SUBSTITUTE TEACHER HANDBOOK



2026-2027

Paulding County School District

"For Success Today and Tomorrow"

Mission Statement

Engage.
Inspire.
Prepare.

Vision Statement

The Vision of the Paulding County School District is to prepare ALL students for success today and tomorrow.

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WELCOME TO THE PAULDING COUNTY SCHOOL DISTRICT!



As a substitute teacher for the Paulding County School District, you are a vital and valuable part of our educational team. We deeply appreciate your willingness to serve our students, staff, and schools in this important role. Your contribution helps ensure a seamless learning experience when teachers and paraprofessionals are unavailable. Your flexibility and dedication have a significant impact on the success of our educational programs. Thank you for your commitment! This Substitute Teacher Handbook is designed to assist you professionally by providing important guidelines to help make your substitute teaching experience both smooth and rewarding.

This Substitute Teacher Handbook is intended for orientation and instructional purposes only. It does not create a contract of employment, nor does it guarantee employment for any length of time or under any conditions. The handbook does not contain all rules and policies to which a substitute teacher may be held to, rather it should be seen as a foundational document for you to build your understanding on. The Paulding County School District reserves the right to amend, replace or abolish this handbook at any time, with or without prior notice.

We wish you a productive and rewarding school year!





PAULDING COUNTY SCHOOL DISTRICT

JULY 2026 - MAY 2027

ACADEMIC CALENDAR

July 26

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 26

Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 26

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October 26

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November 26

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29	30					

December 26

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January 27

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31						

February 27

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28						

March 27

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28	29	30	31			

April 27

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25	26	27	28	29	30	

May 27

Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	☆ 26	27	28	29
30	31					

Staff Workday

Digital Learning Day

Holiday/Schools Closed

Early Release Days

☆ First/Last Day of School

SUBSTITUTE TEACHER EMPLOYMENT REQUIREMENTS

Employment Type: Temporary, at-will position based on district needs.

Age Requirements:

- Minimum age to substitute: 18 years old.
- For high school substitute teaching: 21 years old.

Application Requirements:

- Three current professional references
- Proof of education
- RESA Substitute Training Certificate or a valid teaching/paraprofessional certificate (if applicable)

Post-Application Process:

- Schedule an appointment for fingerprinting
- Complete employment onboarding documents and attend a district orientation

Active Status:

- Must work at least one full day each semester (August-December and January-May) to remain active.
- Failure to complete an assignment in a semester will result in inactivation.

REMOVAL FROM THE SUBSTITUTE SYSTEM

The district reserves the right to terminate substitutes at any time if it is deemed to be in the best interest of the students. Failure to comply with district policies and guidelines outlined in the substitute teacher handbook may result in adverse actions, including inactivation. Inactivation may lead to ineligibility for any future employment with the district.

If you wish to discontinue substitute teaching for Paulding County School District at any time, you may submit a written request to HumanResources@paulding.k12.ga.us

Substitutes may be removed from the Paulding County School District substitute system for several reasons, including but not limited to:

- Failure to follow district policies and guidelines
- Unprofessional behavior or conduct
- Failure to complete required training or documentation
- Inappropriate interactions with students, staff, or parents
- Three instances of absences, tardiness, and/or ineligibility for consideration from three separate locations.

Please ensure you adhere to all district policies and maintain professional conduct to remain an active substitute.



CHANGES TO ASSIGNMENTS

Substitute teachers should be aware of the following regarding potential changes to their assignments:

1. **Flexibility Required: Substitute teachers may be asked to cover classes outside of their specific background or training. Being flexible to different subjects and grade levels is essential.**
2. **Coverage During Planning Periods: Substitutes may be required to cover classes during the regular teacher's planning periods. This could involve stepping into various roles as needed.**
3. **Last-Minute Changes: Upon arrival, substitutes might find that the assignment has changed (e.g., from a science class to a music class). It's important to remain flexible and ready to adapt to these changes.**
4. **Communication: Clear communication with school staff can help clarify expectations and any last-minute adjustments.**
5. **Positive Attitude: Approaching these changes with a positive attitude contributes to a supportive school environment and demonstrates professionalism.**

By embracing flexibility, substitute teachers play a vital role in meeting the dynamic needs of the school.



CANCELLATION OF ASSIGNMENTS

Substitute teachers should follow these guidelines regarding cancellation of assignments:

1. **Commitment to the School: Once an assignment is accepted, it is considered a commitment. Cancellations should occur only in the event of an emergency**

2. **Same-Day Cancellations: If an assignment is canceled by the sub on the day it is scheduled, the substitute will not be eligible to pick up another substitute job for the remainder of that day.**

3. **Cancellation Process:**
   - **Up to Two Hours Before Start: Substitutes may cancel their assignment via SmartFind Express.**
   - **Within Two Hours of Start: Cancellations must be communicated directly to the school by phone.**

4. **Professionalism: It is important to communicate any cancellations as soon as possible to maintain professionalism and support the school's needs.**

By adhering to these guidelines, substitutes help ensure a smooth process for both them and the schools they serve.



DAILY PAY RATES

Substitute Teacher Pay Rates:

- Full Day (8 hours): $150
- Half Day (4 hours): $75
- Hourly Rate: $18.75

This applies to all substitute teachers, including substitute paraprofessionals.

Supply Teacher Pay Rates:

- Full Day (8 hours): $200

Supply teachers are certified long-term substitute teachers, certified by the Georgia Professional Standards Commission (GaPSC). Supply Teachers are selected and interviewed by the principal before being assigned.

EMPLOYEE ONLINE

Employee Online is an essential platform for substitute teachers and staff within the Paulding County School District. Here are its key features and functions:

- Access to Paystubs: You can view and download your paystubs, allowing you to keep track of your earnings and deductions.
- Address or Phone Number Changes: If you need to update your address or phone number, Employee Online provides a convenient way to submit these changes.
- Tax Forms: Access your tax forms, such as W-2s, for your records and tax filing purposes. If you need to make changes to your tax forms, you can access new forms here.

Username Format: First name + middle initial + last name + the 3rd and 5th digits of the employee ID

Example: sarahj.smith35@paulding.k12.ga.us

Password: Same unique password created - same as TalentEd Records, SmartFind Express, and district computer login.

Please keep your login credentials confidential. Any misuse of these credentials may result in disciplinary action.

PAULDING COUNTY SCHOOL DISTRICT PAYROLL SCHEDULE 2026-2027

Month	Pay Period	Pay Date
July	6/14/2026 - 7/11/2026	7/31/2026
August	7/12/2026 - 8/8/2026	8/31/2026
September	8/9/2026 - 9/12/2026	9/30/2026
October	9/13/2026 - 10/10/2026	10/30/2026
November	10/11/2026 - 11/7/2026	11/20/2026
December	11/8/2026 - 12/5/2026	12/18/2026
January	12/6/2026 - 1/9/2027	1/22/2027
February	1/10/2027 - 2/6/2027	2/26/2027
March	2/7/2027 - 3/13/2027	3/31/2027
April	3/14/2027 - 4/10/2027	4/30/2027
May	4/11/2027 - 5/15/2027	5/28/2027
June	5/16/2027 - 6/12/2027	6/30/2027





Upon Arrival at the School:

- Bring Your Driver's License: Required for identification and check-in.
- Arrive On Time: Ensure punctuality for your assignment.
- Notify the School: If you are unable to report on time or if an emergency occurs, call the school immediately.
- Sign In: Report to the front office and sign in using your driver's license.
- Wear Your Substitute Visitor Badge: Always wear your badge for identification.
- Ask for Additional Information: Inquire with the front office staff for any details you may need to successfully complete your day.

Upon Arriving at the Classroom:

- Locate the Substitute Folder: Review lesson plans, materials, and important student information such as medical conditions.
- Familiarize Yourself with Duty Assignments: Be aware of duties like lunch and bus duty or assisting with car riders.
- Introduce Yourself to Nearby Teachers: Build connections with nearby teachers for assistance or support.
- Identify the Classroom Telephone and Front Office Buttons: Make note of these for communication during emergencies or assistance needs.
- Review Safety Plans: Familiarize yourself with protocols for fire drills, severe weather, lockdowns, or actual emergency events.
- Doors are to always remain locked.

General Expectations:

- Work Hours: Substitute teachers are expected to remain on duty for the same number of hours as regular teachers.
- Additional Duties: A building administrator may assign other duties or classes during planning periods or unscheduled times. Planning periods are not guaranteed for substitutes.

Accidents In/On School Property

In the event of an accident occurring in the classroom or on school property, follow these guidelines:

1. **Do Not Move an Injured Student**: If a student is unable to move on their own, do not attempt to move them. This could cause further injury.
2. **Get Help:** Contact the nurse or front office immediately. Send a reliable student to a neighboring classroom, or to the front office to request assistance. Make sure to provide clear instructions to the student.
3. **Stay with the Injured Student:** Remain with the injured student until help arrives. Offer reassurance and keep them calm while waiting for assistance.
4. **Avoid Exposure to Blood:** In cases where there is a risk of exposure to blood or other potentially infectious materials, take precautions to avoid exposure. Do not attempt to clean up any blood spills.
5. **Notify the Nurse or Administrator:** Inform the school nurse and the principal or designated administrator about the incident immediately. They will provide the necessary support and follow-up.
6. **Document the Incident:** After the situation has been handled, document the details of the accident, including what happened, the time, the individuals involved, and any actions taken.

By adhering to these procedures, you can ensure the safety and well-being of students and yourself during an emergency.

Student Illness

If a student says they're not feeling well or needs a band-aid, simply send them to the nurse's office with a nurse pass. The nurse is equipped with the necessary supplies and expertise to assess and provide care for any health concerns.

Remember, it's important not to administer any medication or treatments yourself; refer all health-related issues to the nurse to ensure student safety and compliance with school policies.

During the Day

Responsibility for Student Conduct: The substitute is responsible for managing the conduct of students in the assigned classes. If special issues arise, substitutes should seek assistance from school staff by calling the office or using the emergency button in the classroom.

Follow the Lesson Plan: Stick to the provided lesson plan as closely as possible without making changes.

Continuous Student Supervision: Students must always be supervised.

Never leave students unattended in a classroom under any circumstances.

Active Student Monitoring

- Move Around the Classroom: Actively monitor students by walking around the classroom. This allows you to observe their progress and ensure they stay on task.
- Provide Assistance: Be available to help students who may need assistance with their assignments.
- Avoid Personal Activities: Constantly sitting at the desk, reading personal material, and using your cell phone during class time are not acceptable.
- No Personal Items During Work: Keep personal items, including cell phones, put away while working. Maintain focus on supervising and always engaging with students.

Confidentiality Expectations

Substitutes are expected to maintain confidentiality regarding any information about the school, students, parents, and staff that may be obtained while substituting. Protecting the privacy of all individuals is essential to maintaining trust and a professional atmosphere in the school setting

Addressing Concerns

Any concerns that arise during your substitute teaching experience should be addressed through the appropriate administrative channels. If you encounter issues related to students, staff, or school procedures, communicate them to the front office or a building administrator. Following the correct process ensures that concerns are handled efficiently and professionally.

End of the Assignment

- Leave the Classroom in Order: Ensure that the classroom is tidy and organized at the end of the day.
- Leave a Summary for the Teacher: Provide a summary of the day's activities, noting any important events or issues that the teacher should be aware of.
- Report to the Front Office: Check out with the front office before leaving the school for the day.



Prohibited Actions for Substitutes

- Avoid physical contact with students under all circumstances.
- Physical discipline of any kind is strictly prohibited.
- Falling asleep or appearing to be asleep while supervising students is unacceptable.
- Photography involving students is prohibited.
- Recording students through audio or video means is not allowed
- Do not share or discuss personal information with students.
- Classes should not be dismissed ahead of the scheduled time.
- Do not keep students beyond the designated class or school dismissal time.
- Students should only be released from class with proper authorization from the office.
- Avoid making negative remarks about the teacher or their methods.
- Manufacturing, distributing, dispensing, possessing, or using alcohol, drugs, or other controlled substances, or being under their influence during working hours, at school, or during school-related activities is strictly prohibited.

Dress Code – Modern Business Casual

Modern business casual is a relaxed take on traditional business casual attire, suitable for office or school settings. It excludes formal business wear, offering a more flexible but still professional appearance. Examples of acceptable attire include, but are not limited to:

- Tops: Polo shirts, collared shirts, blouses, sweaters, and blazers.
- Bottoms: Dress pants, slacks, chinos, khakis, and jeans (if they are in good condition without frays or tears).
- Dresses & Skirts: Dresses or knee-length (or longer) skirts.
- Footwear: Nice shoes that are appropriate for a professional setting (no flip flops).

All clothing should be well-fitted and modest in nature, ensuring a professional and polished look.

Classroom Management Tips for Substitute Teachers

1. Set the Tone Early: Begin the day by confidently introducing yourself and setting clear expectations for behavior. Let students know you expect them to follow the rules just like any other day.
2. Follow the Teacher's Plan: Stick closely to the lesson plan left by the teacher. Students are more likely to stay on task when they see that the routine remains the same.
3. Use the Class Rules: Reinforce the classroom rules that students are already familiar with. Consistency helps maintain order, as students understand what's expected of them.
4. Start with a Positive Connection: Greet students as they come in, introduce yourself, and show enthusiasm for the day's lesson. A positive start can set the right tone for the day.
5. Be Firm but Friendly: Assert your authority in a calm, respectful manner. Be firm with rules but maintain a friendly and approachable demeanor to keep students engaged.
6. Keep Students Busy: Avoid downtime, which can lead to disruptions. Stick to the schedule, and if you finish tasks early, have a backup activity like reading or educational games to keep students occupied.
7. Use Proximity Control: Move around the classroom to monitor students closely. Your presence alone can discourage misbehavior and keep students focused.
8. Provide Clear Instructions: Give simple, clear directions for tasks and activities. If necessary, write instructions on the board so students know exactly what is expected.
9. Engage Students with Activities: Involve students in interactive activities like reading aloud, group work, or answering questions to keep them interested and reduce disruptive behavior.
10. Stay Calm and Patient: If students test boundaries, remain calm. Showing frustration can escalate behavior issues. Handle situations with patience and consistency.
11. Acknowledge Good Behavior: Recognize and praise students who are following directions or showing good behavior. Positive reinforcement encourages others to do the same.
12. Ask for Help if Needed: Don't hesitate to ask nearby teachers or staff for help if a situation becomes too challenging. They are familiar with the students and can offer support.
13. By implementing these tips, you can create a structured and positive classroom environment, even as a substitute teacher.



Substitute Safety Protocol

Welcome to The Paulding County School District, we appreciate you being here and a part of our students' success. During arrival, dismissal, and class change, we expect our staff members to be visible and welcoming to our students. Ultimately, if you see something that looks out of place or is a potential concern "See Something, Say Something". Listed below you will find a description of our safety protocols and what to expect. If you have questions at any time, please ask any of our staff members or our administrators.

Things to know:

- Please make sure that your door is locked at all times.
- Each room has an emergency bag including what you would need in an emergency. Please review the contents of this bag to familiarize yourself with it.
- Each room has posted safety maps and a quick reference guide next to the primary entrance door. These maps indicate where you would relocate in case of a fire drill (primary and secondary routes), severe weather drill, or an emergency.
- The Paulding County School District utilizes the school safety solution, Centegix Crisis Alert. The Centegix Quick Reference Guide is attached to this protocol.

Fire, Severe Weather, Lockdown Drills/Actual Events:

The Paulding County School District routinely participates in school wide drills including severe weather, lockdown, and fire drills. The schools also have the option to utilize the **Centegix** system for all drills and emergencies.

CENTEGIX™
EVERY. SECOND. MATTERS.



Fire:

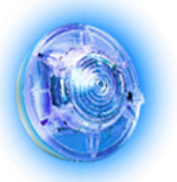
- Evacuate the building based on the school map evacuation routes posted by the door. Use the secondary routes if the primary route is unavailable. Take the red safety bag with you. Once you get to your evacuation location, take roll, and hold up the respective card given your class's situation.
- **Red card**: a student is missing or injured.
- **Yellow card**: additional students or information directly related to the incident is known.
- **Green card**: all students are accounted for.
- Example: if a student joined your class during evacuation, then you will indicate YELLOW. If a student is at the nurse's, in the library, in the bathroom, checking lost and found, etc., then you will indicate RED.

Severe Weather:

- Centegix: An intercom message will indicate if it is a severe weather drill or a tornado warning. The strobe in the classroom will be white if it is a drill. The strobe in the classroom will flash blue if it is a tornado warning.
- Non-Centegix Possibilities: the front office/administration can come over the intercom advising of the severe weather drill or tornado warning.
- Your severe weather location is labeled on the school map posted on the wall next to your primary door. Take your red safety bag with you, if applicable.

Lockdown:

- Centegix: An intercom message will indicate if it is a lockdown drill or an actual lockdown event. The strobe in the classroom will be white if it is a drill. The strobe in the classroom will flash red if it is a lockdown.
- Not using Centegix: the front office/administration can come over the intercom advising of the lockdown drill or lockdown.
- The door should be locked at ALL TIMES. We do not evacuate for other alarms during a lockdown unless otherwise directed. Turn off the lights and get away from doors and windows.

	**LOCKDOWN** **ALERT**	PROCEED TO A SECURE LOCATION GET AWAY FROM DOORS AND WINDOWS TURN OFF THE LIGHTS UTILIZE AVOID, DENY, DEFEND AWAIT FURTHER INSTRUCTIONS
	**HOLD IN PLACE** **ALERT**	PROCEED TO THE NEAREST ROOM AND REMAIN IN PLACE CONTINUE NORMAL OPERATIONS IN ROOM AWAIT FURHTER INSTRUCTIONS
	**EVACUATE** **ALERT**	REMAIN CALM FOLLOW EVACUATION PROCEDURES REMAIN OUTSIDE UNTIL AN ALL CLEAR HAS BEEN ISSUED
	**TORNADO WARNING** **ALERT**	PROCEED TO SEVERE WEATHER LOCATIONS FOLLOW SEVERE WEATHER EMERGENCY PROCEDURES
	**LOCKDOWN DRILL** **(WHITE)**	LOCKDOWN DRILL. THERE IS NO EMERGENCY PROCEED TO A SECURE LOCATION GET AWAY FROM DOORS AND WINDOWS TURN OFF THE LIGHTS AWAIT FURTHER INSTRUCTIONS
	**EVACUATE DRILL** **(WHITE)**	EVACUATION DRILL. THERE IS NO EMERGENCY REMAIN CALM FOLLOW EVACUATION PROCEDURES REMAIN OUTSIDE UNTIL AN ALL CLEAR HAS BEEN ISSUED
	**SEVERE WEATHER DRILL** **(WHITE)**	SEVERE WEATHER DRILL. THERE IS NO EMERGENCY FOLLOW SEVERE WEATHER EMERGENCY PROCEDURES PROCEED TO SEVERE WEATHER LOCATIONS
	**ALL CLEAR** **(WHITE)**	ALL CLEAR. RESUME NORMAL ACTIVITES.



Substitute Teacher Login Credentials

Once you have completed all steps to become a substitute teacher for the Paulding County School District, you will receive your login credentials. These will allow you to access several important systems:

District Computer Login

Use these credentials to sign in on any district computer when needed for classroom instruction.

TalentEd Records

- TalentEd Records is an important platform for substitute teachers within the Paulding County School District. Here are the key functions of TalentEd Records:
- Name Changes: If you need to update your name, TalentEd Records allows you to submit the necessary documentation for this change.
- Direct Deposit Changes: You can manage your direct deposit information through this platform, ensuring that your paychecks are deposited into the correct account.
- Access to Additional Checklists and Forms: TalentEd Records provides access to any additional checklists or forms that need to be completed as part of your employment.

SmartFind Express

SmartFind Express is a crucial tool for substitute teachers in the Paulding County School District, allowing you to manage your job assignments effectively. Here are the key features:

- Job Assignments: SmartFind Express is used to select and accept job assignments for substitute teaching. You can view available positions and choose the ones that fit your schedule.
- Access: You can access SmartFind Express through both the website and the mobile app, providing you with flexibility to manage assignments on-the-go.
- User-Friendly Interface: The platform is designed to be user-friendly, making it easy to navigate and find assignments quickly.



New User Credentials

Usernames and initial passwords are created based on the information provided to HR. If a preferred first name is entered instead of a legal first name, credentials will reflect the preferred name provided. Substitute teachers are not assigned a district email account.

Username: First name + Middle initial + Last name + the 3rd and 5th digits of the Employee ID @paulding.k12.ga.us

Initial password: Capital First Initial + Capital Middle Initial (if middle name was provided) + Capital first 2 letters of last name + employee ID.

Example:

- Employee name: Sarah Jane Smith
- Employee ID: 123456
- Email/Username = sarahj.smith35@paulding.k12.ga.us
- Username = sarahj.smith35
- Password = SJSM123456

Upon initial login, you will be required to change your password, select a secure password you can remember but others cannot guess. Never share your password. Passwords must be eight characters long, cannot be a previously used password, cannot contain the username, and must include three of the following items:

- Uppercase letter [A-Z]
- Lowercase letter [a-z]
- Number [0-9]
- Special Characters [!,#,$]

All district substitute accounts are protected using Multi-Factor Authentication (MFA). For questions regarding setting up MFA you can review the PCSD Cybersecurity Site or our Knowledge Base Article.



New User Credentials

See new user credential sheet

Username: First name + middle initial + last name + the 3rd and 5th digits of the Employee ID
Example: sarahj.smith35@paulding.k12.ga.us
Initial password: See New User Credential Sheet
Password Requirements: 8 characters minimum and must have at least three of the following four: uppercase letter, lowercase letter, number, and special character.

TalentEd Records

- Name Changes
- Direct deposit changes
- Tax form changes
- Access to additional checklist and forms

https://paulding.tedk12.com/records
Username: First name + middle initial + last name + the 3rd and 5th digits of the Employee ID
Example: sarahj.smith35@paulding.k12.ga.us
Password: Same unique password created – same as district computer login, SmartFind Express, and Employee Online.

District Computer Log-In

When needed for classroom instruction
Username: First name + middle initial + last name + the 3rd and 5th digits of the Employee ID
Example: sarahj.smith35
Password: Same unique password created - same as TalentEd Records, SmartFind Express, and Employee Online.

Employee Online

- Paystubs
- W-2's
- Address or phone number changes
- Tax Forms

https://www.paulding.k12.ga.us/Page/45356

Username: First name + middle initial + last name + the 3rd and 5th digits of the Employee ID
Example: sarahj.smith35@paulding.k12.ga.us
Password: Same unique password created - same as TalentEd Records, SmartFind Express, and district computer login.



SmartFind Express

Substitute Absence Management

https://pauldingk12.sfe.powerschool.com/

Username: First name + middle initial + last name + the 3rd and 5th digits of the Employee ID
Example: sarahj.smith35@paulding.k12.ga.us

Password: Same unique password created - same as district computer login and TalentEd Records, and Employee Online.

SmartFind Express Substitute Mobile App

Apple

Android

District Code - MMMF

OUR TEAM



Christina Bidot
Human Resources
Secretary II (Substitute and Absence Management)



David Bernardino
Coordinator of Staffing & Onboarding



Dedreial Marbury
Director of Certification & Employee Relations

OUR CONTACT

www.paulding.k12.ga.us

humanresources@paulding.k12.ga.us

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3236 Atlanta Hwy.
Dallas, GA 30132