WELCOME TO THE WATERLOO COMMUNITY SCHOOL DISTRICT

WE ARE EXCITED THAT YOU DECIDED TO BECOME A SUBSTITUTE!

Thank you for serving as a substitute for our district. We want your time in the classroom to be beneficial for the students and rewarding for you. As a substitute, you share the task of strengthening our society by preparing our students for responsible citizenship. All building staff value effective classroom substitutes and recognize that your efforts to provide continuity, in the regular employee's absence, are extremely important and appreciated.

We trust your experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted when the regular classroom staff member is absent. Thank you for your time, creativity and enthusiasm required to work in a stimulating environment where excellence is an expectation.

FRONTLINE ABSENCE MANAGEMENT

Once you are entered into the Frontline system, you will receive an email invitation to create your Username and Password to use to log in either online or the app.

The Frontline system allows you to proactively fill your schedule via the website or the phone. Substitutes can call in toll free at 1-800-942-3767 or online at www.waterlooschools.org. (Hover over EMPLOYEES-click SUBSTITUTE-FRONTLINE ABSENCE MANAGEMENT-then login.) Frontline will also make phone calls to substitutes to offer jobs.

In order to access the Frontline system over the phone, you will need to enter your ID and PIN numbers as follows:

ID NUMBER-Your home phone number including the area code

PIN NUMBER-The last four digits of your SS#

If you accept a job, Frontline will issue a confirmation number. Please remember your confirmation number for your assignment.

Should you have any questions or experience issues with Frontline, please contact the Human Resources office at 319-433-1800 or email Gavin Elliott at elliottg@waterlooschools.org.

CANCELLATION OF ASSIGNMENTS

When a substitute teacher accepts an assignment, they are making a commitment to the school. Assignments should only be canceled in case of emergency. If an emergency arises, the substitute should cancel the job as soon as possible. The substitute must also notify the school of the cancellation.

PAYMENT

Substitutes are paid monthly on the last working day of the month. The pay period runs from the 16th of the previous month to the 15th of the current month.

- Teacher substitute pay is $152/day, long term $177/day
- Para/Clerical substitute pay is $14.43/hour

DRESS CODE REGULATION

Acceptable Attire

The standard guidelines for a typical workday include (regardless of fabric type):

- **Pants, including jeans, slacks, and capris that are neat, clean, and free of rips and holes**
- **Dresses and skirts of a professional length and that cover the entire back**
- **Shirts, blouses, collared shirts, sweaters, jackets, quarter-zip tops, and school/district spirit wear (Waterloo-themed shirts may be worn at any time)**
- **Education-related T-shirts that are professional in nature; apparel from non-Waterloo K-12 schools are not acceptable**
- **Professional-looking shorts that are mid-thigh or longer in length**
- **Form-fitting pants (leggings, jeggings, etc.) only when paired with a longer top, dress, or jacket that provides adequate coverage**
- **Tops and dresses that are professional; spaghetti straps must be covered by a top or jacket**

Footwear

A variety of shoes can be worn, including dress sandals, casual dress shoes, and tennis shoes. Flip-flops and slides (defined as flat rubber or plastic footwear with a Y-shaped toe strap or single strap) are not allowed. Employees are encouraged to consider safety and comfort based on the day's activities when choosing footwear.

Special Situations

- **Staff whose roles require athletic or specialized attire (e.g., physical education, custodians, campus safety) may wear clothing appropriate for their duties, such as athletic wear or protective gear. When transitioning to settings outside of those specific work areas, staff should ensure their attire remains neat and professional.**
- **Employees performing lab or extracurricular duties must dress appropriately for their work environment and may wear protective clothing when needed.**
- **During special activities such as field trips or building-specific events, staff may be exempt from parts of this policy but are expected to maintain professional appropriateness.**

District ID badges are required to be worn above the waist at all times.

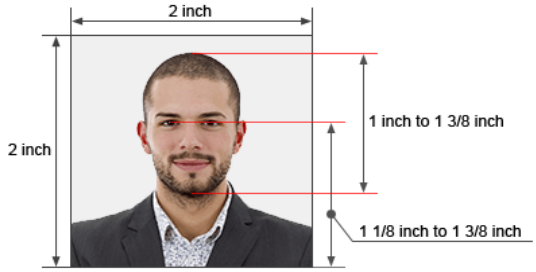
SUBSTITUTE PHOTO BADGE

Once you have completed the necessary paperwork for you to be entered into the substitute system, we will be able to issue your substitute ID badge. Below are the requirements for submitting your photo digitally. You are required to wear your district badge while working in the buildings.

Digital Submission of Employee Badge Photo Requirements:

- You are able to smile in your photo
- You are not able to wear caps, hats or sunglasses on top of your head in your photo unless it is a head covering that is worn daily for a religious purpose
- You are able to wear eyeglasses in your photo
- You should be facing the camera in your photo
- Your photo should be taken within the last six months to reflect your current appearance
- Your photo should be in color and taken in front of a white, off white or light gray background.
- The digital photo should be structured similar to the drawing and photo examples below:

Digital Image Head Size Template



IMPORTANT TIPS

Make a great impression
Report to work at least 15 to 20 minutes before the start of the school day
Remain at work until the end of your work assignment
Refrain from any inappropriate behavior
Maintain safety and security standards for you and the students
Communicate with building leadership regarding questions

SCHOOL TIMES

Elementary 8:45-3:50 (Sub report time - 8:15 to 4:00)
Middle and High School/Cunningham 7:40-2:45 (Sub report time - 7:30 to 3:00)

ATTACHMENTS

Frontline handout
District calendars
**The substitute manual can be viewed on the Waterloo Community School District website

Thank you!