crystal Serda (crystal.serda@orendaeducation.org)
- Nolan Creek – Jamielyn Schweigert (jamielyn.schweigert@orendaeducation.org)

For any other questions contact the District staff:

Marta Perez-Guerra, HR & Recruiting Coordinator – marta.perez-guerra@orendaeducation.org

Hallie Coombs, Payroll & Benefits Coordinator – Hallie.coombs@orendaeducation.org

Susie Hubnik, Finance Coordinator- Susie.hubnik@orendaeducation.org

Teresa Moreno, Director of Human Resources - teresa.moreno@orendaeducation.org

Margina Escobar, CFO - margina.escobar@orendaeducation.org

