



SUBSTITUTE TEACHER HANDBOOK



SUBSTITUTE TEACHER HANDBOOK

Welcome to Pacific Grove Unified School District!

Substitute teachers are a very important part of Pacific Grove Unified School District's mission to provide quality instruction in a positive, safe and stimulating environment. We are grateful for your work on behalf of our students and schools.

This handbook is a guide to our procedures, school sites and also sets forth expectations we have for PGUSD substitute teachers. You will find employment requirements, contact information for our schools, Frontline (absence management system) login protocol, school site and substitute teacher's responsibilities. We expect that PGUSD substitute teachers be able to provide an environment where students can engage in their studies and be productive in their task of learning.

The office staff at each site will provide support for your responsibilities. Please remember to always check in with the site secretary/office manager when you arrive and leave. Additionally, the staff at the District Office is always available to answer your questions. Kimberly Ortiz and Angela Lippert will be your first points of contact for any help you may need.

DISTRICT OFFICE STAFF

Ralph Porras	Superintendent	
Song Chin-Bendib	Asst. Superintendent/Business Services	
Billie Mankey	Director II, Human Resources	646-6507
Angela Lippert	Personnel Specialist, Human Resources	646-6593
Kimberly Ortiz	Personnel Technician, Human Resources	646-6553
Marie Faile	Payroll & Benefits Specialist	646-6515

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SCHOOL SITE PHONE DIRECTORY

Pacific Grove High School 615 Sunset Drive	646-6590	Matt Bell, Principal Shane Steinback, Assistant Principal Jill Houston, Administrative Assistant IV
Community High School 1004 David Ave. Bldg A	646-6535	Matt Bell, Principal Brad Woodyard, Teacher-in-Charge Luciana Morgan, Administrative Assistant
Pacific Grove Middle School 835 Forest Avenue	646-6568	Sean Roach, Principal Jason Tovani, Assistant Principal Apple Atofau, Administrative Assistant
Forest Grove Elementary School 1065 Congress Avenue	646-6560	Buck Roggeman, Principal Desire Babas, Office Manager
Robert Down Elementary School 485 Pine Avenue	646-6540	Sean Keller, Principal Amy Riedel, Office Manager
Pacific Grove Adult School 1025 Lighthouse Avenue	646-6580	Barbara Martinez, Principal Michelle Maas, Administrative Assistant
State Pre-School 1004 David Ave. Room 1B	646-6540	Barbara Martinez, Principal Diane Beron, Teacher-in-Charge Michelle Maas, Administrative Assistant
Special Education Pre-School 1004 David Ave., Room 1A	373-3138	Clare Davies, Director of Student Services Erin Homami, Teacher- in-Charge Sara Birkett, Administrative Assistant

SUBSTITUTE APPLICATION PROCEDURES & REQUIREMENTS

Step One - MCOE

Before completing and submitting any paperwork to our district, you must make an appointment with the Monterey County Office of Education (MCOE). You can make an appointment by calling (831) 755-0300 ext. 046. The staff at the MCOE will make sure that your credential or permit is on file and valid, and they will also be able to process your fingerprints. Substitute Teachers are encouraged to join the substitute consortium through MCOE, which allows you to substitute at multiple districts within Monterey County.

Qualifications

Substitute Teachers must hold a current credential or permit authorizing substitute service. Eligibility for a “30-Day Emergency Substitute Permit” is based on a Bachelor’s Degree and passage of the CBEST (California Basic Educational Skills Test). Information/assistance in applying for credentials/permits and/or renewals may be obtained through the MCOE.

If you hold a valid California credential or permit, it must be on file with the MCOE. You can take it to MCOE at 901 Blanco Circle, Salinas, or you may submit it through any school district office. The original will be returned to you after it has been registered.

Verification of Fingerprint Clearance

All school employees are required to have fingerprint clearance prior to starting employment. The Monterey County Office of Education (MCOE) provides a fingerprint consortium where Substitute Teachers may pay a nominal fee to have their clearance and credential information distributed to all the school districts they intend to sub for in Monterey County. Please contact the MCOE at (831) 755-0300 ext. 046 to make an appointment.

Step Two – PGUSD Application

Substitute teachers in the Pacific Grove Unified School District must complete the employment process through the Human Resource Office. Payroll paperwork (in the employment packet), fingerprinting & credential clearance (with MCOE) and TB clearance must be complete and on file in order to be reviewed for possible approval. You will find all of our employment paperwork on our website under the Employment Tab ([Substitute Teacher Information](#))

Verification of Absence of T.B.

All school employees are required to provide verification of absence of T.B. A copy of a negative test (either skin test or chest x-ray) within the past four years or a TB Risk Assessment Questionnaire must be filed with the employment paperwork. This test or questionnaire needs to be updated every 4 years.

SUBSTITUTE APPLICATION PROCEDURES & REQUIREMENT

Certification of Medical Examination of Applicants for Employment

Persons not previously employed in California in a certificated position are required to submit a medical certificate stating the applicant is free from any disabling disease unfitting the applicant to instruct or associate with children. Forms as required by the State Board of Education are included in the employment paperwork. The examination shall have been conducted not more than six (6) months before the submission of the certificate and shall be at the expense of the applicant (EC 44839).

Step Three – Application Approval

After a substitute's complete employment packet has been received by the H.R. office, it will be reviewed, and if approved, the substitute's name will be added to the next Board Meeting agenda for final approval. The day following the Board Meeting approval, the applicant becomes an active substitute will receive an email from Frontline with their login & pin, so as to access substitute assignments. If a need comes up between approval by the H.R. office and Board approval, a substitute may receive a personal call regarding open assignments.

Frontline/Aesop Login

Our district utilizes Frontline (formerly Aesop) to manage our substitute assignments. In the section below (Substitute Teacher Assignments) you will find more information about utilizing Frontline.
Exhibit B

Payroll Information

- California credential ~ \$215
- 30 day Substitute permit ~ \$187
- Adult School ~ \$31.95 per hour (Colum A, Step 1)
- Child Development Center Teacher ~ \$ \$31.95 per hour (Colum A, Step 1)
- Child Development Center Child Care Attendant ~ \$ \$31.95 per hour (Colum A, Step 1)
- Clerk ~ \$17.76 per hour (Range 25)
- BASRP ~ \$18.22 per hour (Range 26)
- Food Service ~ \$19.11 per hour (Range 28)
- Custodial & Ground ~ \$20.01 per hour (Range 30)
- Instructional Assistant (Reg Ed & PE) ~ \$20.01 per hour (Range 30)
- Instructional Assistant (Sped) ~ \$20.52 per hour (Range 31)
- Administrative Assistant ~ \$21.02 per hour (Range 32)
- Maintenance ~ \$23.22 per hour (Range 36)
- Paraprofessional ~ \$23.84 per hour (Range 37)

All service time of Substitute Teachers is reported by the school sites to the Payroll Office. Payroll checks are issued on the last working day of each month for work performed from the 16th of the previous month through the 15th of the current month. With the exception of November and December they are tight payroll months which may result in missing days pay if timesheets are not in on time.

SUBSTITUTE APPLICATION PROCEDURES & REQUIREMENT

Checks can be available at the District Office with valid ID. If someone other than you is going to pick up check please call ahead with name of person they will also need to bring in valid ID. If your check has not been picked up by 2:00 p.m. on payday (the last day of the month), it will be mailed to you that day. No exceptions. Questions about payment should be directed to Monica Valero in the Payroll Office, 646-6515 or mvalero@pgusd.org.

Step Four – Maintenance of Active Substitute Status

You must maintain an active credential or permit in order to be an active substitute. Additionally, you must communicate with the H.R. office on a yearly basis to confirm your desire to continue as a substitute for PGUSD.

Credential Renewal

It is the substitute's responsibility to maintain their credential and ensure it is valid. If you renew your credential, please email Kimberly Ortiz (kortiz@pgusd.org) so your file can be updated.

Reasonable Assurance

Each June the H.R. Office will send out a letter of "Reasonable Assurance", by mail, notifying him/her that the District intends on using his/her substitute services the upcoming school year and whether the substitute would like to remain active in our district. This letter must be returned, or you must contact the H.R. office by phone or email, to remain on our active list.

Calculation of Sick Leave

PGUSD Substitutes accrue one (1) hour paid sick leave for every thirty (30) hours of work per year. To qualify for sick leave, a substitute must:

- Work for PGUSD for at least 30 days (210 hours) within a school year and
- Satisfy a 90 Day employment period (630 hours) before taking any sick leave (calculated from the start date of your active substitute status with PGUSD).

No more than three (3) sick leave days can used or taken in a year, and no more than six (6) days can be accrued. California's Paid Sick Leave Law (AB 1522) can be referenced for further information.

SUBSTITUTE TEACHER ASSIGNMENTS

The Pacific Grove Unified School District utilizes Frontline (formerly Aesop) Absence Management System to fill teacher absences. In order for the Substitute Teacher program to function effectively for the mutual benefit of both regular staff and Substitute Teachers, it is necessary that Substitute Teachers be assigned through the Frontline system. **If you do not receive verification from Frontline then the assignment has not been booked.**

1. The Frontline Substitute System operates 24 hours a day, and records information entered by

SUBSTITUTE TEACHER ASSIGNMENTS

staff members requesting Substitute Teachers.

2. Telephoning of Substitute Teachers occurs through Frontline from 6:15am – 11:00am and then again from 5:00pm – 10:00pm daily. Open assignments are available to view at any time of day on the Frontline website (using your login and pin). You can set call time preference in frontline. See *Exhibit B* Setting and Changing Call Time.
3. We ask that if you receive a call from Frontline, that you listen to the message and if you are unable to accept the assignment that you REJECT the job. This way, you will avoid receiving a personal call from the H.R. staff to fill that assignment. Rejecting jobs does not reflect poorly on the substitute, and only helps the site and District Office staff.
4. Frontline will give the Substitute Teacher the necessary information regarding start and end time of the assignment, the site, teacher, grade level and subject. Questions about parking and front office location can be obtained by calling the site secretary or office manager, or calling the H.R. contacts at the District Office.
5. Adult School assignments are coordinated through the Adult School office and not through Frontline. With the exception of the Child Development Center.
6. Any assignment cancellations due to change in schedule for the teacher will be communicated to the substitute as soon as possible.
7. If the Substitute Teacher needs to cancel an assignment due to illness, emergency or personal need, please email Kimberly Ortiz at kortiz@pgusd.org and the appropriate site administrative assistant/office manager as soon as possible. Cancellations cannot be made through Frontline by the Substitute Teacher.
8. Frontline has options that will allow you to block days that you are not able to work and also change your preferences regarding school sites and times called. Any questions regarding Frontline can be directed to Kimberly Ortiz or Angela Lippert at the District Office. *Exhibit B*
9. Substitute Teachers who are hired on a daily basis shall be paid at the rates listed on the PGUSD website under the Employment tab (Salary Schedules > [Substitute Salary Schedule](#)) following rates for a full day's assignment. *Exhibit A*
 - a. 3 hours per day or more constitutes a full day assignment. Anything less than 3 hours is a half-day assignment.
 - b. Long term pay is required on day 16 of a consecutive day assignment and is not retroactive.
 - c. Classified assignments (Instructional Assistant for Special Education or Physical Education, Custodial, BASRP, Clerical) are paid at an hourly rate with an unpaid lunch period (depending on the length of the assignment). Please contact the H.R. Office for questions regarding rates of pay for classified assignments.
10. Substitute Teacher will need to fill out a time sheet with hours you worked from the 16th of the month to the 15th of the following month. You will need separate time sheet for each location that you work. The office manager will have them in the office. If you work at the State Preschool or Sped Preschool on David Ave please turn your time sheet in to Community High School Administrative Assistant. *Exhibit D*

SUBSTITUTE TEACHER ASSIGNMENTS

11. Teachers designated as Substitute Teachers are not entitled to fringe benefit provisions.
12. Substitute Teachers can be put on a 'Preferred List' by teachers. If you are on a teacher's preferred list, you will receive a 10% lead time to accept that particular teacher's posted assignments. If none of the preferred substitutes pick up the assignment it will then be opened to the general substitute pool.
13. In all cases, Substitute Teachers are employed and paid by the district. In no case is time served as a Substitute Teacher recorded for tenure purposes or for future placement on the certificated salary schedule.
14. Substitute Teachers working a full day shall be expected to serve the same professional day as regular teachers and assume all duties of the regular teachers as assigned by the Principal.
15. Additionally, the school Principal shall be responsible for evaluating and monitoring the effectiveness of Substitute Teachers.
16. Substitute Teachers taking assignments in Special Education classes should refrain from inquiring about any confidential information regarding the students.

THE SCHOOL'S RESPONSIBILITY

The site secretary and/or school principal will assist you by:

1. Explaining the procedures for recording student attendance. *Exhibit C*
2. Notify the substitute of any special programs for the day.
3. Providing or notifying the substitute of the bell/class schedule for the day.
4. Pointing out the lunchroom, the nearest restroom facilities, and the yard area where the Substitute Teacher may have duty, and where the class is to play.
5. Information and procedures in case of injury to a student, and if any students in their class have a severe medical issue.
6. Dropping by during the day to see if the class is operating satisfactorily and if any help can be offered (especially on the 1st day, or if the class is difficult).
7. Explaining the rules for student conduct, and the manner for handling any special discipline cases that may need to be referred to the School Office.
8. To provide a lesson plan, current seating chart and assignments for the day (provided by the teacher, but if missing the site will assist with obtaining this information).

THE SCHOOL'S RESPONSIBILITY

9. Any other information that might be needed regarding Fire Drill routines, Big Five Safety protocols, special classes that students attend, schedule of yard duty or other assignments.

It is your responsibility to:

1. Arrive at the school approximately 10 – 20 minutes before classes begin, unless you receive a late call.
2. Arrive dressed appropriately, in a neat and professional manner.
3. Report to the School Office upon arrival to sign in with the site Secretary and obtain any keys and an ID badge that must be worn at all times.
4. Learn the correct attendance procedures, take roll accurately and turn in all required attendance reports.
5. Report all illnesses or injuries to the front office at your school site.
6. Review the lesson plans and try to complete the tasks assigned by the regular teacher.
7. Never leave the students unsupervised.
8. Refrain from using a cell phone or any other personal electronic device while students are in the classroom.
9. Assume the regular teacher's extra duties (yard duty, etc.).
10. Know the school rules for student conduct and hold children accountable; call the office if you experience any difficulty with any students that get out of hand.
11. Leave a note summarizing the day's happenings for the regular teacher.
12. Be certain that classroom windows and doors are locked before you leave, and that the room is in the same condition that you found it at the start of the day.
13. Report to the School Office before leaving to check out and return items.
14. Inform the School Principal or site secretary of any difficulties encountered that detract from a successful experience. This may include any difficulty with student behavior, lesson plans, etc.

Thank you!