



# **St. Vrain Valley School District RE-1J Guest Teacher/Substitute Handbook**

To be used in conjunction with St. Vrain Valley Board of Education Policies ([SVVS Board Policies](#))

Substitute Office  
Kate Silva  
Guest Teacher Scheduler  
[silva\\_kate@svvds.org](mailto:silva_kate@svvds.org)  
303.702.7529

## **FROM THE SUPERINTENDENT OF SCHOOLS**

Greetings and welcome to the St. Vrain Valley Schools. This guest teacher Handbook was developed to describe relevant guidelines, programs, and benefits. I encourage all employees to familiarize themselves with the contents as soon as possible as it contains important information about employment within our school district. I believe that each employee is an integral member of our team and contributes significantly to the success of our school district's vision and mission. Thank you for your hard work, dedication, and commitment to our students, staff, and community. I wish you the best and sincerely hope that your experience in the St. Vrain Valley Schools will be challenging and rewarding.

Dr. Jackie Kapushion  
Superintendent of Schools

### **Taking Public Education by #StVrainStorm**

In St. Vrain Valley Schools, we are all part of a greater purpose in advancing public education across our community and beyond. We have a vision for a strong public education system that is not only preparing our students for graduation and postsecondary success, but is giving them a strong competitive advantage to compete with anyone, anywhere, anytime, for any job in the world.

We believe public education is the foundation that drives the success of our nation. It is through our public schools that our communities are safer, our economies are stronger, our property values are higher, and our future is brighter. Across St. Vrain Valley Schools, we are taking public education by #StVrainStorm – our shared passion and commitment to advancing academic excellence and student success. Whether we are in our classrooms, competing and performing across the state, hiking with our families, or traveling the world, we keep public education close to our hearts and champion academic excellence wherever we go. Follow our #StVrainStorm hashtag on Twitter.

St. Vrain Valley Schools (SVVS) is pleased to have you as a member of our valued and important team of guest teachers. We want to wish you the best in your teaching experiences within SVVS. Your success is important to our students and to the smooth operation of our schools. Students will be depending on you for their continued learning in the absence of their regular teacher. We know, however, that your job is not always easy. We think that you are up to meeting the challenges, and we are committed to doing all we can to make your teaching experience with us successful, for both you and our students. We want you to know that we value your contribution to our educational program, and that we consider you an important member of our educational team.

# Contact Information

<p><b>Substitute Office</b>  Kate Silva, Guest Teacher Scheduler  <a href="mailto:silva_kate@svvsd.org">silva_kate@svvsd.org</a>  303.702.7529</p>	<p><b>Human Resources</b>  <a href="mailto:humanresources@svvsd.org">humanresources@svvsd.org</a>  303.682.7435  <a href="http://svvsd.org/departments/human-resources">svvsd.org/departments/human-resources</a></p>
<p><b>Substitute Office</b>  Katarina Kocourek, HR Technician  Guest Teacher Back-Up  <a href="mailto:kocourek_katarina@svvsd.org">kocourek_katarina@svvsd.org</a>  303.682.7290</p>	<p><b>Employee Portal</b>  <a href="http://iv.svvsd.org">iv.svvsd.org</a></p> <p><b>Employee Email Access</b>  <a href="mailto:mail.svvsd.org">mail.svvsd.org</a></p>
<p><b>Leave Office</b>  Becca Ewer, Employee Leave Specialist  <a href="mailto:ewer_rebecca@svvsd.org">ewer_rebecca@svvsd.org</a>  303.682.7297</p>	<p><b>Absence Management Portal</b>  Red Rover  <a href="http://app.redroverk12.com">app.redroverk12.com</a></p>
<p><b>Risk Management / Workers Compensation</b>  Heather Keith, Risk Management Manager  <a href="mailto:keith_heater@svvsd.org">keith_heater@svvsd.org</a>  303.682.7428</p>	<p><b>Classlink</b>  <a href="http://launchpad.classlink.com">launchpad.classlink.com</a></p> <p><b>District Technology Services (DTS) - Help Desk</b>  303.702.7730  <a href="http://svvsd.service-now.com">svvsd.service-now.com</a></p>
<p><b>Leave, ADA, Risk Management &amp; Unemployment</b>  Irene Prado, HR Technician  <a href="mailto:prado_irene@svvsd.org">prado_irene@svvsd.org</a>  303.682.7212</p>	<p><b>Licensure / Authorization Information</b>  <b>Colorado Department of Education (CDE)</b>  <a href="http://cde.state.co.us">cde.state.co.us</a>  303.866.6600</p>
<p><b>Professional Development</b>  <b>SVVS Office of Professional Development (OPD)</b>  <a href="http://svvsd.org/departments/professional-development">svvsd.org/departments/professional-development</a></p> <p><b>External opportunities available at:</b>  Utah State University - Substitute Teaching Institute  <a href="http://stedi.org">stedi.org</a></p>	<p><b>Colorado Public Employees Retirement Association (PERA)</b>  <a href="http://copera.org">copera.org</a>  800.759.7372</p>

# General Information

**Licensure and Authorization:** All licensed guest teachers must hold a current, active teaching license or substitute authorization from the CDE ([cde.state.co.us/cdeprof/licensure\\_authorization\\_landing](http://cde.state.co.us/cdeprof/licensure_authorization_landing)) which include one of the following:

- **An active Colorado Teaching License**
- **5-year Substitute Authorization:** Requires an active or expired Colorado teacher license (not special services, principal or administrator) or an active or expired teacher license issued by another state.
- **3-Year Substitute Authorization:** Requires a bachelor's or higher degree at a regionally accredited college or university.
- **1-Year Substitute Authorization\*:** Requires a high school diploma or its equivalent AND successful experience working with children.

**Note:** *\*If you hold a 1-year Substitute Authorization, you must obtain a recommendation from the administrator from any school you hope to work in. Please note, that individuals with a 1-Year Substitute Authorization are not eligible for long-term assignments. For more information or assistance, contact the Substitute Office.*

**License Renewals:** All licenses or authorizations must be renewed through CDE. For information regarding licensure / renewal, please visit [cde.state.co.us/cdeprof/licensure\\_authorization\\_landing](http://cde.state.co.us/cdeprof/licensure_authorization_landing) or contact CDE at 303.866.6600. If your license or authorization expires, you will not be eligible to substitute until you receive the renewed copy.

**Contracts & Employment:** Substitute employment is "At-Will," temporary and on an as-needed basis. Upon hire, all substitutes must complete their New Hire Notice of Assignment (NOA). In May, substitutes will receive their Statement of Reasonable Assurance (SRA). In July, substitutes must complete their Intent to Return (I2R). If the I2R is not received by July 31st, substitutes will be inactivated in Red Rover and will be terminated in the system as a resignation on the last working day in August. To be eligible for the next school year, a substitute must work at least 10 assignments in a school year.

## **Guest Teacher Types:**

- **Licensed Guest Teacher:** Replaces a licensed employee (teacher) in the event of their absence.
- **Classified Substitute:** Replaces a non-licensed staff member (support staff) in the event of their absence. A classified substitute cannot substitute for teachers.
- **Student Teacher:** Must be licensed by CDE and registered with Human Resources (HR). They may substitute for their mentor/supervising teacher only with approval from the student teacher, supervising teacher, building administrator and HR. Compensation will follow the current substitute teacher pay rate, so long as the cooperating teacher is absent from the building.

**Employee Information:** If you need to change your name, address, phone number or email address, please visit the Employee Portal ([iv.svvsd.org](http://iv.svvsd.org)). You can also view your sick leave, pay stubs and make changes to your tax information. Please log in using your St. Vrain Valley Single Sign On (SSO).

**Email Addresses:** All substitutes receive a district email / SSO for accessing all SVVS applications except Red Rover. Red Rover requires a personal email (i.e., Gmail); district emails are not permitted for this system for guest teachers. If you need to reset either your SVVS password or your Red Rover password, please contact Kate Silva in the Substitute Office.

## General Information, continued

**Published Information and Training:** All official information for guest teachers and substitutes is published on the Guest Teacher (Substitutes) page of the SVVS website: [svvsd.org/departments/human-resources/substitutes](http://svvsd.org/departments/human-resources/substitutes). Guest teachers and substitutes are responsible for staying current with all published information, including the Guest Teacher/Substitute Handbook, District assigned trainings and policies.

Additionally:

- **Returning guest teachers and substitutes** are required to read and acknowledge the current Guest Teacher Handbook annually; as well as complete other District required training.
- **New guest teachers and substitutes**, upon hire, must complete all required new hire paperwork, attend in-person orientation, watch and acknowledge District training videos, read and acknowledge Guest Teacher/Substitute Handbook, and accept the Guest Teacher New Hire Notice of Assignment.

**Changing Positions:** Accepting a full-time certified or classified position within the district will be considered a resignation from the SVVS guest teacher pool, as you will be assuming a regular position within the District. If you accept a position that is less than full-time (i.e. .5 FTE), you may request to stay active as a "Half-Time Teacher or Para / Half-Time Guest Teacher." To make this request or for more information, please contact the Substitute Office.

**Resignation:** Substitutes who terminate their services with SVVS need to submit a written resignation letter to Kate Silva in the Substitute Office ([silva\\_kate@svvsd.org](mailto:silva_kate@svvsd.org)).

**Unemployment Insurance:** As noted in the NOA and I2R, guest teachers and substitutes may not be eligible for unemployment insurance from the District during seasonal breaks and between school years.

**Professionalism:** Professionalism and courteous communication are expected in all interactions at all times. Guest teachers are expected to uphold the same ethical standards and codes as all District employees. These can be found under our Board of Education Personnel Policies section of the SVVS website: [svvsd.org/about/board-of-education/board-policies/section-g-personnel/](http://svvsd.org/about/board-of-education/board-policies/section-g-personnel/).

**Personal Appearance and Attire:** Guest teachers should dress professionally and set a positive example for students. Attire must be neat, clean, and appropriate to the assignment (i.e., PE vs. classroom). Refer to Board of Education Policy, Section G for more information [svvsd.org/about/board-of-education/board-policies/section-g-personnel/](http://svvsd.org/about/board-of-education/board-policies/section-g-personnel/). Participation in Spirit Week is optional but encouraged if invited by the school.

## General Information, continued

**Pay Rates:** Please see the table below for the 2025 - 2026 guest teacher Pay Rates. Accumulated days worked are counted each school year – July 1st through June 30th and reset at the beginning of each school year. The school day is 7 hours.

- Half Day = working 3 ½ hours or less during a school day
- Full Day = working over 3 ½ hours during a school day

<b>Tier 1:</b> 1 - 19 Days worked in the current school year	\$140 Full Day / \$70 Half Day	
<b>Tier 2:</b> 20 - 79 Days worked In the current school year	\$150 Full Day / \$75 Half Day	
<b>Tier 3*:</b> 80+ Days worked in the current school year & retired certified employees collecting Colorado PERA benefits	\$160 Full day / \$80 Half Day	*If a guest teacher works 80+ days in a school year, they will start at Tier 2 the next school year.
<b>Long Term Incentive Pay:</b> Starting on 11th day in a consecutive assignment	\$210 Full Day / \$105 Half Day	Day 1 - Day 10 at guest teacher's current tier level rate
<b>Special Education Paraeducator (Non-Teaching)</b>	\$20.09 / hour	Does not qualify for long-term incentive pay & does not count towards the guest teacher tier days worked.
<b>Preschool Special Education Paraeducator or Regular Preschool Paraeducator (Non-Teaching)</b>	\$140 Full day / \$70 Half Day (Licensed guest teachers)  \$18.39 / hour (Unlicensed classified substitutes)	Does not qualify for long-term incentive pay & does not count towards the guest teacher tier days worked.

## General Information, continued

**Payroll:** The payroll cutoff for all licensed guest teachers is the **10th of every month**. All SVVS employees are paid by direct deposit on the last working day of every month.

Pay Period	Pay Date
08.06.25 - 08.10.25	August 29, 2025
08.11.25 - 09.10.25	September 30, 2025
09.11.25 - 10.10.25	October 31, 2025
10.11.25 - 11.10.25	November 29, 2025
11.11.25 - 12.10.25	December 31, 2025
12.11.25 - 01.10.26	January 30, 2026
01.11.26 - 02.10.26	February 27, 2026
02.11.26 - 03.10.26	March 31, 2026
03.11.26 - 04.10.26	April 30, 2026
04.11.26 - 05.10.26	May 29, 2026
05.11.26 - 06.10.26	June 30, 2026

**Long-Term Assignment:** Long-term roles require principal recommendation and may involve an interview. Guest teachers working in a long-term assignment must hold either an active teaching license, a **3-year substitute authorization** or a **5-year substitute authorization from CDE**. Long-term incentive rates do not apply to classified positions (i.e. Special Ed/Preschool Paraeducators) or 1-year substitute authorization holders. **Note:** Additional content and/or background experience may be required for some long-term assignments (i.e., high school math, foreign language, etc.)

An assignment becomes **long-term** on the 11th consecutive day in the same role. Starting day 11, pay shifts to the **long-term incentive rate**. If there's a break or interruption in the assignment, the count resets, and pay returns to the current **tier rate** for the guest teacher. Guest teachers must notify the Substitute Office to reset or reassign interrupted jobs.

Long-term guest teachers are paid for attending parent/teacher conferences (assigned in Red Rover) and regularly scheduled school in-service sessions with prior approval from the principal. Long-term guest teachers will be scheduled in Red Rover for online learning days, should they occur.

Long-term guest teachers are expected to follow the schedule of the regular classroom teacher they are substituting for. Compensation is **not offered** for: non-student contact days, absences from work (unless covered by accrued sick time), staff meetings, work completed outside of regular school hours (i.e grading, planning at home) or extra duties without approval from Kate Silva in the Substitute Office.

## General Information, continued

**October Count:** This is an 11-day attendance window, including October 1, that determines most of the district's state funding. Accurate, timely attendance is always important—but especially critical during this period. Each building provides specific attendance procedures. Please ask for instructions or check with the attendance clerk in the main office of each building, if you are a guest teacher during this time period. Daily attendance **must** be taken, submitted on time, and signed by the teacher responsible for the class. *SVVS thanks you for helping ensure accurate and maximum funding through proper attendance reporting.*

**Inclement Weather Procedures:** When inclement weather occurs, district teams assess road conditions in consultation with local officials. You will be able to locate if a school is on a delayed schedule or if it's an online learning day by going to local news channel sites or the SVVS main website "Inclement Weather" tab ([svvsd.org/schools/inclement-weather/](https://svvsd.org/schools/inclement-weather/)). Based on conditions, one of the following decisions will be made:

1. Normal in-person schedule
2. 2-hour weather delay
3. Shortened online learning day

*In-person learning remains the priority whenever safely possible.*

**2-Hour Delay:** Used only if a delay improves safety (i.e., warmer temps or better roads). School starts two hours later than the school's regular start time. This differs from scheduled late-start days. Guest teachers report 30 minutes before the new student start time. Long-term guest teachers report as close to the normal start time as safely possible.

**Shortened Online Learning Day:** If schools close for in-person learning, instruction shifts online. All scheduled assignments will be canceled. Long-term guest teachers, please follow directions provided by your school's administration and be prepared to teach remotely. Red Rover will send updates via text/email and additional information will be posted on the Red Rover Bulletin Board. Please visit [svvsd.org/schools/inclement-weather/](https://svvsd.org/schools/inclement-weather/) for the latest info. We also notify local news stations or you may contact the Substitute Office (303.702.7529) for additional updates or instructions.

**Late Start Days:** Occurs 7 times per year to allow for 2.5 hours of Professional Learning Community (PLC) time, supporting district goals in student achievement and well-being. During these days, buses run 2.5 hours later than usual and guest teachers must report at least 30 minutes before the adjusted start time. Preschool programs do not follow the Late Start schedule.

### The PLC late start days for 2025-2026:

September 3, 2025	November 5, 2025	December 3, 2025	February 4, 2026
March 4, 2026	April 1, 2026	May 6, 2026	





# General Information, continued

## Benefits for Guest Teachers:

1. **PERA (Public Employees Retirement Association):** Guest teachers contribute 11% of their salary to PERA, rather than Social Security. SVVS contributes 21.4% (this amount is determined by PERA.)
2. **Sick Leave:** Guest teachers earn 1 hour of sick leave per 30 hours worked under the Healthy Families and Workplaces Act (HFWA). It will appear on your pay stub as **SAM Substitute HFWA**.
3. **Employee Assistance Program (EAP):** Free, confidential counseling and referral service for personal and family needs (up to 6 sessions per issue) for employees and their immediate family members. Available 24/7 through ComPsych: 855.699.6908 or [guidanceresources.com](http://guidanceresources.com), web ID: SVVSD.
4. **Employee Discount Program:** Access discounts on products and services - [stvrainfoundation.org/flyers/discounts-for-svvsd-employees](http://stvrainfoundation.org/flyers/discounts-for-svvsd-employees)
5. **Professional Development:** Guest teachers are welcome and encouraged to take optional SVVS professional development courses to enhance classroom success. Relevant options include: *Building and Structuring a Classroom for Student Success* or *Exploration AI*. To register or browse the full course catalog, visit: [svvsd.org/departments/professional-development](http://svvsd.org/departments/professional-development).

***\*\*If you are considering a career in teaching, contact Kate Silva in the Substitute Office. She will connect you with one of our Human Resources Executive Directors to explore opportunities and next steps with SVVS.\*\****

**Sick Time:** Sick time must be requested in Kronos within **24 hours of the canceled assignment**. Sick time can only be used for the exact hours of your missed assignment and must follow the guidelines in the [Colorado Healthy Families and Workplace Act](#)

1. Log into Classlink ([launchpad.classlink.com/svvsd](http://launchpad.classlink.com/svvsd))
2. Click the Plus Sign ( + ) at the top left of the screen 
3. Type "Kronos" in the search bar and click "Add." This adds it to your app library in Classlink.
4. Click on the Kronos App and log in with your SVVS email credentials.
5. Click on the ☰ in the top left hand corner
6. Click on "My Time" → "Time Off" → "Request"
7. Click on the magnifying glass in the "Time Off Type" box and select HFWA and select the date
8. Click 
9. Select the Request Type (Full Day, Hours Requested, Multiple Days or Partial Day)
  - a. Partial Day (1 day or less); enter the date and total hours per day you will be absent
  - b. Multiple Days (more than one day); enter the dates and the hours per day you will be absent.
  - c. If you are absent a combination of full and partial days, you need to submit multiple time off requests. For example, if you are absent 2.5 days, you need to submit 2 days as a Multiple Day request and one Partial Day request for the half day.
10. Select Submit Request
11. Select Ok to verify your Time Off was submitted.

You can view your available sick time in the Employee Portal ([iv.svvsd.org](http://iv.svvsd.org)). **Note:** There are times in which the Employee Portal and Kronos sick leave balances do not match. This is due to Kronos listing in real time and the Employee Portal rectifying balances after Kronos reconciles.

## General Information, continued

**Work-Related Injuries:** Injuries sustained in the course of work are covered under workers' compensation. If you need medical care, you must go to one of the Designated Medical Providers (listed below). Report your injury electronically via Service-Now on the Risk Management section of the HR website: [svvdsd.org/departments/human-resources/risk-management/workers-compensation/](http://svvdsd.org/departments/human-resources/risk-management/workers-compensation/). If you have any questions or concerns, please contact Heather Keith ([keith\\_heather@svvdsd.org](mailto:keith_heather@svvdsd.org)) or ([prado\\_irene@svvdsd.org](mailto:prado_irene@svvdsd.org)) or call Heather at 303.682.7428.

### Designated Providers

Boulder	Peak Form Medical Clinic	695 S. Broadway, Suite A	303.402.9283
	Concentra	3300 28th Avenue	303.541.9090
Brighton	Peak Form Medical Clinic	1092 E. Bridge Street	303.655.9005
Broomfield	Concentra	8820 West 116th Circle, Suite D	303.460.9339
	Peak Form Medical Clinic	1260 E. 1st Avenue, Unit A	720.716.4518
Ft. Collins	MBI (formerly Workwell)	1600 Specht Point Road, Suite 115	970.672.5100
Greeley	MBI (formerly Workwell)	2528 W. 16th Street	970.356.9800
Longmont	Concentra	1860 Industrial Circle, Suite D	303.682.2473
	MBI (formerly Workwell)	205 S. Main Street, Suite C	303.702.1612
Loveland	MBI (formerly Workwell)	1608 Topaz Drive	970.593.0125

# Red Rover

**Red Rover:** Red Rover is our 24-hour absence management software ([app.redroverk12.com](http://app.redroverk12.com)).

**Job / Confirmation Number:** Red Rover issues a job number when an assignment is entered (i.e., #12345678 or #V1234567). When a guest teacher or substitute accepts an assignment, a confirmation number (i.e., #C1234567) is generated. This number is also required if the assignment needs to be canceled.

A guest teacher should never be added to an assignment unless they have heard directly from the teacher, school or Substitute Office. If a guest teacher is added without their knowledge, they can remove themselves from the assignment and should let the Substitute Office know immediately.

**Notifications (App or Text Message):** Red Rover sends assignment notifications to all qualified guest teachers and substitutes as soon as the assignment is created; ***everyone sees the assignments at the same time***. Red Rover sends notifications according to the following “rules”:

- **Rule 1: Daily Notification Windows:**
  - Sunday: 9am - 10pm
  - Monday - Friday: 5am - 10pm
  - Saturday: 9am - 10pm
- **Rule 2: New Assignment Notifications via App:**
  - Assignments starting “**Today**”: Sent after 5:00 am
  - Assignments starting “**Tomorrow**”: Sent after 10:00 am
  - Assignment starting in **2+ days**: Sent after 12:00 pm
- **Rule 3: New Assignment notifications via Text:**
  - Assignments starting “**Today**”: Sent after 5:00 am
  - Assignments starting “**Tomorrow**”: Notifications are sent after 4:00pm
  - Red Rover does have specific **rules to Text Notifications**:
    - **Red Rover will not** text a guest teacher or substitute more than 16 times in a single calendar day.
    - **At maximum**, Red Rover will text a guest teacher or substitute 8 times in the morning.
    - **At maximum**, Red Rover will text a guest teacher or substitute 8 times in the evening.
    - **Red Rover will** space text notifications at least 15 minutes apart.

## Red Rover, continued

- **Re-notifications (Text & App):**
  - Red Rover does not follow a set schedule for sending repeat assignment notifications. Job openings and guest teacher/substitute availability is constantly changing and the system is working behind the scenes to decide the best time to send alerts. If you don't receive a new notification for a specific assignment, it doesn't mean the system forgot about it. Red Rover is choosing the right time to send the alert, based on things like how soon the assignment starts and how many other notifications a guest teacher/substitute has already received that day.
    - **Example:** *If a guest teacher/sub has received 4 job notifications today, Red Rover will prioritize sending a 5th notification for a job starting tomorrow over one they've already seen or one scheduled months in the future.*
  - Additional notifications for an unfilled assignment will be sent under the following situation:
    - **Current local time** is between 4pm - 10pm.
    - **Current local time** is within 24 hours of the next unfilled vacancy detail start time.
    - It has **been more than** 24 hours since they were last notified for that assignment.
  - Red Rover will send re-notifications about unfilled assignments based on job length, timing and changes:
    - **Jobs 6+ days long:** Re-notified weekly if unfilled and the last notification was over a week ago.
    - **Jobs 5 days or less (unchanged):** Re-notified weekly if the last notification was over a week ago.
    - **Jobs 5 days or less (changed):** Re-notified 8+ hours after the last notification if details have changed (i.e., time, length, school)
- Reasons that prevent guest teachers and substitutes from seeing assignments in Red Rover:
  - Is **not qualified** for the position type of the absent employee
  - Has a **conflicting assignment** with the available assignment
  - Has **hidden assignments** from that school / building
  - Has a **non-workday** on the date of the available assignment
  - Has been **blocked** by that school / building.

**Note:** All notifications via the Red Rover mobile app will replace text message notifications. Ensure your notifications are set up correctly or change them under "My Profile." Lastly, verify your phone notification settings enable you to receive Red Rover notifications correctly.

**Guest Teacher/Substitute Availability:** Setting and managing your availability in Red Rover ensures you only receive job notifications that match when you're truly available.  
([help.redroverk12.com/hc/en-us/articles/360039164592-Non-Work-Days-and-Managing-Availability-as-a-Substitute#h\\_01EQ12CJXXKGJXH1JRZEDST87G](http://help.redroverk12.com/hc/en-us/articles/360039164592-Non-Work-Days-and-Managing-Availability-as-a-Substitute#h_01EQ12CJXXKGJXH1JRZEDST87G)).

**Building Information / Notes / Attachments:** Familiarize yourself with the "Building & Classroom Information for Subs." Often there will be important directions, resources and school wide expectations, protocols and safety procedures for you to follow. Additionally, always check your assignments for any notes or attachments left by the classroom teacher.

**Bulletin Board:** The Red Rover Bulletin Board will be utilized for posting an array of information including but not limited to: district wide updates, recognition, long term assignments and important documents. Please make sure to check it often.

## Red Rover, continued

**Cancellation of an Assignment by the Teacher or Admin:** Assignments may be canceled by the teacher, school or Substitute Office up to 30 minutes before the start time in Red Rover. If canceled after the start time and the guest teacher or substitute is already on-site, please contact Kate Silva in the Substitute Office for reassignment or to opt to receive half-day pay. Schools & the Substitute Office will always do our best to cancel within a reasonable time and will leave notes explaining the cancellation reason.

**Cancellation of an Assignment by Guest Teacher:** We understand that unforeseen circumstances may sometimes require canceling an assignment with short notice. However, please remember that accepting a job is a commitment. School administration and students depend on you to be present and prepared, and your reliability supports and positive learning environment.

- **Acceptable reasons for canceling an assignment:**
  - Illness (self or family)
  - Emergency (Car trouble, home emergencies, etc)
  - Personal appointment
- **Unacceptable reasons for canceling an assignment:**
  - Assignment at preferred school or location becomes available
  - Taking a full day assignment over a half day assignment or vice versa
- **If canceling within 24 hours of the assignment start time:**
  - Cancel the assignment in Red Rover **AND**
  - Call the school to let them know.
- **If canceling within 12 hours of the assignment start time:**
  - Cancel the assignment in Red Rover
  - Call the school to let them know **AND**
  - Call or email Kate Silva in the Substitute Office

**Cancellation Policy:** **HR and the Substitute Office reviews cancellations every pay period. Frequent cancellations within 24 hours may result in removal from the guest teacher pool.** Guest teachers are not paid for any canceled assignments, including those due to weather or other unforeseen circumstances.

# School & Classroom Procedures

**Substitute Work Day:** Guest teachers must follow the regular teacher's schedule, including plan times. Assignments up to 3½ hours are half-day; over 3½ hours are full-day. Please notify the school secretary or front office if arriving late or leaving the building. School leadership reserves the right to reassign guest teachers as needed to accommodate the needs of the building on that day; as well as adjust assignment times accordingly. Do not leave the building prior to your assignment ending at the end of the day. If an emergency occurs, the school will need all hands on deck to support student safety.

**Arrival, Check-In and Start Time Expectations:** Guest teachers must report to the school office at least 30 minutes prior to the assignment start time listed in Red Rover. This ensures ample time for parking, check-in, navigating the building, reviewing lesson plans, schedules, seating charts, materials, technology instructions, as well as connecting with neighboring teachers– so you are fully prepared to teach before students arrive. **Example:** *Assignment time in Red Rover is 8:25 am - 3:10 pm. The guest teacher/substitute should arrive at the school no later than 7:55 am.*

Proceed to the front office wearing your district-issued guest teacher badge. Follow all school-specific procedures, such as signing in. You will receive keys, materials, and a guest teacher folder containing lesson plans and building-specific information to support your day.

**Note:** If a guest teacher arrives early and is asked to begin instruction before the official assignment time, additional pay will not be issued unless prior approval is given by a school administrator to the Substitute Office. **Example:** *A guest teacher accepts a 3.5 hour assignment from 12:00 - 3:30 and arrives at 11:30. While eating lunch, the classroom teacher asks them to start early. The guest teacher may politely remind the teacher that they are not supposed to start until 12:00 or they may go ahead and begin early, but this will still be considered a half-day assignment unless an administrator authorizes otherwise.*

**Instruction and Supervision:** Follow the teacher's full schedule, including duties and supervision. Complete all planned activities before adding any new material, ensuring it aligns with district policy and student needs. If plans are unclear, ask a teacher or administrator for assistance. Follow directions for grading and testing, and dress for the weather, especially for outdoor duties at the elementary level.

## **Classroom Management Responsibilities:**

- Enter the room with confidence and kindness. Write your name on the board and familiarize yourself with the classroom & school policies (i.e., allergies, electronic device usage) and evacuation maps.
- Greet students at the door, introduce yourself, and clearly state your expectations for the day.
- Start class immediately with the assigned work and keep students engaged.
- Maintain responsibility for proper use, care and clean-up of the classroom and all classroom materials.
- Maintain classroom order and a professional attitude. Refrain from sharing personal opinions (i.e. religion, politics, etc) and never criticize teachers or students in front of others.
- Use active monitoring and supervision strategies and never leave students unattended.
- Never offer or provide any food or drinks to students. This includes anything found in the classroom teacher's desk. If students need food, drinks or other needs, connect with the main office for assistance.
- Restrict personal cell phone /computer use to scheduled planning period and / or lunch (if no other duties assigned by the school.) Personal work of any kind should be reserved for after work or non-work hours. Students should follow school cell phone policies and expectations.

# School & Classroom Procedures, continued

## Classroom Management Responsibilities, continued:

- Always have two adults present if assisting a student to the restroom or diapering. **Note:** This support occurs mainly in the special support classes and/or in a Special Education Paraeducator substitute role. You should check directly with the office, administration or teacher for specific expectations around special needs student protocols for restrooms, feeding tubes, etc.
- Become familiar with the physical building setup, emergency procedures and what to do if a student is ill or injured.
- Be clear on procedures if the classroom is in a mobile unit. Keys may be provided, if necessary.

**Record Keeping:** Familiarize yourself with the school's attendance procedures. Take attendance immediately to become familiar with the class roster and/or seating charts. If you have questions or concerns, ask a neighboring teacher or contact the front office for assistance.

**Additional Coverage:** Please be flexible and understanding if asked to cover another classroom or perform other duties during plan time, as this time is not designated for guest teacher planning, unless in a long-term assignment.

**End of Assignment and Check-Out:** Complete reports and grading, tidy the room, and lock windows and doors. Leave a note or business card with your contact info and a brief summary of the day for the teacher. Check out at the front office and return all keys and materials.

Additionally, ensure students are successful in the school's dismissal process. **Example:** *helping elementary students to the right location (i.e. bus, after school program, parent meet-up, etc).*

## Student Interactions

**Student Information:** Consider all records and information pertaining to a student as confidential. If a guest teacher is unclear about the situation, contact an administrator to provide assistance or clarification.

**Student Injury or Illness:** If a student is ill or is injured, they should be immediately sent to the office or health room with a pass. Please notify the office that the student is coming.

**Discipline Problems / Class Disruptions:** Guest teachers should address disruptions age-appropriately and follow school procedures and any other directions provided by the teacher. Report serious issues to the school administration immediately. Refrain from profanity, negative language, or disparaging remarks in the presence of students.

**Physical Contact with Students:** Guest teachers should avoid physical contact with students for any reason. This includes, but is not limited to: never pat a student's diaper (preschool setting), scratch a student's back, massage their shoulders, or kick a student's chair or desk. Never touch, grab or restrain a student in a disciplinary, redirection or volatile situation unless there is an imminent risk of injury to self or other. Redirection should be in a non-contact manner.

# Guest Teacher Performance

**Concerns and Reporting:** If a concern arises, the school administrator will submit a “Guest Teacher Report” to the Substitute Office and Executive Director of HR. The guest teacher will be asked to comment on the issue. Examples of concerns might include tardiness, early departures, not following plans, physical contact, or other inappropriate conduct.

**Documentation & Disciplinary Action:** After an administrator submits the form and speaks with the guest teacher, it is sent to the Executive Director and Substitute Office. The Executive Director will review the issue, determine appropriate next steps, and may temporarily block the guest teacher/substitute from accepting assignments during the review process. Disciplinary action may include, but is not limited to, being blocked from specific schools or termination from the guest teacher pool. A final decision will be communicated to the guest teacher once the review is complete.

**Termination:** As an at-will employee, a guest teacher may be terminated if concerns are significant, habitual or demonstrate a pattern of behavior, among other things.