

**PARAMOUNT UNIFIED
SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

**SUBSTITUTE
HANDBOOK**



15110 California Avenue
Paramount, CA 90723

Developed September 2012



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Welcome!

Welcome to the Paramount Unified School District. We are pleased that you have decided to work as a Substitute Teacher in our district. In your capacity as a Substitute Teacher, you are a very important person to the community, to the school, and especially to the students. We trust that you will enjoy the assignment and experience, and we wish you success in your work.

These pages outline responsibilities of your position as a Substitute Teacher and detailed information necessary for you to function as a successful employee with our school district.

In the absence of the regular teacher, the District relies on you to provide the continuity of instruction for each student. As a Substitute Teacher, you are depended upon to manage unfamiliar and varied educational situations.

Adaptability and flexibility are two characteristics of a successful Substitute Teacher. These characteristics coupled with organizational skills, patience, stamina, and most certainly, *reliability*, can produce success for you.

We ask that you read the information contained within this handbook, and that you refer to it often, since it is designed to aid you in carrying out your duties. Please remember that this handbook only contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, additional information or clarification may be obtained at Human Resources, 15110 California Avenue, Paramount, CA, 90723 or emailing subdesk@paramount.k12.ca.us, or by telephoning (562) 602-6010.



Paramount Unified School District

Mission

The mission of the Paramount Unified School District is to ensure learning and success for each student by providing a quality education.



Vision

Paramount Unified School District strives to be an exemplary district. In order to achieve this, all stakeholders of the District must have a clear sense of its goals. They must seek out, understand, and emulate the characteristics of exemplary schools and be ready to contribute their knowledge and talents to transform this vision into reality.



Important Contact Information

Substitute Employment General Information

(Monday-Friday, 7:00 AM to 3:30 PM)

(562) 602-6010

subdesk@paramount.k12.ca.us

Fax

(562) 602-8118

SmartFindExpress Online

(24 hours a day, 7 days a week)

***Search for available jobs**

***Review assignments**

***Cancel jobs**

***Modify availability (online)**

***Change Phone Number or PIN**

Call (424) 529-4733

Or Log on at:

[https://](https://paramount.eschoolsolutions.com)

paramount.eschoolsolutions.com

Or Download the iPhone App:

SmartFindExpress Mobile



Call Payroll if you have questions about your paycheck.

(Monday-Friday 8:00 AM to 4:30 PM)

Fiscal Services — Payroll

(562) 602-6023

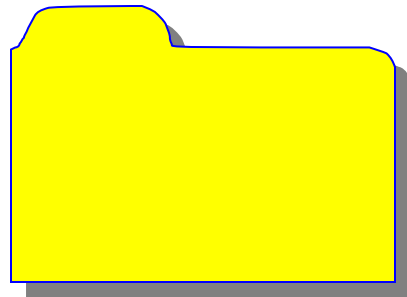
Personnel Files

Human Resources maintains personnel files on all individuals employed within the District, including Substitute Teachers. The contents of these files are the property of the Paramount Unified School District.

Your personnel files contain your pre-and post employment paperwork. This includes but is not limited to your application, references, background check results, transcripts, substitute profile/work preferences, and a copy of your 30-day Substitute Permit or teaching credential.

Your personnel file may also contain satisfactory and/or unsatisfactory work evaluations, letters or emails. In the event an unsatisfactory evaluation is submitted to Human Resources, you will be notified in writing that it was received.

If at any time you wish to review the contents of your personnel file, please submit a written request to Human Resources. You will be contacted with a date and time that you may review your file.



Salary Information

The Substitute Salary Schedule for Paramount Unified School District is reviewed every year and adjusted to meet budgetary guidelines.

All substitute employees are expected to be available for work at least 2 days a week. To remain in the system, you are expected to work at least 1 full day a month.

Salary Rates effective: 8/10/22 through 6/8/23

Salary Schedule	Regular Daily Rates	Long Term Rates
Regular Substitutes	\$205.00	\$245.00
Approved Special Education Rate	\$245.00	\$245.00

Long Term Pay

Long Term Pay is **ONLY** assigned for those Substitute Teachers who are designated as having a Long Term Substitute assignment. Substitute assignments eligible for long term pay are those generally designated as replacing a teacher out on Family/Medical Leave (FMLA) or extended personal leave.

All Long Term assignments are arranged by Human Resources in conjunction with School and/or Department Administrators. Once you are approved and assigned to a Long Term Substitute position, after twenty (20) consecutive working days, Long Term Pay will continue for each day worked on that assignment from the twenty-first (21) day until the end of the assignment. Once you reach the Long Term Pay, the rate will not be affected by an absence on your part. You simply will not be paid for that day. However, any excessive absences or pattern of absences during a Long Term assignment may cause you to be reduced in pay or removed from that assignment. Your next assignment will revert back to the regular daily rate.

Approved Special Education Pay

To receive the higher rate for Special Education substitute assignments, your name must be on the list of approved Special Education substitutes. The list is reviewed yearly and addition or removal of names from the list is at the discretion of the Director of Special Education. To be considered for placement on the approved list, you will need to write a letter to the Director of Special Education specifying your experience and desire to teach in Special Education classes. The letter needs to be submitted to the Substitute Helpdesk in Human Resources.

Payroll Pointers

Payment of Salary

Salary payment is made on the 5th of the month. The pay period will be from the first through the last day of the previous month (ie. a check dated September 5th would be for the pay period of August 1st–August 31st). If a normal payday falls on a District recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule.

Please remember that you are responsible to record your time in and out during every assignment. Please check with the school secretary for specific site procedures. Any questions concerning pay for days worked are to be directed to the school secretary where services were rendered. Any errors on your paycheck will be corrected on the following paycheck.



Paychecks

On payday, checks may be picked up in Fiscal Services from 10:30 a.m. — 3:30 p.m. Paychecks that aren't picked up will be placed in the U.S. mail. Please ensure that your address information is kept up to date with our office.

Direct deposit is available to all employees. If you elect to have direct deposit and your bank or account information changes, it is your responsibility to notify Payroll of the changes.

Half Day vs. Full Day

At the TK-12 schools and Childhood Education classes, anything between 3.5 hours to 4 hours is considered a half day. Anything over these numbers, will be considered a full day.



SmartFind Express

SmartFindExpress is an automated placement service that makes it easy for you to find and accept jobs either by using the Internet or a phone.

HOW IT WORKS:

A **TEACHER** enters an absence directly into SmartFindExpress via phone or the online system.

SmartFindExpress begins the process of finding a substitute by making call outs at designated times or substitute logging online to view the absence on the SmartFindExpress website <https://paramount.eschoolsolutions.com>.

The **SUBSTITUTE** uses SmartFindExpress to:

- ◇ Search and accept jobs online
- ◇ Search and accept jobs over the phone
- ◇ Manage schedule (ie. Temp. Do Not Call/Unavail. Dates)
- ◇ Review Assignments (ie. Past/Current/Present)
- ◇ Update profile (ie. Email/Change password/Call back number)
- ◇ Use the Help pulldown menu to view instructional videos or download a Substitute User Guide



Assignment Calls:

- You will be contacted according to your Substitute Profile, based on your availability and preferred locations. Please make sure that you update your information in the Human Resources Department and request the **SFE Substitute Employee Profile Form**.
- All Substitute teachers should be accessible Online and/or telephone.
- When you accept a job, ***you must present a confirmation number at the job site.*** In the event that two substitutes show up for the same job, the substitute with the confirmation number will get to work for the day. In the event system error or operator error contributed to a "double booking" of an assignment, please contact Human Resources. You may be reassigned to another open substitute assignment.

Reporting to an Assignment

During your employment with Paramount Unified School District you will have to adapt to many schools, each with its own unique requirements. Please remember that when reporting to an assignment you need to report to the main office promptly and at the designated time. You need to arrive 30 minutes before school starts and use that time to "prep" and use the 30 minutes after to "clean-up." Request information regarding procedures, room assignment, materials, lesson plans, special policies, class attendance sheets, seating charts, records and other scheduled duties performed by the regular teacher. On minimum days substitute teachers are not to leave the schools grounds until they have checked with the school office for any additional assignments.

Finally, remember that you are an important member of the school faculty, and as such should conduct yourself accordingly in a professional manner.

Should you need to cancel a substitute assignment, please cancel the assignment as soon as possible via the SmartFindExpress system but no later than 6:00 AM on the morning of the assignment. Make sure that the assignment was successfully canceled. Failure to do so may result in documentation of a No Show on your profile.

Workday Summary

Your workday will closely mirror the duty day of the teacher you are replacing. However, since you are not required to "prep" for additional classes as a regular teacher would, unless you have a long-term assignment, administrators may call upon you to perform additional work related duties during the regular teachers prep period. As such, this means you may be instructed to substitute for another class. Since you will be paid according to half day and full day pay schedules, leaving the premises is prohibited. If an emergency situation arises which requires you to leave school grounds during your assignment, please contact an administrator for direction.



Completing an Assignment:

- Please leave the classroom in good order.
- If money is collected, a receipt needs to be issued to the student. All receipts and money must be turned into the office the day it is received. NEVER leave money in a desk or classroom. For further information, contact the school office.
- Please check with the office concerning the disposition of special equipment.
- When your assignment has been completed, report to the main office at the end of the school day to accomplish the following:
 - ◊ Inquiries as to the need of your services for the following day.
 - ◊ Return of information and any keys provided to you regarding your assignment.
 - ◊ Checking out/signing of the required forms/time card.

General Information:

CLASSROOM PROCEDURE

❖ Plan to arrive at your assigned room well in advance of assigned time. This will afford you an opportunity to become familiar with the physical set-up of the room, to locate materials necessary to follow the scheduled lesson plan, and to prepare for the day and make any photocopies necessary before the start of the day.

❖ Familiarize yourself with the rules and regulations pertaining to fire and/or safety drills in any room or building to which you are assigned.

❖ Any questions you have concerning your assignment responsibility should be directed to the school principal or other administrator for clarification.



❖ All teachers are assigned some adjunct responsibilities, such as hall duty, playground duty, etc. The prompt and faithful performance of these duties is absolutely necessary for the smooth and safe operation of the school. So that possible injury to a student may be prevented, it is your responsibility to be on duty at the assigned place and time for the teacher you are substituting for that day. **Students must never be left unattended or sent outside of the classroom unattended for discipline reasons.** If an emergency arises where you need to leave the classroom, call the office for coverage and wait until someone arrives before leaving the classroom.

❖ Your professional responsibility involves many aspects:

1. Providing continuity of instruction by following the lesson plan.
2. Maintaining classroom control.
3. Providing honest feedback to the regular teacher in the form of a detailed note at the end of each day.
4. Making the day meaningful to the students. Supplement the daily program, when necessary, with your own innovations.
5. Professional demeanor is expected; i.e. dress, language, behavior, cleanliness, grooming, etc.



CLASSROOM PROCEDURE CONTINUED...



❖ Maintain a professional attitude toward your work. You are on the same professional level as regular teachers and are expected to observe the same ethical codes. Any complaints should be directed only to the site principal or other authorized administrator.

❖ A friendly, cheerful and cooperative attitude toward both the school personnel and students will help to keep your day running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and by the students.

❖ **Use of personal cell phones during instructional time is strictly prohibited.** Do not expect to leave the classroom for personal telephone calls. Messages will be taken and delivered to you.

❖ Do not plan to have anyone visit you while you are on duty as a substitute teacher. Do not bring any minor children to visit. Bringing pets to work with you is prohibited.

❖ Plan to spend the entire time working with and for the students. **No personal work of any kind is permitted.** Using district computers to browse the internet or for personal use is prohibited. You are expected to carry out the lesson plan as outlined by the regular teacher and are not employed simply to maintain order.

❖ If serious problems arise during the day, be sure to notify the principal's office. This is for your protection, for the school and for the school district as well as the student(s) involved. If appropriate and/or requested, you should submit a written explanation and/or observation of the situation.

❖ If you need to speak with the regular teacher during the school day, you should consult with the office before attempting to contact the regular teacher.

❖ Any injury that you sustain on the job must be reported to the school administrator and/or designated staff immediately and proper forms completed. Substitute teachers are covered by Workers Compensation. Please keep in mind that playground equipment is for student use only.

❖ You should not eat or drink anything during instructional time in front of students.



CLASSROOM PROCEDURE CONTINUED...

Lesson Plans

Follow the lesson plans. If you are not provided with adequate lesson plans or information, please check with the principal's office for emergency lesson plans.

Records that you are responsible to keep on a daily basis:

Attendance

- Keep an accurate record of the daily attendance, transfers, and withdrawals.
- Always take attendance following the directions given by the school. Check over the absence list and compare with the seating chart, before entering a student's absence or tardy.

Money and Miscellaneous Articles

Accurate records of the following must be maintained and submitted to the principal's office for the regular teacher:

- Money collected for payment of fees
- Money and articles lost, and by whom
- Money and articles found, and by whom
- Articles taken from students for safe keeping and/or other reasons with the owner's name

All written work assigned and collected, as indicated in the lesson plans, will be graded by you only if the regular teacher leaves an answer key and requests the grading of the papers. Any written work that you assign that is beyond the lesson plans should be left for the regular teacher to examine and evaluate. Long term substitute teachers will, by necessity, be given more guidance regarding this area.



Discipline

Before reporting to an assignment, inquire of school administration and/or familiarize yourself with state statutes and board policies regarding the District's philosophy on discipline. Please remember that during an assignment, exceptionally difficult discipline problems should be referred to the principal or his/her designee. If in doubt of your method or approach to handling discipline problems, do not hesitate to check with the school principal or other school administrators. **Corporal punishment is prohibited.**

Evaluation

Actions and Behaviors That Can Lead to Removal From the Substitute Program:

- Two (2) negative Certificated Substitute Evaluations
- Three (3) or more last minute cancellation of assignments
- Three (3) no call/no shows in one school year
- Excessive late arrivals
- Excessive refusal of assignments
- Unsatisfactory teaching performance
- Unprofessional and/or unethical and/or illegal behavior
- Use of corporal punishment
- Violation of district and/or school procedures
- Use of alcohol or illegal substances on school property
- Any other matter which, in the opinion of the Superintendent or his/her designee, indicates that the students are not obtaining appropriate benefit from the substitute teacher's services

The services you provide in the Paramount Unified School District are invaluable. However, due to the differentiation of assignments both in content and location, consistent one on one supervision is not always available. As such, Substitute Teachers will be evaluated at least once a year.

However, the lack of a formal evaluation system will not hinder the District from evaluating your professional strengths or addressing areas of concern regarding teacher effectiveness or appropriateness.

If at any time concerns regarding your services arise, a Certificated Substitute Evaluation form will be completed. This may result in a warning, suspension or permanent removal from the Substitute Program.

On the other hand, if you are doing an exceptional job, any positive notes, letters or emails that are forwarded to Human Resources will be maintained in your personnel file.



Discontinuation of Service

By Employee

Employees, who no longer wish to be employed by the Paramount Unified School District, must complete the District's Employee Resignation Form. The form is available in the Human Resources office. If you need to mail the completed form, please mail it to Human Resources, 15110 California Ave., Paramount, CA 90723.

After separation, those who wish to work again as substitute teachers must reapply, satisfying all general requirements for employment with Paramount Unified School District. To receive current application information, please go to www.edjoin.org.



If you will be unavailable to work for an extended period of time, please notify the Substitute Help Desk as soon as you can and then proceed by blocking yourself in the SFE system. It is important that you maintain contact in regards to your return date.

At Will Employment

Every Paramount Unified School District Substitute teacher has the status of "employee-at-will", meaning there are no contractual rights, express or implied, to remain in Paramount Unified School District's employment.

Employment with Paramount Unified School District may be terminated without cause or notice by you or the District. However, this separation must never leave students unsupervised or in peril. Otherwise, you may risk the possibility of being charged with child endangerment.

Professional Expectations

Standards of Conduct

Your continued assignment as a substitute is contingent upon your ability to comply with professional standards of conduct. Our school community is diverse; sensitivity to racial, ethnic, cultural, and religious differences is required of all employees. Employees must safeguard the privacy of student information kept in schools, whether on paper, on a computer, or in oral communications. Conduct that is detrimental to the reputation of the school system, not in the interest of the instructional program, or poses potential harm to students or school employees, will be cause for discontinuation of service as a substitute with Paramount Unified School District.

The District is committed to the substitute program and recognizes the impact that you as an educational employee will have on our children. The Board of Education has adopted policies and regulations to ensure your success as an educator while supporting the vision for excellence in education. Highlights from some of the policies and regulations are as follows.

Playground Equipment

Employees are not to use playground equipment while supervising students. This equipment is for use solely by students.

Sexual Harassment

It is the intent of the Governing Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature amounting to or constituting harassment is prohibited. If you feel you have been a victim of sexual harassment, please contact Human Resources.

Alcohol and Drug-Free Workplace

Paramount Unified is an alcohol and drug-free workplace. ~~The use, manufacture, distribution, or dispensing of alcohol and prescription or illegal drugs in any job-related context is strictly prohibited.~~

Religion in the School

Religion shall not be regarded as a taboo subject but rather shall be dealt with directly and objectively when and where it is intrinsic to the ~~learning experience. Teachers shall not teach~~ religion but may teach about religion as it relates to other elements of human culture and as it naturally appears in literature, social studies, sciences and the arts.

Cell Phone Usage

Employees may not use cell phones during instructional time. The use of cell phones is limited to before the school/work day starts and ends or during lunch or breaks, but only if you are not supervising students during that time.

Professional Expectations Continued

Corporal Punishment

The School Board recognizes that a proper educational atmosphere demands an adequately disciplined student body and the Board of Education holds each teacher responsible for the maintenance of discipline in the classroom and as assigned elsewhere in the building or on the grounds.

The Board of Education approves the use of any reasonable means of discipline excluding corporal punishment.

Your exercise of good judgment is essential to ensure your safety and well being as well as that of other staff member and students. Questions regarding discipline should be discussed with an administrator prior to the beginning of your assignment.

Personal Property - Theft/Vandalism

Employees are discouraged from maintaining personal property on District premises.

The District is not responsible for stolen or damaged personal property of employees, including automobiles. Any loss or damage caused by a criminal act is not the responsibility of the District. The victim will need to pursue the matter with the proper law enforcement authorities.

Loss or damage to property belonging to a student needs to be brought to the attention of the school office.

Confidentiality of Information

In the course of your employment you most likely will have access to confidential information regarding students, parents and co-workers. This information may not be disclosed to anyone unless disclosure is required (for example during an IEP meeting) or authorized by law. Nor may such information be the subject of gossip. Disciplinary

action will be taken for the breach of confidential information.

Employee Parking

Employees are expected to park in designated spaces. Employees are not to park in fire lanes, handicap zones (without a handicap parking permit), sidewalks and other areas designated as no parking. Any parking tickets or fines incurred by illegal parking are the responsibility of the employee.

Your car should be locked. Paramount Unified School District is not responsible for any loss, theft or damage to an employee's private vehicle or any personal property. If you should damage another vehicle while parking or leaving, report the incident right away along with the license numbers of both vehicles and any other pertinent information to the school office.



Professional Expectations Continued

Sexual Exploitation – Information taken from Dr. R. Shoop's book Sexual Exploitation Etc. 2004 and Farmington Municipal Schools with some adaptations.

Sexual exploitation is the full range of inappropriate activity between employees and students. It may also occur between employee to employee, employee to vendor or student to employee or another student. The list below defines interactions between substitutes and students but may also be applied to other adults in most cases with slight word changes. To ensure sexual exploitation does not occur within Paramount Unified School District, the following list of prohibited actions apply to all substitutes when interacting with students:

- A list of students names is available. A child should not be addressed as "honey", "sweetie", "babe", etc. His or her correct name needs to be used.
- Students should not be photographed or videotaped by any device (camera, cell phone, etc.) for any reason.
- No conversations should take place with a child that speaks about inappropriate subjects, is suggestive in any way or uses unacceptable language.
- The lights need to remain on at all times.
- The windows in doors are to be free of all papers or anything that will cover a window.
- The substitute is not to hold a child on their lap, inappropriately hug a child or single out individual children during classroom time. Elementary students are at the greatest risk as they are trusting and seek reassurance from adults.
- A substitute should never be in a room alone with a child.
- A substitute should hold a child's hand only for safety.
- A substitute needs to be the adult at all times and complete the assignment in a professional manner.
- If students get out of control, seek assistance - do not shout or lose your temper.
- Films, CDs, or videos are not to be shown by substitute unless expressly written into the lesson plans by the teacher.

Important Information located at www.paramount.k12.ca.us

- The District Calendar is available on the Paramount Unified School District website at www.paramount.k12.ca.us under the School News and Resources heading found on the home page.
- A District map can be found on the website under District, then District Information.
- Information about individual schools can be found on the District website by clicking on Schools, the type of school, and then the name of the school.
- Substitute teachers are required to observe the same work schedule as regular teachers, or the start and end times specified on the job assignment in the SmartFindExpress System. Deviation from the hours identified on the job assignment will require school administration approval.



APPENDIX:

School Information & Board Policies

The following **school information** is included in the Appendix:

- District Map
- Contact Information for Schools
- School Parking Instructions
- Beginning and Ending Times for Schools



Also, included are the following
miliar with:

- BP 0100 - Mission/Vision
- BP 1150 - Community Relations - Responsibilities of School Personnel
- BP 4040 - Employee Use of Technology
- BP 4118.112 - Sexual Harassment Complaints
- BP 4118.4 - Professional Attire
- BP 5141.4 - Child and Dependent Adult Abuse Reporting Policy and Procedures

Board Policies you must be fa-

Statement

**Please sign the attached Staff Review
indicating that you have received the Board Policies
and return the form to Human Resources.**

Paramount Unified School District
Human Resources Division

Staff Review

I, _____,
acknowledge that I have received training and/or information on
the following:

- Substitute Handbook
- Mission/Vision Statement
- Community Relations - Responsibilities of School Personnel
- Employee Use of Technology
- Sexual Harassment Complaints
- Professional Attire
- Child and Dependent Adult Abuse Reporting Policy and Procedures

Substitute Signature

Date