

Welcome to the 2027 School Year!



Superintendent
Mr. Ryan Kramer

Prepared by GCSD#1 Human Resources
For Substitute Training & Orientation
August 21, 2026

Expectations of the district

ADMINISTRATIVE REGULATION 1

Code:4122

PART-TIME AND SUBSTITUTE CERTIFIED AND PROFESSIONAL STAFF EMPLOYMENT

The building administrator is responsible for securing, assigning, and evaluating substitute teachers. The central administration office shall also see that certification requirements regarding substitutes are met.

The district automated substitute system is responsible for contacting a substitute teacher as soon as the need becomes known.

The substitute teacher shall carry the same responsibilities as the regular teacher, remaining on the assignment until released by the principal.

All teachers are expected to keep lesson plans and attendance records in such form as to enable a substitute teacher to take over their classes with a minimum of confusion, and to follow any special building regulations established by the principal.

The principal or designee in charge shall provide the substitute with all information, directions, and supplies necessary in their assignment.

Confidentiality

- ▶ In compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPPA) in addition to other federal and state laws. These laws pertain to the security and privacy of all non-public information that may be considered “confidential” or “sensitive” including student information, employee information, and general school information whether it is in hard copy or electronic form.
- ▶ Disclosure of confidential information in some cases is unlawful. Understand that, in the course of your work activities, you may have access to confidential or sensitive, or privileged information. As an employee of the school district, you are expected to use your best efforts to protect against unauthorized access to, or disclosure of information, and to report any conduct or other facts that might result in unauthorized access to, or disclosure of such information.
- ▶ You may not release or disclose such information to any unauthorized person, including but not limited to co-workers who do not have a legitimate business/educational need to know. Any questions regarding the release or disclosure of such information to another person will be directed to your supervisor.
- ▶ You will be held responsible for the misuse or wrongful disclosure of confidential information.
- ▶ Understand that failure to maintain confidentiality may subject you to disciplinary measures which may include suspension or termination of employment.

Social Media & Use of District Technology

- ▶ KEEP PERSONAL AND PROFESSIONAL ACCOUNTS SEPARATE
- ▶ CONTACT WITH STUDENTS
- ▶ Personal sites social media
 - ▶ The Board respects the right of employees to use social media as a medium of self-expression on their personal time. However, employees are responsible for communications or actions outside of school which cause substantial disruption of the operation of the school or impair the employee's ability to perform their assigned job. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct.
 - ▶ Further, school employees remain subject to applicable state and federal laws, Board policies, and administrative regulations, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
 - ▶ Employees are responsible to use reasonable care in creating and monitoring their personal websites. Employees should take reasonable precautions, such as using appropriate available security settings to control who has access to their sites.
 - ▶ Recognizing that many social media sites allow others to post on the employee's site or to link to other sites without receiving permission from the website creator, employees should take reasonable steps to monitor their personal sites to identify any postings or links which the employee considers inappropriate for the employee's website. If an employee discovers a post or link which the employee considers inappropriate, the employee shall take prompt action to use available means to take down or eliminate the inappropriate material.
 - ▶ If you identify yourself as a District employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the District, its Board, employees or agents.
 - ▶ Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Dress Code

Business Casual

- No blue jeans
- Colored jeans acceptable
- No shorts
- Collared shirts

Blue jeans may be worn on an out of classroom activity that has a strong potential to soil or damage clothing.

Cell Phone Reminder

To help maintain a focused learning environment:

- ▶ Silence cell phone
- ▶ Keep cell phone out of sight during instructional time
- ▶ If you need to respond to an urgent call or message, please step out of the room

Keeping your cell phone out of sight helps prevent distractions and reduces the possibility of a student accessing or misusing your personal device.



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

Standard response protocol

Applying with GCSD

- Go to our district website www.goshen1.org
 - Quick link on the right side of main page for Job Opportunities, then select Vacancies and Applications
 - Talent Ed allows you to create your own profile and password
 - Personal information
 - Upload resumes, letter of interest, transcripts, etc
 - Provide at least 2 references with email addresses
 - Application information will be stored and available for revising and applying for any other open positions of interest to you
- Be sure to click “apply” on each specific position to be considered for
- One application does not automatically flow into a different opening

Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date ▼	Type	Location	
Paraprofessional - Title I Intervention - Trail Elementary	07/13/2026	Support	Trail Elementary School	Apply
Academic & Behavioral Specialist - Trail Elementary	06/08/2026	Elementary Certified	Trail Elementary School	Apply
Substitute Cook	03/04/2026	Food Service	District Food Services	Apply
Speech Language Pathologist - District	03/01/2026	Specialist - Certified	Office of Special Services	Apply
Bus Driver/ Sub Bus Driver	01/01/2026	Bus Driver	Transportation Services	Apply
Future Administrative Positions	01/01/2026	Administrative - building	Central Administration Office	Apply
Future Substitute Teacher Positions	01/01/2026	Substitute	Central Administration Office	Apply
Future Classified Positions	01/01/2026	Support	Central Administration Office	Apply
Future Certified Positions	01/01/2026	K-12	Central Administration Office	Apply

Future Classified Positions

Job Description

You may submit a classified staff application in advance of a specific position being posted. Once the district posts a position that you are eligible for, please be sure to apply to that position. Your application information will then be tied to that posting.

**** Employees and/or subs must have a current background clearance on file with GCSD prior to working. See fingerprinting information on Employment home page.**

Applicants seeking employment as a substitute paraprofessional must meet highly qualified requirements.

Goshen County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act, may be referred to: Central Administration, 626 West 25th Avenue, Torrington, WY 82240 (307) 532-2171, or Wyoming Department of Education Office for Civil Rights Coordinator, 122 West 25th Street, Suite E200, Cheyenne, Wyoming 82002-0050, (307) 777-6198. See District Policy 4300/5100 Non-Discrimination and Anti-Harassment.

Primary Location	Central Administration Office
Salary Range	\$18.65 - \$34.70 / Per Hour
Shift Type	Full-Time

Job Contact Information

Name	Holly Lara
Title	Human Resources Director
Phone	307-532-2171
Email	hlara@goshen1.org

Apply Now

Apply for this Position

Applications will be accepted beginning
Thursday, January 1, 2026 12:00 AM
(Mountain Standard Time)

 [Print Job Posting](#)

 [Download Job Posting](#)

Tell a Friend

Do you know someone who should apply for this job? Send this job posting to him or her! We'll send an email and include the job details and a link to this posting.

Recipient's Name

Recipient's Email

Your Name

Public School Works Log On - BoardBook (2745) Handshake WY SBA | Engagifii Wyoming Professional



Enter your email address to log in.

Don't have an account? [Sign up](#)



If you are a returning applicant and have not completed the new sign in process, you must click **Sign up**. Refer to [New Applicant Login](#) for more information.

- Create an account
- Upload transcripts, certificate, resume, etc
- Reference checks emailed out by system

Qualifications for Paraprofessionals & Library Clerks/Assistants

- The district requires all candidates to be high school graduates, or hold a GED
- Paraprofessionals and library clerks/assistants
 - Must have 48 credits on college transcript in core areas to be meet the federal definition of “Highly Qualified” per the State of Wyoming.
 - If you do not have 48 credits:
 - If you wish to be hired for a regular para position, apply when a job is posted, and if the principal interviews you and selects you to fill the job, you must complete the online Praxis ParaPro assessment
 - This test is 90 questions online and more extensive; minimum cut score set by the State of Wyoming to meet highly qualified requirements is 462. Highest possible score is 480

Background Clearances

- Per state statute, every district employee and sub must have a background clearance through Wyoming Department of Criminal Investigation
 - Cannot start work until district receives clearance
 - Required to pay \$39 for background check (reimbursed back after 40 hours worked)
 - Cannot complete payroll or start work until the district notifies you
 - Once received, payroll office will contact you to complete payroll paperwork
- If you possess a current Wyoming teacher, substitute, or coaching permit, that background clearance will cover this requirement.
 - If you let your permit expire, you will need to pay the cost of fingerprinting again with your reinstatement application

Wyoming Professional Teaching Standards Board

<https://wyomingptsb.com>

The screenshot displays the homepage of the Wyoming Professional Teaching Standards Board. The header features the organization's logo and name. A navigation menu includes links for Home, Applications, Licensure, Resources, Professional Development, FAQ/Help, and PTSB Downloads, along with a search bar and social media icons. A central modal window with a red border and a close button (X) contains an **IMPORTANT NOTICE**. The notice explains that due to a significant increase in applications, phone calls, and emails during the busy season, there will be delays in processing and response times. It specifies that starting June 1, 2026, licensing specialists will only be available to respond to emails and calls between 1:00 p.m. and 4:00 p.m. daily until further notice, with mornings dedicated to application processing. The notice also advises users to leave only one voicemail or send only one email when contacting the office to avoid slowing response times. The notice concludes with an appreciation for the user's patience and understanding.

IMPORTANT NOTICE

As PTSB enters our busy season, we remind you that we experience a significant increase in the volume of applications, phone calls, and emails we receive, which causes delays in our processing and response times.

Starting June 1, 2026, the Licensing Specialists will only be available to respond to emails and calls, and to return voicemails, between 1:00 p.m. and 4:00 p.m. daily until further notice, so that mornings are dedicated to application processing.

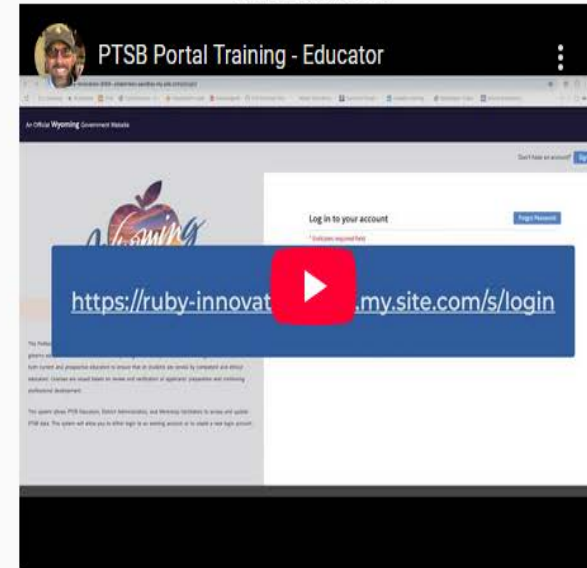
Lastly, when contacting our office, *please leave only one voicemail or send us only one email*, as multiple calls and emails slow our response times. Your questions are important to us, and we will do our best to respond as soon as possible.

We appreciate your patience and understanding during this time!

Substitute Teaching Certification

- ▶ 60 credits on college transcript
- ▶ Background check
- ▶ US & WY constitution tests
- ▶ \$125 fee
- ▶ Certificate is good for 5 year and renewable with 2 new credits

For general guidance on accessing the new PTSB Online Licensure System, signing up for an account, and how to submit an application, please [click here](#) to watch a video or click on the video below.

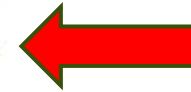




Permits (Initial or Reinstatement)

This certification is for educators applying for an Initial or Reinstatement Wyoming Educator Permit in the following areas:

Classroom Substitute Teacher



Lifetime Substitute

Coaching

Transitional Coaching

Two-Year Internship

Educational Sign Language Interpreter (ESLI)

Native Language

Professional Industry Career (PIC)

Drivers Education

Consultant Specialist Permit (*BY DISTRICT REQUEST ONLY*)

Visiting Foreign Teacher Permit

Professional Industry Careers Experience (PIC Coach)

Apprenticeship Permit

To Begin Application

[CLICK HERE](#)



Note: Requires creating an account on the portal.



WELCOME TO THE STATE OF WYOMING PTSB ONLINE SYSTEM

The Professional Teaching Standards Board (PTSB) is an independent professional licensing board that governs educator licensure in the state of Wyoming. PTSB is responsible for evaluating the credentials of both current and prospective educators to ensure that all students are served by competent and ethical educators. Licenses are issued based on review and verification of applicants' preparation and continuing professional development.

This system allows PTSB Educators, District Administrators, and Workshop Facilitators to access and update PTSB data. This system will allow you to either login to an existing account or to create a new login account.



Don't have an account?

[Sign Up](#)

Log in to your account

[Forgot Password](#)

* Indicates required field

* Username

* Password

[Log In](#)

Alternative Route to Sub Certification

- If you do not have 60 transcript credits:
 - Check with Eastern Wyoming College to see if the “Effective Substitute Teaching Class” is being offered this semester
 - Semester long course is 3 credits and includes 30 hours of observation at each of the 3 school levels
 - Once completion of all requirements is verified by the instructor, the district will sign off on the application for a sub permit
 - All other requirements as above

Love sports?

Want to share that
passion &
knowledge?

Updated open coaching & activity positions as of May 21, 2026:

DISTRICT HIGH SCHOOL WRESTLING

Assistant Boys Coach
Assistant Girls Coach



TORRINGTON HIGH SCHOOL

Assistant Girls Basketball Coach
Assistant Volleyball Coach
Assistant Golf Coach

SOUTHEAST HIGH SCHOOL

Assistant Boys Basketball Coach



LINGLE FT. LARAMIE HIGH SCHOOL

Assistant Track Coach
Head Football Coach

LINGLE FT. LARAMIE MIDDLE SCHOOL

Head Volleyball Coach

TORRINGTON MIDDLE SCHOOL

Head Girls Basketball Coach
Assistant Volleyball Coach
Assistant Girls Soccer Coach
Assistant Football Coach



Updated open coaching & activity positions as of July 20, 2026:

TORRINGTON HIGH SCHOOL

Assistant Volleyball Coach

Assistant Cross Country Coach

LINGLE FT. LARAMIE HIGH SCHOOL

Assistant Track Coach

LINGLE FT. LARAMIE MIDDLE SCHOOL

Assistant Volleyball Coach

TORRINGTON MIDDLE SCHOOL

Assistant Girls Soccer Coach

Assistant Football Coach

Wyoming Coaching Requirements:

Regular 5-Year Coaching Permit:

- ☐ 1st Aid/CPR
- ☐ Background check
- ☐ Care & Prevention Class
- ☐ Foundations/Theory of Coaching
- ☐ Theory of Each Specific Sport or 2 years documented MS or HS coaching experience in that sport

Transitional Coaching Permit:

- ☐ 1st Aid/CPR card and background check will qualify you for a one-year Transitional Coaching permit
- ☐ Care and Prevention class extends the permit to a 3-yr permit, with this time to take the other coaching requirements

****all volunteers must have a permit****

Public School Works Trainings

- The district requires that all substitutes complete the Public School Works online training annually. This is also required of all employees.
- The training modules allow you to work at your own pace, and covers topics such as blood borne pathogens, sexual harassment, discrimination, confidentiality, and related topics.
- Computers are available for you to use at each building
- Current subs have until December 31 to complete all modules
 - New subs have 30 days to complete all modules
- Notifications are emailed out by the PSW system to remind you of upcoming due dates, and also past due trainings
- Subs that do not complete the trainings will be removed from the sub list

Our goal is to provide information for the safety of students and yourself

Annual Training for all Employees & Subs

- ▶ Log in with Chrome, Firefox, or Edge
- ▶ User name will be your first initial and last name
- ▶ Set your own password



Account
Login

Microsoft AZURE Login

This log-in ONLY for district employees

Login with your District Account

Click the "Sign In" button below. You'll be prompted to enter your district credentials.

Call 1-866-724-6650, option 4, to talk to a live person at the help desk.

Sign In

Alternate PublicSchoolWorks Username/Password Login

If you have a district email address, use the 'Sign In' button above. If not, use the login boxes below. **User Name:** first initial + last name (ex. Jane Doe = jdoe)

Password: use the 'Click Here' link below to create a password the first time you login.

User Name

Password

Passwords are case sensitive

Login

For subs



STAFF

- [Canvas](#)
- [ClassLink](#)
- [GCSD Smart Start School Operations Plan & Covid-19 Resources](#)
- [Elementary Guidebook ELS](#)
- [Forms](#)
- [Frontline \(Aesop\)](#)
- [Goshen County SD #1 Curriculum Department Event](#)
- [Office 365](#)
- [Payroll Forms](#)
- [PowerSchool Administrator Portal](#)
- [PowerTeacher](#)
- [PTSB Credits](#)
- [Public School Works](#)
- [Staff Email](#)
- [Staff Handbook](#)
- [Wyoming Activities Association](#)
- [Wyoming Department Of Education](#)

Canvas



ClassLink



GCSD Smart Start School
Operations Plan & Covid-19
Resources



Elementary Guidebook ELS



Forms



Frontline (Aesop)



Office 365



Payroll Forms



Presentation last saved: Just now

If your course list is empty and you've been told that you have training to complete, please use the latest version of Chrome or Firefox

[Help](#)

Your Course List



Below are the courses in which you are currently enrolled and have not yet completed.

[Click here](#) to view training completion status GRAPHS.

MY PROGRESS

STAFF PROGRESS

Period

Personal Completion Status (Rated Minutes) ?

Current Active Training

0%

Current School Year To Date

0%

Menu

- Your Course List
- Your Transcript
- Your Login Info
- Available Courses
- Reports
- Assignments
- Courses
- Key People
- Users
- Transcript Manager
- System Settings

Current Training

Sorting Options: [Due Date](#) | [Length](#) | [Title](#) | [Course No.](#)

Start ▶

Adult Sexual Misconduct

35 minutes

Due Date: 12-31-24
Why Listed: Assigned
Languages: English

Course No. M-257
[Course Information](#)

Start ▶

Bloodborne Pathogens for School Employees — Full / Refresher

30 minutes

Due Date: 12-31-24
Why Listed: Assigned
Languages: English | Spanish

Course No. M-026
[Course Information](#)

Start ▶

Board Policies

10 minutes

Due Date: 12-31-24
Why Listed: Assigned
Languages: English

Course No. C-001
[Course Information](#)

Important Dates

First Day of School

- August 17, 2026

Last Day of School

- May 20, 2027

Goshen County School Sites



Lincoln Elementary

Grades K-2

1402 East P Street, Torrington, WY 82240

307-532-4003

Principal: Lana Swingholm

Secretary: Lori Grandy



Trail Elementary

Grades 3-5

1601 East M Street, Torrington, WY 82240

307-532-5429 or 307-532-7091

Principal: Tyler Floerchinger

Secretary: Dawn Gilchriest

Goshen County School Sites

LaGrange Elementary

- Grades K-5
- 100 D Street, LaGrange, WY 82221
- 307-834-2311
- Principal: Matt Daily
- Secretary: Rebekah Kauffman

Lingle Elementary

- Grades K-6
- 404 3rd Street, Lingle, WY 82223
- 307-837-2254
- Principal: Cory Gilchriest
- Secretary: Chrissy Hergert

Goshen County School Sites



Southeast Elementary

Grades K-6

1 Lacy Street, Yoder, WY 82244

307-532-7176

Principal: Tim Williams

Secretary: Heidi Kruchowski



Torrington Middle School

Grades 6-8

2742 West E Street, Torrington, WY
82240

307-532-7014

Principal: Logan Barker, Assistant

Principal: Jim English

Secretary: Ashley Nighswonger / Darcy
Lawrence

Goshen County School Sites

- ▶ Torrington High School
 - ▶ Grades 9-12
 - ▶ 2400 West C Street, Torrington, WY 82240
 - ▶ 307-532-7101
 - ▶ Principal: Alan Van Tilburg
 - ▶ Secretary: Jessica Carlson
- ▶ Platte River School
 - ▶ Grades 9-12
 - ▶ 2400 West C Street, Torrington, WY 82240
 - ▶ 307-532-7101
 - ▶ Principal: Lindsay Maxey
 - ▶ Secretary: Kristen Weglin

Goshen County School Sites

Lingle High School/Middle School

- Grades 7-12
- 404 3rd Street, Lingle, WY 82223
- 307-837-2296
- Principal: Cory Gilchriest
- Secretary: Janelle Scott

Southeast High School / Middle School

- Grades 7-12
- 1 Lacy Street, Yoder, WY 82244
- 307-532-7176
- Principal: Tim Williams
- Secretary: Renee Stoddard

Substitute Classified

- ▶ Cook, Clerk (Office, Library, Nurse)
\$19.03/hour
- ▶ Regular Education Paraprofessional
\$19.03/hour
- ▶ Special Education Paraprofessional
\$19.42/hour
- ▶ Custodian \$20.24/hour
- ▶ Secretary \$21.58/hour

- ▶ After subbing 60 days, hourly rate will increase by \$.25 per hour for the remainder of the school year.
 - ▶ All days count towards the 60 days, regardless of what type of subbing you do.

Substitute Bus Driver

- ▶ Meet with Todd Werner at the Transportation Office
 - ▶ 810 West 25th, Torrington, WY 82240
 - ▶ 307-532-2542
- ▶ Complete online application for Bus Driver/Sub Bus Driver
- ▶ Have CDL already – Background check process, pre-employment physical
- ▶ Not CDL licensed – Background check process, pre-employment physical, classroom training, behind the wheel training & CDL test (training is done with Todd at Transportation Office).
- ▶ Once background check is returned, you will be contacted for next step.
- ▶ \$500 incentive paid after 90 days of employment to assist with cost of CDL licensing.
- ▶ \$26.54 per hour
- ▶ Minimum of two hours per route

Substitute Teacher

Workday

- ▶ Monday – Thursday
- ▶ Half day – 7:45 AM – Noon
Noon – 4:15 PM
- ▶ Full day – 7:45 – 4:15 PM
- ▶ If the school changes your schedule, be sure to have the school correct Frontline to reflect the change.

Salary

- ▶ \$150.00 Full Day
- ▶ \$75.00 Half Day
- ▶ \$170.00 - After 60 days of subbing
 - ▶ The days count resets at the start of each new school year
 - ▶ All sub days count regardless of what type of subbing you do.

**GOSHEN COUNTY SCHOOLS
2026-2027 PAY SCHEDULE**

PAYROLL PERIOD	START	END	PAY DATE	WEEKS IN PAY PERIOD
1	5/31/2026	7/4/2026	7/24/2026	5
2	7/5/2026	8/1/2026	8/25/2026	4
3	8/2/2026	8/29/2026	9/24/2026	4
4	8/30/2026	9/26/2026	10/22/2026	4
5	9/27/2026	10/24/2026	11/24/2026	4
6	10/25/2026	11/28/2026	12/18/2026	5
7	11/29/2026	12/26/2026	1/25/2027	4
8	12/27/2026	1/23/2027	2/25/2027	4
9	1/24/2027	2/27/2027	3/25/2027	5
10	2/28/2027	3/27/2027	4/23/2027	4
11	3/28/2027	4/24/2027	5/25/2027	4
12	4/25/2027	5/29/2027	6/25/2027	5

Classified Employees and Substitutes must approve their timesheets electronically through VeriTime on a weekly basis.

Pay Checks

- ▶ If paid by physical check – mailed to your home
 - ▶ Disclosure – we cannot control what the post office does after we mail it.
- ▶ If paid by direct deposit – mailed to your home

OR

Sign up for electronic paystubs. Paystub will be emailed to you.

Frontline



Absence Management – program where you find and sign up for jobs



Time and Attendance – program used for timesheets



Same username and password for both programs



New staff – once entered, the program will send an email from no-reply-frontline to set up your username and password.



If you forget your password, use the steps in Forgot Password on the sign in page.

We at Central, do not have access to your password.



Mobile App is available

Frontline Education is the name of the app

Absence Management

How does the system work?

- ▶ Log in to select jobs
- ▶ System calls – System will not call unless the job is not filled two days prior to the start of the job.
- ▶ When you are initially set up – we set you up for all sites.
- ▶ Changing your preferences
 - ▶ In Absence Management – choose Preferences
 - ▶ School
 - ▶ Call times
 - ▶ Change Pin
 - ▶ Change email

NAVIGATION

-  Home
-  Available Jobs ⁷
-  History
-  Feedback
-  Preferences



Better ways to find jobs with Frontline's **FREE** mobile app. [Learn More](#)



July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
					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 2022

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

September 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

7 Available Jobs

0 Scheduled Jobs

0 Past Jobs

0 Non Work Days

Date ▲	Time	Duration	Location	
GOODRO, JAMES CUSTODIAN				✕ Reject ✓ Accept
Thu, 7/21/2022	3:00 PM - 11:30 PM	 08:30	TORRINGTON HIGH SCHOOL	 
CANADAY, TEDDY CUSTODIAN				✕ Reject ✓ Accept
Fri, 7/22/2022	12:00 PM - 4:00 PM	 04:00	LINGLE/FT.LARAMIE HIGH SCHOOL	 
CAMERON, ROD CUSTODIAN  				✕ Reject 🔍 See Details
Fri, 7/22/2022 - Fri, 8/5/2022	3:00 PM - 11:30 PM	 08:30	SOUTHEAST HIGH SCHOOL	 
GOODRO, JAMES CUSTODIAN				✕ Reject ✓ Accept



Preferred Substitutes

The Visibility Concept

- ▶ The Substitute's Visibility (ability to see jobs) is determined by what Employee or School Preference Lists they are on. If the sub is on the Employee's preference list, then they will have the highest percentage of visibility.
- **Best Match:** Employee's preferred or "favorite five" substitute (Highest Visibility %)
- **Second Best Match:** School's preferred substitute (Lower Visibility %)
- **The Rest:** District level (non-preferred substitute) (Lowest Visibility %)

Preferred Substitutes Cont'd

- ▶ **Example of Visibility**
- ▶ - Absence Created on April 16th at 6:00 PM
- Absence Scheduled for April 17th at 10 AM
- **April 16th, 6:00 PM:** Employee's Preference List has access immediately (i.e. 100% Visibility)
- **April 16th, 10:00 PM:** School's Preference List (i.e. 75% visibility)
- **April 17th, 2:00 AM:** District Preference List (i.e. 50% visibility)
- ▶ If you work consistently at a specific building or for a specific teacher & they have a habit of calling you first – ask them to put you on their preferred list. It will save them and you time.

Canceling Jobs

- ▶ Same day – Please call the school ASAP so that they can find another sub.
 - ▶ Example: Wake up sick, emergencies do happen – we understand
- ▶ Please log in and cancel as soon as you know you can't take the job. This allows for other subs to pick up the job.

Timesheets

- ▶ Timesheets need to be approved weekly.
- ▶ **If your timesheet has a missing punch – DO NOT SUBMIT IT!**
 - ▶ Contact the secretary at the building you worked at to have them fix the timesheet before submitting.
- ▶ Your timesheet job needs to match your job in the absences management program.
 - ▶ Example: You are entered in Absence Management to work for Jane Doe & you get to school & they have you working for Mickey Mouse instead – this must be changed in the Absence Management. Be sure this gets corrected before submitting your timesheet.
 - ▶ Example: You are scheduled for a half day in Absence Management, you get to the school and they have you work a full day instead. This **MUST** be corrected in Absence Management in order to pay you correctly.
- ▶ You get to school to work, and you can't punch in – have the secretary fix it immediately – if you are not clocked in – you will not be paid.

NAVIGATION

 Home

 Reports



Work Detail



Timesheet



Schedule



Change PIN



NAVIGATION

 Home Reports

REPORTS > WORK DETAIL

Work Detail

Date Range:

Weekly ▾

07/17/2022 - 07/23/2022 (30) ▾

Display Options:

- ☐ Hide Days
- ☐ Hide Day Details
- ☐ Hide Day Totals
- ☒ Hide User Signature Line
- ☒ Hide Manager Signature Line

Run Report

Export

Weekly
07/17/2022 - 07/23/2022 (30)

1 results found.

SUBSTITUTE

Shmoe, Joe ◯

WORK WEEK SUMMARY

Dates					Events					
		DURATION					TIME		DURATION	
DAY	LOCATION & JOB	SCH	TOTAL	PAID	CODE	TYPE	IN	OUT	TOTAL	PAID
Mon 07/18	TORRINGTON HIGH SCHOOL Custodian	--	08:30	08:30	ET	Sign In/Out	06:00 AM	12:00 PM	06:00	06:00
					ET	Sign In/Out	12:30 PM	03:00 PM	02:30	02:30
Mon 07/18 Total		--	08:30	08:30					08:30	08:30
Tue 07/19	TORRINGTON HIGH SCHOOL Custodian	--	00:00	00:00	ET	Sign In/Out	06:30 AM	--	00:00	00:00
Tue 07/19 Total		--	00:00	00:00					00:00	00:00
Work Week 07/17 - 07/23 Total		--	08:30	08:30					08:30	08:30
Work Weeks 07/17 - 07/23 Total		--	08:30	08:30					08:30	08:30

NAVIGATION



Home



Reports



SUBSTITUTE

Shmoe, Joe

Submit



Weekly

07/17/2022 - 07/23/2022 (30)

TOTAL

+ 08:30

PAID

+ 08:30

▼ Expand All

▲ Collapse All

MON July 18, 2022

Total + 08:30 Paid + 08:30 ▼

TUE July 19, 2022

Total 00:00 Paid 00:00 ▼

Weekly 07/17/2022 - 07/23/2022 (30) Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
TORRINGTON HIGH SCHOOL	Custodian	Time Events	08:30	08:30
Total			08:30	08:30

NAVIGATION

-  Home
-  Reports



SUBSTITUTE **Shmoe, Joe**



Weekly
07/17/2022 - 07/23/2022 (30)

TOTAL
+ 08:30

PAID
+ 08:30

 Submit

▼ Expand All

▲ Collapse All

MON July 18, 2022

Total + 08:30 Paid + 08:30 ^

LOCATION
TORRINGTON HIGH SCHOOL

JOB TYPE
Custodian

DUE
07/23/2022

STATUS


TIME EVENTS	Sign In		Sign Out		Total	Paid
Sign In/Out	06:00 AM -- (Actual)		12:00 PM -- (Actual)		+ 06:00	+ 06:00
Sign In/Out	12:30 PM -- (Actual)		03:00 PM -- (Actual)		+ 02:30	+ 02:30
TIMESHEET COMMENT						
 Insert Comment					+ 08:30	+ 08:30

TUE July 19, 2022

Total 00:00 Paid 00:00 ^

LOCATION
TORRINGTON HIGH SCHOOL

JOB TYPE
Custodian

DUE
07/23/2022

STATUS


TIME EVENTS	Sign In		Sign Out		Total	Paid
Sign In/Out	06:30 AM -- (Actual)		-- (Actual)		00:00	00:00
TIMESHEET COMMENT						
 Insert Comment					00:00	00:00

NAVIGATION

 Home Reports

SUBSTITUTE Shmoe, Joe

 Submit

Weekly

07/17/2022 - 07/23/2022 (30)

TOTAL
+ 08:30PAID
+ 08:30

▼ Expand All

⌵ Collapse All

MON July 18, 2022

Total + 08:30 Paid + 08:30 ▼

TUE July 19, 2022

Total 00:00 Paid 00:00 ▼

Weekly 07/17/2022 - 07/23/2022

LOCATION

TORRINGTON HS

Total

Copyright 2022 Frontline Technologies
6, 148, 166, 250, 92, 3-6139462, ORG-15648Timesheet Status (1 of 2) ×

Action:

Submit Pending/Rejected Timesheets

Select Dates:

- ☒ All Timesheets ⌵
- ☒ 07/18/2022 - Monday (1 timesheet)
- ☒ 07/19/2022 - Tuesday (1 timesheet)

Cancel

Continue →

NAVIGATION

 Home Reports

SUBSTITUTE Shmoe, Joe

 Submit Weekly
07/17/2022 - 07/23/2022 (30)TOTAL
+ 08:30PAID
+ 08:30

▼ Expand All

⌵ Collapse All

MON July 18, 2022

Total + 08:30 Paid + 08:30 ▾

TUE July 19, 2022

Total 00:00 Paid 00:00 ▾

Weekly 07/17/2022 - 07/23/2022

LOCATION

TORRINGTON HS

Total

Timesheet Status (2 of 2) ×

Action:

Submit Pending/Rejected Timesheets

Comments:

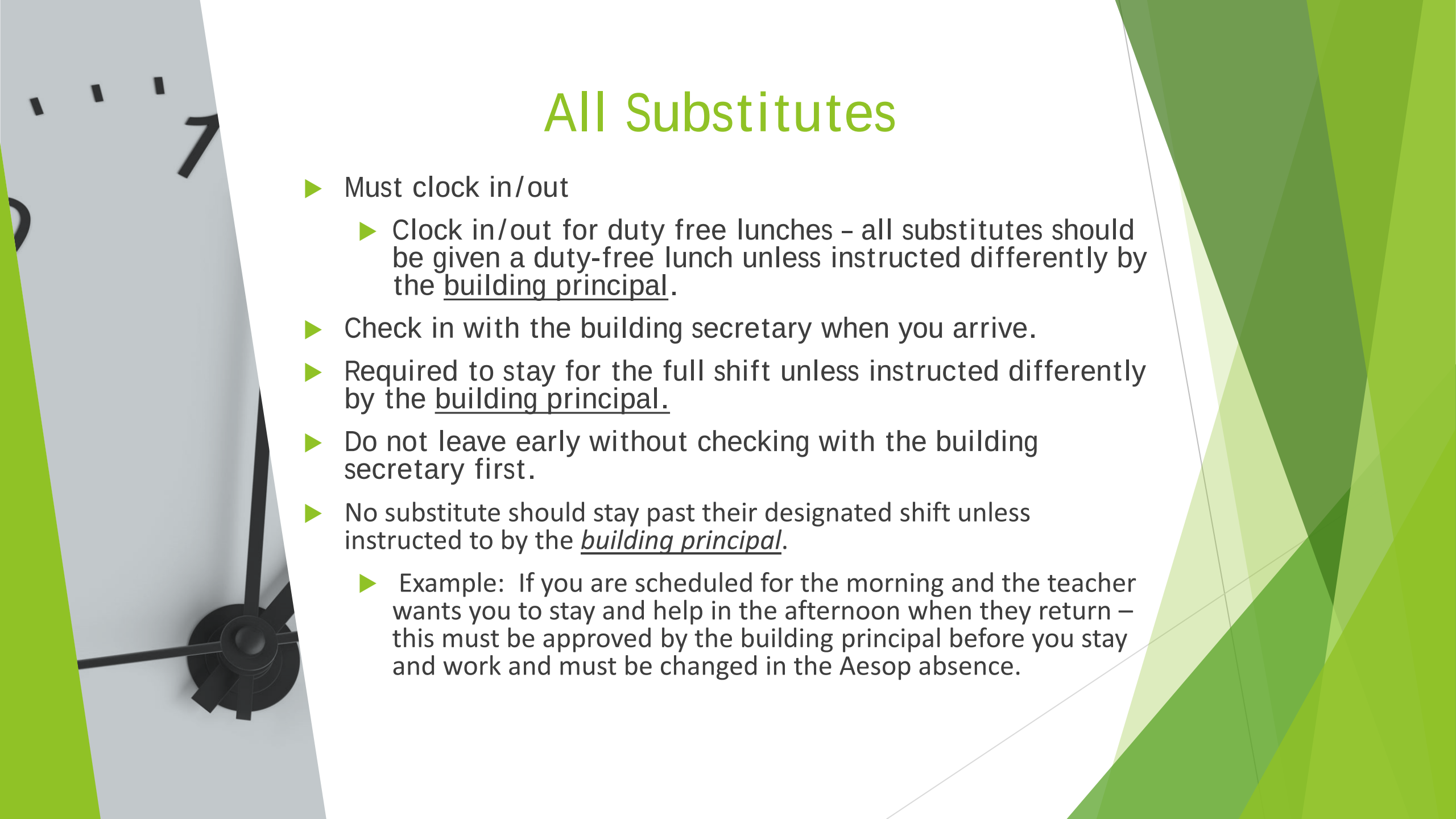
☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN:

 Back

Cancel

Submit Timesheets



All Substitutes

- ▶ Must clock in/out
 - ▶ Clock in/out for duty free lunches – all substitutes should be given a duty-free lunch unless instructed differently by the building principal.
- ▶ Check in with the building secretary when you arrive.
- ▶ Required to stay for the full shift unless instructed differently by the building principal.
- ▶ Do not leave early without checking with the building secretary first.
- ▶ No substitute should stay past their designated shift unless instructed to by the building principal.
 - ▶ Example: If you are scheduled for the morning and the teacher wants you to stay and help in the afternoon when they return – this must be approved by the building principal before you stay and work and must be changed in the Aesop absence.

Who do I contact with questions?

Frontline Absences Management or Time and Attendance

Call 307-532-2171 option 5 for Human Resources

or email

nroth@goshen1.org

hlara@goshen1.org

School Cancellation/Late Start



Rule of thumb – Anytime bad weather is predicted be sure to check the school district website, Facebook, and newspaper/radio alerts **BEFORE** coming to work.



An automated phone call will be made to the phone number on file in Frontline.



School cancellation days are not paid.

Meals

- ▶ Daily menu items available for purchase through Food Service.
- ▶ You must notify the building secretary before 8 am if you will be purchasing a meal that day.
- ▶ Meal cost: Breakfast \$4.25 Lunch \$6.00
Salad Bar \$6.00
- ▶ Ala Carte (entrée, fruit, water, milk, etc.)
cost : varies



- 
- ▶ If you are inactive as a substitute for more than 6 months, you will be removed from the substitute list. If you wish to restart, you will need to begin from new hire process.
 - ▶ If you no longer wish to be on the substitute list, please call Human Resources at 307-532-2171 option 5.

LEARNING OBJECTIVES

What is Title IX?

What is sexual harassment, gender-based harassment, sexual violence, dating/intimate partner violence, and stalking?

What are GCSD#1's policies and procedures?

How can I report an incident?

What happens when I report an incident?

What is Title IX?

- ▶ Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
- ▶ Signed into law in 1972, primarily to ensure equal funding for women’s sports
- ▶ Now covers a wide range of activities, including exclusion or discrimination on the basis of sex.
- ▶ In recent years, Title IX is used as a means of protection from sexual harassment and other forms of unwanted sexual activities, as well as used as a means of discipline against students and staff for cases involving certain sexual activities.

Who is Protected?

Title IX protects any person, including ALL students and employees, from sexual harassment and applies to *all* students in the United States and across *all* grade levels

Including those who are

- ▶ Female, Male, and Non-binary
- ▶ Lesbian, Gay, Bi-Sexual, Transgender, Queer/Questioning, Intersex (LGBTQI+) Identities include asexual, demisexual, genderfluid, and members of other communities, including allies – those who support LGBTQI+ communities
- ▶ With and Without Disabilities
- ▶ Different Races and National Origins

Protections Include

Discriminatory conduct that is:

- ▶ Between Students
- ▶ Between Employees and Students
- ▶ Between the District in its capacity of employer and its employees
- ▶ Others who would otherwise receive the benefits of or participate in educational programs
- ▶ A failure to provide equal athletic opportunity
- ▶ Sex-based in programs such as STEM courses
- ▶ Based on pregnancy
- ▶ Carried out by use of email, the internet, or other technologies, in-person, mail, handwritten (likely applies to virtual learning environments)

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently serious to adversely affect your ability to participate in or benefit from an educational program. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

- ▶ Quid pro quo – something given or received in return for something else
- ▶ Sexual violence – Sexual assault, rape, fondling, incest, statutory rape. In all instances: penetration
- ▶ Sexual assault – any sexual act directed against another person forcibly and/or against their will, or where the victim is incapable of giving consent (physical or mental incapacity or under the age of 16)
- ▶ Domestic, Intimate partner, or dating violence – force or threat that results in injury physically and/or psychologically
- ▶ Stalking – actions that would cause a reasonable person to fear for their safety or suffer substantial emotional distress

Definition of Sexual Harassment

Sexual Harassment is defined by a 1999 Supreme Court decision as actions that are “so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity.”
Commonly referred to as “SPOO”

**NOT ALL SEX-BASED BEHAVIOR MAY RISE TO
THE LEVEL OF “DISCRIMINATION”**

Gender-based Harassment

Gender-Based Harassment is:

Nonsexual, unwelcome conduct based on a person's actual or perceived sex (gender). This includes conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is serious enough to adversely affect your ability to participate in or benefit from an educational program.

Consent

Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties.

- ▶ Consent is knowing and voluntary
- ▶ Consent is active, not passive
- ▶ Silence or absence of resistance cannot be interpreted as consent
- ▶ Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity
- ▶ Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16

GCSD#1's Commitment to Employees and Students

- ▶ Our policies prohibit sexual harassment and sexual violence of any kind. All district policies can be found on our website at https://www.goshen1.org/about_us/district_policies/index.php
- ▶ We are committed to promoting a safe and secure academic environment for all members of our community at all campuses.
- ▶ All students, staff, and visitors are expected to maintain a working and learning environment free from harassment and discrimination.
- ▶ Sexual harassment, a form of sex discrimination, is illegal under federal, and state laws and will not be tolerated at GCSD#1.
 - The District will respond promptly and effectively by taking immediate action to resolve the situation
 - The District will resolve complaints promptly and equitably

How can I make a report?

The purpose of reporting is to provide support & options and limit the effects of the harassment

- ▶ Any GCSD#1 employee who receives a complaint of sexual harassment or sexual violence are REQUIRED to report complaints to the Title IX Coordinator
- ▶ Any person, including a third party, may report to a Title IX Coordinator in person, by email, phone, or mail – INCLUDING NON-BUSINESS HOURS
- ▶ The employee must report the name of the parties involved and all pertinent information
- ▶ GCSD#1 employee policies and procedures may govern reporting and investigations of reports where an employee is the complainant and/or respondent. See Sexual Discrimination/Harassment, Policy #4119.5/4219 and Non-Discrimination and Anti-Harassment Procedure Policy #4300

Where can I make a report?

In person, by email, phone or mail

Holly Lara, 307.532.2171 – ext. 1316, hlara@goshen1.org

Central Administration Office, 626 West 25th Avenue, Torrington, WY 82240

Privacy and Confidentiality

- ▶ Reports to Title IX Coordinator will include names of persons involved as well as details, HOWEVER the Title IX Coordinator is not required to provide any identifiable information to any other parties.
- ▶ The reporting party may request that the report be kept anonymously by the Title IX Coordinator; however this may limit the District's ability to provide to supportive measures.
- ▶ If the complainant decides to file a formal complaint then the identifiable details are shared on a "need to know" basis for investigation purposes.
- ▶ Counseling Services are able to provide services, however they are subject to subpoena.

Formal Complaint

- ▶ Individuals are not required to move forward with a formal complaint.
- ▶ Individuals also have the option to also report to legal authorities but are not required to.
- ▶ The District's process is not contingent on the findings of a criminal investigation.
- ▶ We can move forward without the criminal investigation being completed, as we use a Preponderance of the Evidence standard (more likely than not).

What happens when a formal complaint is filed?

- Notify parties of a formal complaint and offer supportive measures to both parties
- Thoroughly investigate the allegations and evidence, including interviewing witnesses
- Allow both parties the ability to have access to all investigation materials
- Notify both parties of the outcome of the process
- Allow either party to appeal the decision
- Provide a timely, fair, and impartial process throughout for both parties
- Apply an assumption of **not responsible** until it is determined otherwise through a hearing

Retaliation

Under Title IX, it is unlawful to retaliate against an individual who has:

- ▶ Made a complaint of sexual harassment.
- ▶ Who has been accused of a violation
- ▶ Participated in the investigation of such a complaint (i.e. testifying as a witness, providing proof, etc.); or
- ▶ Against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited

Disciplinary measures for findings of retaliation may be more severe than the disciplinary measures of those of the incident.

Your Role

- ▶ Stop the individual and make sure they understand that you are REQUIRED to report any information they share with your supervisor, building administrator, and/or the Title IX Coordinator
- ▶ Assure them that anything they say will be kept private (not confidential)
- ▶ Listen, but do not provide them with promises that you are unable to keep or information that you do not feel confident in sharing
- ▶ Let them know that the Title IX Coordinator will be reaching out to them to provide information on supportive measures and options
- ▶ Contact a Title IX Coordinator
 - Phone
 - Brief email - Do not include any details in the email (Title IX Coordinator will schedule a meeting with you to get more information)
- ▶ If you are an official with authority to institute measures on the claimant's behalf, follow up with the individual to see how they are doing and if you can help them get connected with resources if they haven't already done so
- ▶ Do not:
 - Ignore the report
 - Make promises of confidentiality
 - Investigate
 - Pass judgement on either party

Final Steps

- ▶ If respondent is determined to be responsible for sexual harassment, implementation of remedies such as suspension, termination, or dismissal may be imposed in accordance with District policy and all applicable law
- ▶ Title IX training *must* be provided to all administration and staff on a consistent basis
- ▶ Practices to ensure non-bias and confidentiality throughout complaint process
- ▶ Report evidence that may require a report to law enforcement

Questions? Thank you for your time and attention!

If you see something, say something!

Policies

- ▶ All District policies are located on the Goshen County School website.
- ▶ <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031920&ptid=hSGrPqF4gplus5plusbZ62PcQufA==>
- ▶ Personnel Policies are the 4000 series.

Professional Development & Special Education

- **Director of Curriculum and Instruction**

Kevin Derby

kderby@goshen1.org

307-532-2171, ext. 1312

- **Special Education Director**

Trina Nichol

Tnichol@goshen1.org

307- 532-2171, ext. 1334

Professional development opportunities posted in Frontline.

Continuing Credit Opportunities



Wyoming Department of Education
(WDE) website



PTSB website



University of Wyoming Class Offerings



District offered
trainings

Information relevant to
classroom duties
announced in Frontline

ID Badges

01

Complete internet user agreement

02

Badge will be available for pick up at the Central Administration Building.

03

Please wear your badge anytime you are working in the buildings.

- Badges are for identification purposes only; they will not get you in the buildings.

Questions?

Contacts:

Loreen Fritzler 307-532-2171 ext. 1310

Applications and Licenses

Nashell Roth 307-532-2171 ext. 1315

Payroll, Timesheets, Absence Management

Holly Lara 307-532-2171 ext. 1316

Human Resources/Public Relations, Title IX