Guest Teacher Handbook



WELCOME

to the Napa Valley Unified School District. We appreciate the talent and energy that you bring to our students as a guest teacher. Guest teaching is a unique, challenging and important assignment and we want to ensure that you have the support you need. Please feel free to reach out to the school office staff, site principal or district Human Resources' staff if you need any assistance.

TABLE OF CONTENTS

STANDARDS OF CONDUCT 2

REPORTING TO AN ASSIGNMENT 2

LEAVING AN ASSIGNMENT 3

IMPORTANT INFORMATION 3

AT WILL EMPLOYMENT 3

EXPECTATIONS 3

USEFUL LINKS 4

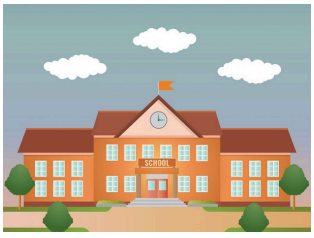
CONTACTS 4



STANDARDS OF CONDUCT

Your continued assignment as a guest teacher/substitute is contingent upon your ability to comply with professional standards of conduct. Our school community is diverse; sensitivity to racial, ethnic, cultural, and religious differences is required of all employees. Employees must safeguard the privacy of student information kept in schools, whether on paper, on a computer, or in oral communications. Conduct that is detrimental to the reputation of the school system, not in the interest of the instructional program, or poses potential harm to students or school employees, will be cause for discontinuation of service as a guest teacher/substitute with Napa Valley Unified School District.

REPORTING TO AN ASSIGNMENT



During your work with Napa Valley Unified School District you will have to adapt to many schools, each with its own unique requirements. You should report prior to the beginning of the instructional day allowing enough time to complete any routine or special professional responsibilities and to prepare for the teaching day.

Remember to:

- Arrive at least 15 minutes before school begins
- Report to the school secretary for instructions
- Sign in /Wear identification badge
- Ask if you have a yard or bus duty assignment
- Pick up any bulletins, lesson plans and room key
- Review emergency response information

You set the tone for the day. Students follow your lead. The first ten minutes in a room often set the stage for a successful day.



LEAVING AN ASSIGNMENT

You should remain on duty a**fter the close of the school day**, long enough to ensure a professional and adequate performance in the completion of professional responsibilities (approximately 30 minutes).

Remember to:

- Leave a note detailing the day
- Straighten the classroom
- Turn off devices
- Inform office staff about any special problems you may have encountered
- **RETURN YOUR KEY** and sign out

IMPORTANT INFORMATION

A guest teacher will be paid for a minimum of a half day and <u>will</u> be required to provide the District with a half day of service (3 hours, 30 minutes). To fulfill the 3 hours and 30 minute requirement, the school site might request a guest teacher to:

- Teach a different class so the teacher can attend to school site business
- Supervise students on campus
- Assist a classroom teacher with prep work
- Work with students in a small group under the direction of a classroom teacher
- Perform bus or playground supervision
- Make copies or other office duties
- Perform other certificated duties as assigned

AT WILL EMPLOYMENT

Every Napa Valley Unified School District Guest Teacher/Substitute has the status of “employee-at-will”, meaning there are no contractual rights, express or implied, to remain in Napa Valley Unified School District’s employment. Employment with Napa Valley Unified School District may be terminated without cause or notice by you or the District.



EXPECTATIONS

- Should you need to cancel an assignment, please cancel as soon as possible via the Aesop system but no later than 6:00 AM on the morning of the assignment.
- Since you will be paid according to half day and full day pay schedules, you must stay on campus during paid time. If an emergency situation arises which requires you to leave school grounds during your assignment, please contact an administrator for direction.
- Cell phones are to be used during break and lunch time only.
- Plan to spend the entire time working with and for the students. No personal work of any kind is permitted.
- District computers are to be used for instructional, administrative and attendance purposes only.
- Lesson plans as outlined by the classroom teacher are to be carried out.
- If serious problems arise during the day, be sure to notify the office staff for assistance. If appropriate and/or requested, you should submit a written explanation and/or observation of the situation.
- Any injury that you sustain on the job must be reported to the school administrator and/or designated staff immediately and proper forms completed. Guest teachers are covered by Workers Compensation.
- Guest teachers may be assigned to cover classes during prep/conference periods with no additional pay if the period falls during the time they are assigned to work.

Important Dates

TBA

USEFUL LINKS

- www.nvusd.org/subinfo
- Printable Map of NVUSD Schools
- Printable List of NVUSD Schools
- NVUSD Student Calendar
- Aesop/Frontline -- Absence Management FAQs
- Salary Rates for Substitute Teachers
- Paid Sick Leave
- Payroll Dates

CONTACTS

- Lisa Bailey: subfinder@nvusd.org
- NVUSD Human Resources Office
- NCOE Credentials Office

NVUSD
NAPA VALLEY UNIFIED SCHOOL DISTRICT