Guest Teacher Orientation





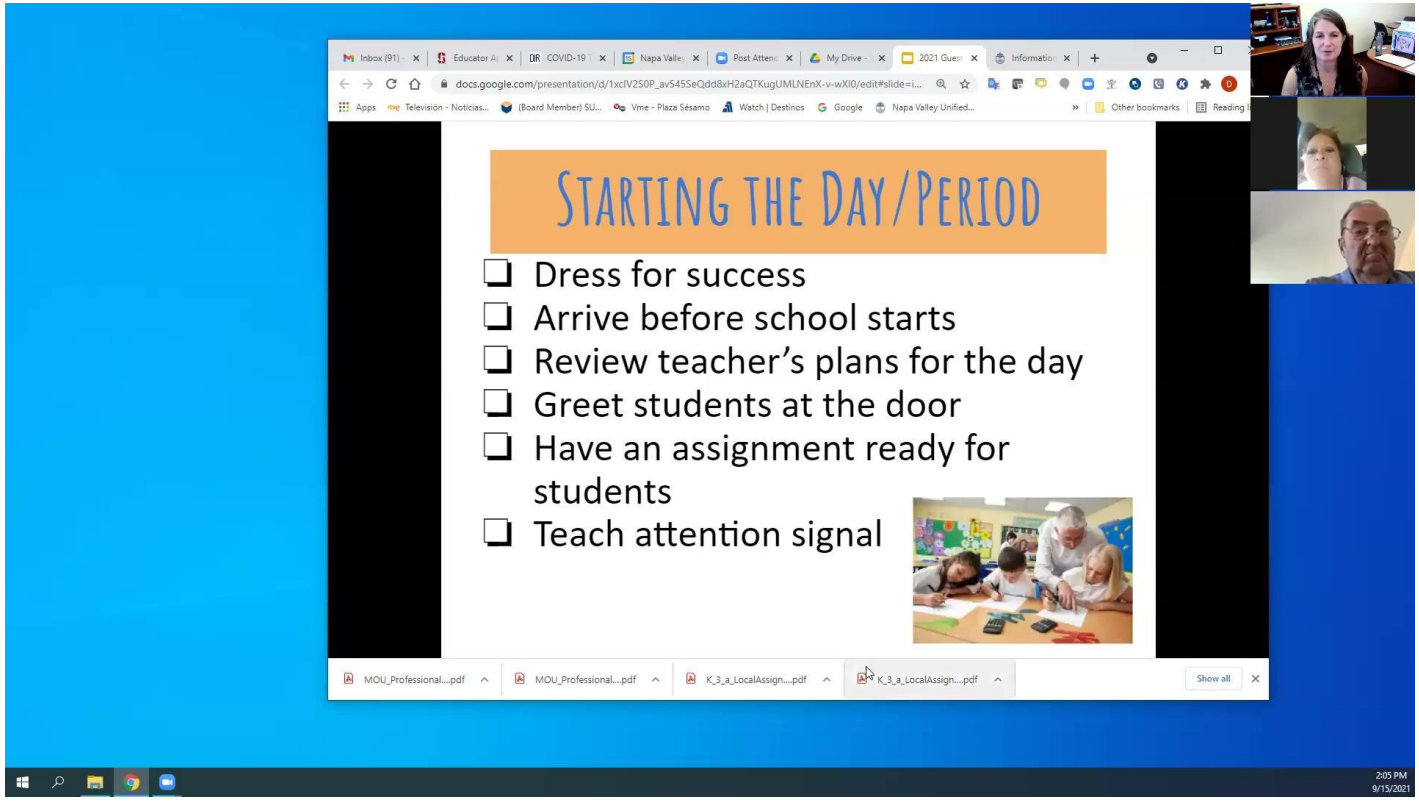


NVUSD

NAPA VALLEY UNIFIED SCHOOL DISTRICT

Watch the Training

Follow Along with These Slides



Payroll Know How

Substitute Payroll Schedule

Typically days worked from the 11th - 10th will be paid last day of month. There are 3 short months.

New Rates!

$210-$230 Non-credentialed

$230-$250 Credentialed

Substitute Website Link

- Go to nvusd.org

Sick Leave

Substitute Sick Leave Accrual

- Accrue 1 hour per every 30 hours worked
- Accrual will begin showing on checks after 30 days worked.
- Sick leave can be used after 90 work days
- Notify HR in writing if you wish to use your accrued sick leave
- Increment of a minimum of 1 day of sick leave

IA Substituting

- Pay rate $20hr

Starting the Day/Period

- ❑ Dress for success
- ❑ Arrive before school starts
- ❑ Review teacher's plans for the day
- ❑ Greet students at the door
- ❑ Have an assignment ready for students
- ❑ Teach attention signal



Positive Behavior Interventions & Support (PBIS)

Clear expectations:

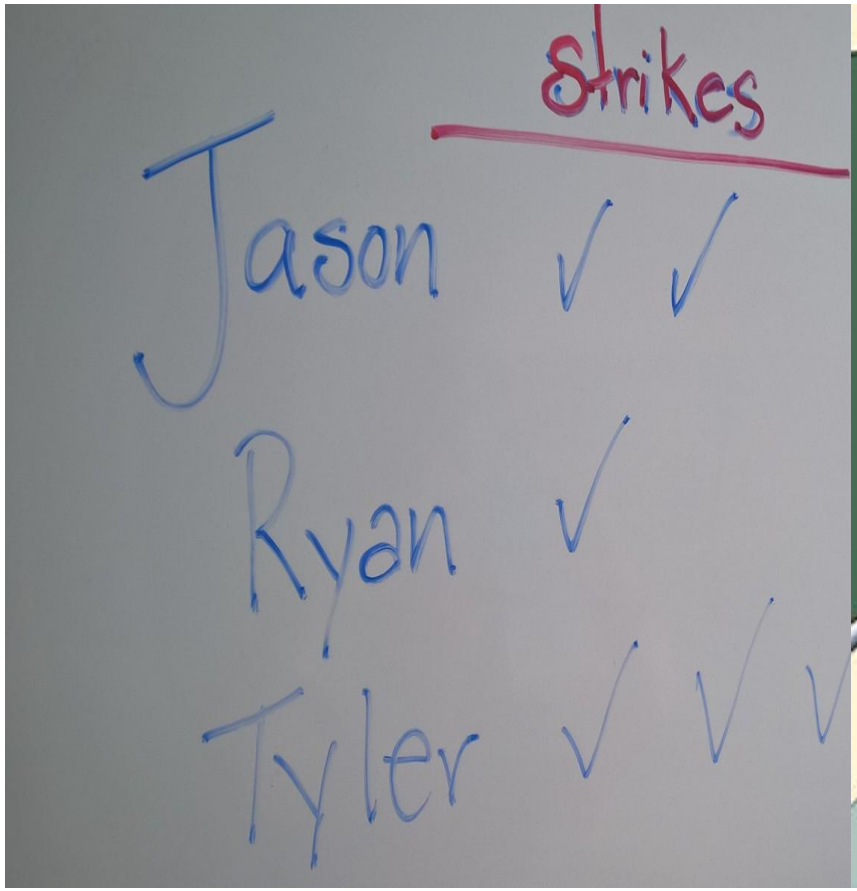
Be Safe, Be Respectful, Be Responsible

Behavior is taught - not punished

Positive behavior is emphasized

Restorative practices are used

Move from this To this





Quick & Painless Correction:

Sandwich Approach

→**Positive/Private**

→**Restate Rule**

→**Give a Choice**

→**Wait**

→**Positive**



Ending the Day/Period

- ❑ Review key learning from the day or period
- ❑ Explain your dismissal process
- ❑ Have students clean up room
- ❑ Dismiss students by table groups

General Emergency Information

Shelter and Place/Lock down

Secure doors

Close blinds

Take roll - notify office of any students missing

Fire

Follow evacuation plan

Earthquake

Duck, cover and hold

COVID-19 Protocols

Reporting and Contact Tracing

Stay home if you're sick

Confidentiality vs. Need to Know

Mask Wearing

Rules and Recommendations

FACE COVERING PROTOCOL

Testing & Vaccination

Once Weekly

Other

NVUSD COVID INFORMATION

Cleaning

Aesop/Frontline

Substitute Website Link

You will receive a personal invitation email with the Subject Line: **Napa Valley USD invites you to Absence Management**.

- If you have an existing Frontline ID account click “Sign in with your Frontline ID.”
- Otherwise, click “Create a Frontline ID.”
- Create a username, password, email address, and click “I accept the terms and conditions."
- Then click “Create Frontline ID” and you are in!

What does that mean?

Education Specialist M/M mild/moderate

Education Specialist M/S moderate/severe

Resource special education class

IA (1:1, PC, IEP) Instructional Assistant

LH Learning Handicapped

SH Severely Handicapped

SDC Special Day Class

Intervention Class for student who need extra help

AVID College preparation program

Immersion Spanish taught for large parts of the day

Guest Teacher Success tips

- ❑ Arrive 15 minutes before school begins
- ❑ Be positive and professional
- ❑ Follow lesson plans
- ❑ Student confidentiality
- ❑ Leave a note

NEED HELP?

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TOSAs

Thank you!







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