

Paramount Unified School District Personnel Services Division

Substitute Handbook Established 2024



15110 California Ave. Paramount, CA 90723
(562) 602-6000 Fax: (562) 602-8111



Board of Education



Eddie Cruz
President



Alicia Anderson
Vice President/Clerk



Yesenia Cuarenta
Member



Sonia De Leon
Member



Diane J. Martinez
Member

District Administration



Joshua L. Lightle, Ed.D.
Superintendent



Linsey Gotanda, Ed.D.
Deputy Superintendent
Pupil & Personnel Services



Patricia Tu
Assistant Superintendent
Business Services



William Nelson, Ed.D.
Assistant Superintendent
Educational Services



Welcome

Dear Paramount Unified School District Employee,

Welcome to our school district! I am thrilled to extend a warm greeting to each of you as you join our team. Your decision to become part of our educational family is something we deeply value, and I want you to know that you are now an integral part of our Paramount community.

Our district is known for its commitment to fostering an environment where students thrive, and we believe that every role plays a crucial part in this mission. As substitute teachers, you bring flexibility, fresh perspectives, and an essential continuity that helps keep our schools running smoothly. Your contribution is vital to maintaining the high standards of education and care that we provide.

We are a district that puts students at the heart of everything we do. Our goal is to create a supportive, inclusive, and engaging learning environment, and we know that with your help, we can continue to make a positive impact on each student's educational journey. You are now part of a community that values collaboration, respect, and a shared commitment to student success.

Thank you for joining us in this important role. We are excited to work with you and support you in making a difference in our students' lives. Please know that our doors are always open for any questions or support you may need. Together, we will continue to build a nurturing and dynamic educational experience for all.

Once again, welcome to the team! We look forward to the positive energy and enthusiasm you will bring to our schools.

Warm regards,

A handwritten signature in blue ink, appearing to read "J. Lightle".

Dr. Joshua L. Lightle

Superintendent



Strategic Plan



Foundation

Our vision is guided by the mission, vision, goals and priorities of the District's strategic plan.

District Mission

The mission of Paramount Unified School District is to empower every student to achieve their full potential by providing innovative, high- quality educational programs tailored to their individual needs and goals. We are committed to fostering a life-long love of learning in a safe and supportive environment where students from diverse backgrounds feel valued and inspired.

District Vision

The vision of Paramount Unified School District is to create a district where quality education, equity, diversity, and inclusivity are at the core of everything we do. We aim to provide a safe and supportive environment with exemplary, highly qualified staff. Through strong partnerships and open communication, we will work collaboratively to empower our students to become successful, resilient, well-rounded individuals ready to make a positive impact on the world.

Strategic Priorities

- Elevate deeper learning and college, career, and life readiness.
- Implement comprehensive professional learning, leading to effective change.
- Cultivate a nurturing and emotionally safe environment to strengthen well-being, belonging, and a sense of safety.
- Enhance family and community engagement.
- Build an inclusive and equitable school district.

The work of our Instructional Vision is in the service of supporting each learner in our District to achieve great heights and to have the skills and knowledge articulated in our Learner Profile.



School Sites

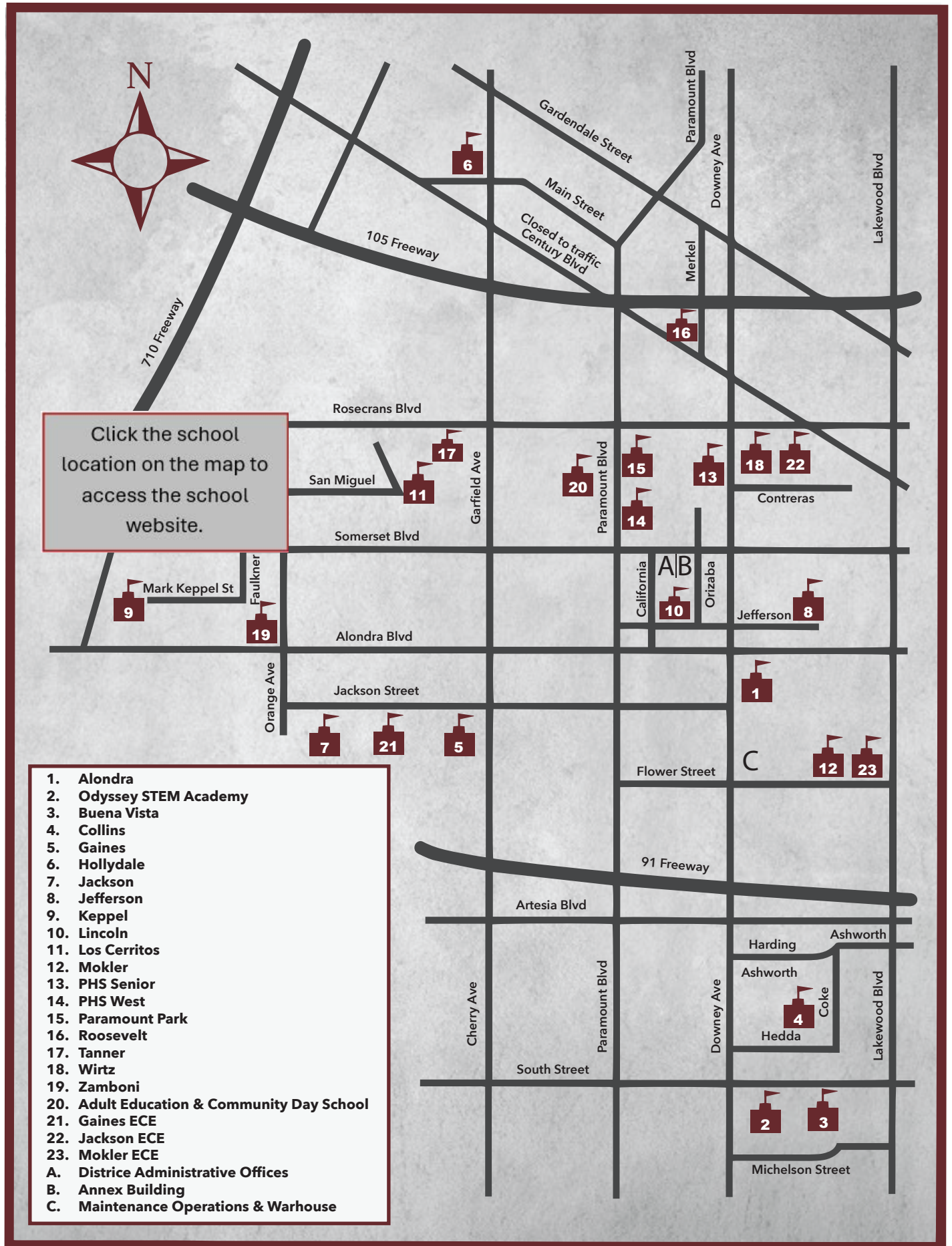
Site	Grade	Address	Telephone	Principal	Hours of Operation
Alondra	6-8	16200 Downey Ave Paramount, CA 90723	(562) 602-8004	Andrea Aguilar-Nuno	7:30 AM - 4:30 PM
Buena Vista High School	10-12	3717 Michelson St. Lakewood, CA 90712	(562) 602-8090	Morrie Kosareff	7:30 AM - 4:30 PM
Captain Raymond Collins	K-5	6125 Coke Ave. Long Beach, CA 90805	(562) 602-8008	Margie Domino	7:30 AM - 4:30 PM
Wesley Gaines	K-5	7340 E. Jackson St. Paramount, CA 90723	(562) 602-8012	Karen Sullivan	7:30 AM - 4:30 PM
Hollydale	K-8	5511 Century Blvd. South Gate, CA 90280	(562) 602-8016	Hilda Mapp	7:30 AM - 4:30 PM
Leona Jackson	6-8	7220 E. Jackson St. Paramount, CA 90723	(562) 602-8020	Kelly Anderson	7:30 AM - 4:30 PM
Jefferson	K-5	8600 Jefferson St. Paramount, CA 90723	(562) 602-8024	Kelly Williams	7:30 AM - 4:30 PM
Mark Keppel	K-5	6630 Mark Keppel St. Paramount, CA 90723	(562) 602-8028	Michael Naruko	7:30 AM - 4:30 PM
Abraham Lincoln	K-5	15324 California Ave. Paramount, CA 90723	(562) 602-8036	Anastasia Ferrarer-Bias	7:30 AM - 4:30 PM
Los Cerritos	K-5	14626 Gundry Ave. Paramount, CA 90723	(562) 602-8040	Linh Roberts	7:30 AM - 4:30 PM
Major Lynn Mokler	K-5	8571 E. Flower St. Paramount, CA 90723	(562) 602-8044	Holly Hennessy	7:30 AM - 4:30 PM
Odyssey STEM Academy	9-12	3701 Michelson St. Lakewood, CA 90712	(562) 602-8032	Alicia Megofna	7:30 AM - 4:30 PM
Paramount High -Senior	10-12	14429 Downey Ave. Paramount, CA 90723	(562) 602-6067	Elizabeth Salcido	7:30 AM - 4:30 PM
Paramount High -West	9	14708 Paramount Blvd. Paramount, CA 90723	(562) 602-8073	Ebony Jordan	7:30 AM - 4:30 PM



Site	Grade	Address	Telephone	Principal	Hours of Operation
Paramount Park	6-8	14608 Paramount Blvd. Paramount, CA 90723	(562) 602-8052	Peter Loaiza	7:30 AM - 4:30 PM
Theodore Roosevelt	K-5	13451 Merkel Ave. Paramount, CA 90723	(562) 602-8056	Michelle Soto	7:30 AM - 4:30 PM
Howard Tanner	K-5	7210 Rosecrans Blvd. Paramount, CA 90723	(562) 602-8060	Belki McConnell	7:30 AM - 4:30 PM
Harry Wirtz	K-5	8535 Contreras St. Paramount, CA 90723	(562) 602-8068	Lisa Nunley-Macon	7:30 AM - 4:30 PM
Frank J. Zamboni	6-8	15733 Orange Ave. Paramount, CA 90723	(562) 602-8048	Lisa Kirk	7:30 AM - 4:30 PM
Adult School & Community Day School		14507 Paramount Blvd. Paramount, CA 90723	(562) 602-8080 (562) 602-8084	Yvonne Rodriguez	7:30 AM - 4:30 PM
Wesley Gaines ECE	PK	7340 E. Jackson St. Paramount, CA 90723	(562) 602-6900	Karen Sullivan / Rita Cruz-Wahl	7:30 AM - 4:30 PM
Major Lynn Mokler ECE	PK	8571 E. Flower St. Paramount, CA 90723	(562) 602-6903	Holly Hennessy / Rita Cruz-Wahl	7:30 AM - 4:30 PM
Harry Wirtz ECE	PK	8535 Contreras St. Paramount, CA 90723	(562) 602-6908	Lisa Nunley - Macon/ Rita Cruz-Wahl	7:30 AM - 4:30 PM



MAP OF THE PARAMOUNT UNIFIED SCHOOL DISTRICT





District Calendar

PARAMOUNT UNIFIED SCHOOL DISTRICT

MASTER CALENDAR 2024-25

JULY 2024					AUGUST 2024					SEPTEMBER 2024					OCTOBER 2024				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	2	3	4	5	6		1	2	3	4
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
29	30	31			26	27	28	29	30	30					28	29	30	31	

NOVEMBER 2024					DECEMBER 2024					JANUARY 2025					FEBRUARY 2025				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6			1	2	3	3	4	5	6	7
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	30	31				27	28	29	30	31					

MARCH 2025					APRIL 2025					MAY 2025					JUNE 2025				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
31					28	29	30			26	27	28	29	30	30				

2024-2025 Important Dates

Aug 8-9	Teacher Workday/Pupil Free Day	Mar 31-Apr 4	6-8 Open House Week
Aug 12	First Day of Instruction	Mar 31	Trimester 2 K-5 Report card available in ParentVUE
Aug 12-14	Minimum Day		
Aug 26-30	K-5 Back to School Week	Apr 7	9-12 3rd Quarter Report Card Mailed
		Apr 8	6-8 3rd Quarter Report Card Mailed
Sept 2-6	6-8 Back to School Week		
Sept 9-13	9-12 Back to School Week	Jun 2-5	PHS Finals Week
		Jun 5	Last Day of classes/Minimum Day
Oct 14	Professional Development/Pupil Free Day	Jun 6	Teacher Workday/Pupil Free Day
Oct 21	9-12 1st Quarter Report Card Mailed	Jun 9	Trimester 3 K-5 Report card available in ParentVUE
Oct 22	6-8 1st Quarter Report Card Mailed		
Nov 18	Trimester 1 K-5 Report card available in ParentVUE	Jun 12	9-12 2nd Semester Report Card mailed
		Jun 12	6-8 2nd Semester Report Card mailed
Dec 17-20	PHS Finals Week		
Jan 13	Teacher Workday/Pupil Free day	2024-2025 School Holidays	
Jan 14	Students Return	Sept 2	Labor Day
	9-12 1st Semester Report Card mailed	Nov 11	Veterans' Day
		Nov 25-29	Thanksgiving Break
Jan 16	6-8 1st Semester Report Card mailed	Dec 23-Jan 13	Winter Break
		Jan 20	Martin Luther King, Jr. Day
Mar 17	Professional Development/Pupil Free Day	Feb 10	Lincoln's Birthday
Mar 17-21	9-12 Open House Week	Feb 17	Washington's Birthday
Mar 24-28	K-5 Open House Week	Apr 14-18	Spring Break
		May 26	Memorial Day

○ = Pupil Free Day ■ = Holiday



Employment Information

Employment Status

At-Will	Substitute employees are those people employed on call as needed to perform the duties of permanent employees during their absence from duty. Substitutes are considered at-will, which means your employment may be ended with or without cause by the employer. If you are on our substitute list and you do not work in any type of position within 60 days, you will be removed from our substitute list. Each spring, you will receive a notification of reasonable assurance asking you if you plan to return for the new school year.
Assignments	Substitutes work on call and as needed and therefore have no guarantee of work. Typically, substitutes are notified of available assignments through the automated SmartFind Express system.
Resignation	Should you wish to resign from your position, you must complete and submit an Employee Resignation Form found under the Resources tab>Staff Resources>District Forms>Personnel Services>Employee Resignation Form.
Evaluations	School sites and departments may complete a “Certificated Substitute Evaluation” if an incident occurs while a substitute is performing services for the district. A copy of the report will be sent to the substitute. If a substitute receives three negative incident reports, they will be released from the district.
Permanent Status	Should a substitute wish to pursue a permanent position, they should apply for vacancies within the district on Edjoin.org. Your status as a substitute employee does not automatically place you in the recruitment for permanent positions.

Credential and Certificates

Employees are responsible for keeping their credentials or permits current and valid. When you renew a credential or permit, you must notify the Personnel Services Division.

Discontinuation of Service

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 on the district website under the Resources tab. 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 Personnel Services by email and make yourself unavailable in SmartFind Express. Although you are not actively accepting assignments with PUSD, you must check your SFE profile periodically for any district notifications and expiration dates.

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 the 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.



Email Address

Once you complete the onboarding process, you will receive instructions via email on how to set up your district email account. The email will include your UserID, temporary password, and district email. You will be instructed to change your password.

Yearly Mandated Training

Annual online training is mandatory for all employees including substitute teachers. You will receive notice to complete this training each year.

Contact Information

Substitute Employment General Information	Monday-Friday 7:00 a.m. - 3:30 p.m. (562) 602-6010 Fax (562) 602-8118
SmartFind Express	24 hours a day / 7 days a week (424) 529-4733 https://paramount.eschoolsolutions.com Mobile App: SmartFind Express Mobile District App Password: PPZL
Fiscal Services - Payroll	Monday-Friday 8:00 a.m. - 4:30 p.m. (562) 602-6023



Evaluation

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 concerns about your services arise, a Certificated Substitute Evaluation form will be completed. This may result in a warning, suspension, or permanent removal from the substitute pool. However, if you are doing an exceptional job, any positive notes, letters or emails forwarded to Personnel Services will be maintained in your personnel file.

Actions and behaviors that can lead to removal from the substitute program include any of the following:

- Negative Certificated Substitute Evaluation(s)
- Three (3) or more last-minute cancellations 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 designee, indicates that the students are not obtaining appropriate benefit from the substitute teacher's services

Personnel Files

Personnel Services 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 your application, references, background check results, transcripts, copy of your substitute permit or teaching credential, and record of any mandatory training. Your personnel file may also contain satisfactory and/or unsatisfactory work evaluations, letters, emails. In the event an unsatisfactory evaluation is submitted to Personnel Services, you will be notified that it was received. If at any time you wish to review the contents of your personnel file, please submit a written request to Personnel Services. You will be contacted with a date and time that you may review your file.



Salary and Attendance Information

Salary

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 two days a week. To remain in the system, you are expected to work as much as the system offers work. All substitute profiles are monitored regularly to make sure jobs are being accepted.

Substitute Workday and Rate of Pay

Full Day: Anything over a half day Half-Day: 3.5-4 hours	Daily Rate: \$225.00 Half Day Rate: \$112.50 Long-Term Rate: \$250.00
Substitutes are to arrive 30 minutes prior to the start of the school day and remain 30 minutes after the school day ends if coverage of a teacher duty is scheduled.	
If you are a substitute for a teacher with a preparation period, you are to remain on campus and check with the office to see if there is something in which they need your help. You are NOT to leave campus during preparation periods or leave early - doing so may result in your dismissal.	
Substitutes must work 3.5 hours to be paid for a half-day.	

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 Personnel Services with the school and/or department administrators. Once you are approved and assigned to a long-term substitute position, after twenty (20) full consecutive 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 return to the regular daily rate.

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 (ex: 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 schedule. Any questions concerning pay for days worked are to be directed to the payroll department as soon as possible.



Paychecks

On payday, checks may be picked up in Fiscal Services by 4:30 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. Printed paycheck stubs can be downloaded from districtbusinessportal.lacoe.edu

Substitute Sick Leave

Senate Bill 616 has added to your ill time allowance delineated in the Healthy Workplace Healthy Family Act of 2014 (AB 1522). Commencing on January 1, 2024, all short-term/ substitute employees will be entitled to five (5) (maximum of 40 hours but proportionate to the hours you work) ill/sick days per year.

Additionally, below are important items to remember:

- 1. PARAMOUNT UNIFIED SCHOOL DISTRICT will limit the use of paid ILL leave to 5 days (maximum of 40 hours but proportionate to the hours you work) per year. A short-term/substitute employee may use paid ILL leave beginning the 90th day of employment.
- 2. You will not accrue more than 5 days or 40 hours of ILL leave in one year.
- 3. You may request use of your accrued ILL time by notifying the department head at the site you are working at prior to using the time. This should be followed up by submitting an online District Leave Request. See link: [District Leave Form](#)
- 4. Once the District Leave Request for Confirmation of ILL Time has been digitally approved by the site administrator, an electronic copy will be sent to the Payroll Department for processing. An electronic copy will also be sent to you for your files.
- 5. If you submit a request for Confirmation of ILL Time online but do NOT have any time accrued, the absence will not be paid.
- 6. ILL-pay will be paid at employee's current regular rate of the position worked during the period that ILL time is used. Overtime or double time rates will NOT be used in calculating ILL pay.
- 7. If you become separated (resign, retire or released/terminated) from the District, there will NOT be a payout of accrued ILL leave.

Substitute Teachers, please follow the procedures on the attached form. We truly appreciate all the hard work that each and every one of you contributes to the District.

Instructions for Substitute Teachers to Request Paid Sick Leave

Please read the instructions carefully first before clicking on the link.

Substitute teachers must submit the **Confirmation of Ill Time** online using the following link: [DISTRICT LEAVE FORM](#).

Enter your username and password (the same information used to access your district email.)



Instructions for Substitute Teachers to Request Paid Sick Leave

Please read the instructions carefully first before clicking on the link.

Substitute teachers must submit the **Confirmation of Ill Time** online using the following link: [DISTRICT LEAVE FORM](#).

Enter your username and password (the same information used to access your district email.)

Sign in
https://pforms.paramount.k12.ca.us

Username **JSmith**

Password *****

Sign in Cancel

Type your District user name and password. Once signed in, the form will appear and you can proceed to complete & submit.

Please follow the instructions below to submit for your sick pay leave.

Date: The system will automatically generate date

Employee Type: Select: Substitute

Type of Request: Select: **CONFIRMATION OF ILL TIME (For Substitute Employees only)**.

Enter your Name: As you enter your last name your entire name will populate – select it

Email: Enter your district email ([@paramount.k12.ca.us](#))

Site/Department: Select the school site you canceled the assignment (do not select Personnel Services)

Enter the date(s) of cancelation: Enter the date or dates. Click on Add if you are requesting multiple dates for the same site. You must submit a new leave form if you request sick pay for various school sites.

Days: Enter the total number of days per job number.

Floating Holiday: Does not apply to your classification.

Additional Comments: (VERY IMPORTANT- MUST INCLUDE or request will NOT be processed)

Type in: Job #, School site, Teacher's Name & Grade (this is how the site can locate your cancelation and verify that you canceled due to PERSONAL ILLNESS).

Lastly, sign and submit. You will receive a confirmation email shortly after.

If you have any questions, contact Personnel Services at (562) 602-6010.



STRS

Membership in STRS is mandatory after 100 days of substitute teaching in a fiscal year (July 1st-June 30th). Substitutes will automatically become members, and 10.205% of your gross earnings will be deducted from your pay warrant and deposited into your retirement account. You will need to monitor your total days worked, as the deduction is retroactive to the eligibility date and could result in a large initial deduction if not reported promptly. Classic STRS members (membership prior to January 1, 2013) pay the rate of 10.25%. The funds deposited into your account from the 10.25% or 10.205% deduction belong to you and may be withdrawn if you terminate your employment as a substitute teacher with all districts. Substitute teachers are subject to payroll deductions required by law. This includes Federal Withholding Tax and California State Income Tax. This amount varies according to the number of dependents listed on the W-4 Form completed at the time of employment; income tax also varies with the amount earned. A Withholding Tax Statement (W4) is filed with the Personnel Services prior to employment.

myCalSTRS is your online resource for accessing and managing your personal information on file with CalSTRS. You must set up your account at www.mycalstrs.com to submit your beneficiary information.



Smart/Find Express System

What It Is	SmartFind Express is an automated placement service that makes it easy for you to find and accept assignments either by using the Internet or a phone.
How It Works	A TEACHER enters an absence directly into the system. The system begins the process of finding a substitute by telephoning, emailing and posting the job on the SmartFind Express website: https://paramount.eschoolsolutions.com The SUBSTITUTE uses the system to search for assignments, manage availability, view schedule, change personal information, find and accept jobs online and find and accept jobs over the phone.
Assignment Calls	A substitute will be contacted according to their availability in their substitute profile. Please update your information in the system. All substitute teachers should be accessible by Internet and/or telephone. When you accept a job, you must present a confirmation number at the job site. If two substitutes show up for the same job, the substitute with the confirmation number will get to work for the day. If a system error or operator error contributed to a “double booking” of an assignment, please contact Personnel Services. 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 prepare.
Workday Summary	Your workday will closely mirror the duty of the teacher you are replacing. However, since you are not required to prepare 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 arises which requires you to leave the school grounds during your assignment, please contact an administrator for directions.
Completing an Assignment	Please leave the classroom in good order. If money is collected, a receipt needs to 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 questions around the use 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 any information, keys and device provided to you regarding your assignment that day; check out/sign the required forms/timecard.

Helpful Resources

SFE Substitute Text Message Job Offers	Substitute User Guide SmartFindExpress Mobile App
Substitute User Guide-Text Message Job Offers	New User Experience User Guide



Welcome Email Sent by SmartFindExpress

Your SmartFind Express – Step 2 Login Information Instructions – Online Access

Step – 2 instructions.

Once you've finished registering over the phone, you must copy the link below to your browser. Enter your Access ID: **xxxxxxx** (your phone number without the area code) and the 6-digit PIN (one-time password) you created over the phone, click submit, and follow the instructions carefully. You **must** create an online password and **validate your email to complete your profile.** Click on the bell at the top right corner of your profile and follow the instructions.

If you ever forget your password, click "forgot password" and follow the instructions. Your Access ID will always be: **xxxxxxx** unless you submit a phone number change to Personnel Services, it will be changed to your new number.

I recommend that you make time to learn to use the system by clicking on the **"question mark"** in the upper right corner.

Our app has been set up; you can download it to your phone. Please be sure to look for it in your app store.

Website Link: <https://paramount.eschoolsolutions.com/logOnInitAction.do>

SFE system #: (424) 529-4733

District code for app: **PPZL**

Respectfully,



Substitute Responsibilities

Lesson Plans

Follow the lesson plans. If you are not provided with adequate lesson plans or information, you should:

- Call the office to see if plans were left there or if there are emergency plans available.
- Check with a neighboring teacher or teacher in the same department for assistance.
- Look around the classroom to locate where the teacher may have left off the previous day.
- Depending on the grade level, ask the students for information about what they worked on the previous day or academic routines followed in the class.

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 you assign beyond the lesson plans should be left for the regular teacher to examine and evaluate. Long-term substitute teachers will be given more guidance regarding this area.

Daily Records

Attendance: Keep an accurate record of the daily attendance. Always take attendance following the directions given by the school. Check over the absence list and compare 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.

Discipline

Before reporting to an assignment, inquire of school administration and/or familiarize yourself with the 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 designee. If you doubt your method or approach to handling discipline problems, check with the principal or other school administrator. Corporal punishment is prohibited.



General Information for the Success of a Substitute

Plan to arrive at your assigned room well in advance of the 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 to 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 playground duty, etc. The prompt and faithful performance of these duties is necessary for the school's smooth and safe operation. 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:

- Providing continuity of instruction by following the lesson plan.
- Maintaining classroom control.
- Providing honest feedback to the regular teacher as a detailed note at the end of each day.
- Making the day meaningful to the students. Supplement the daily program, when necessary, with your own innovations.
- Professional demeanor is expected (dress, language, behavior, cleanliness, grooming, etc.)

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 faculty and students' acceptance.

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.

Avoid having 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 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, the school, the school district, and 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 contacting the regular teacher.

Any injury 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, other than water.

Check out with office at the end of the day.



Board Policies

Board Policies and Regulations are maintained by the Governing Board and are updated upon changes in law. These policies and regulations support managers and staff in how to proceed in directed areas. Many Board Policies follow Education Code, Government Code, or Labor Law.

[Access Board Policies](#)

[Board of Education](#)

Most Frequently Used Policies

Policy	Description
Policy 1313: Civility	The District seeks to promote mutual respect, civility, and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of speech but only to maintaining, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of the District, as well as in the community, the District encourages positive communication and will not condone volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.
Policy 4020: Drug And Alcohol-Free Workplace	Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.
Policy 4030: Nondiscrimination In Employment	The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying against an individual or group based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital, family, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
Policy 4040: Employee Use Of Technology	Employees shall be responsible for the appropriate use of technology and shall use the District's electronic resources only for purposes related to their employment in conducting District business.



	Cell phones - Employees shall adhere to California Vehicle Code when using electronic communication devices for District business while driving. An employee shall not use a cell phone or mobile communication device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.
Regulation 4112.3: Oath Of Affirmation	All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government code 3100-3102)
Regulation 4212.3: Oath Of Affirmation	
Policy 4119.11: Sexual Harassment	The Board of Education is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of the policy.
Regulation 4119.11: Sexual Harassment	Prohibited sexual harassment includes but is not limited to, unwelcome advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940). Training for staff is required every two years.
Policy 4119.21: Professional Standards	The Board of Education expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.
Policy 4119.22: Dress And Grooming	The Board of Education recognizes that employees are role models for the students and should maintain professional standards of dress and grooming during school hours and at school activities. To this end, it is strongly suggested and encourages that teachers dress and groom themselves in a manner appropriate to a productive learning environment. Employees shall adhere to the following: 1. All clothes must be neat, clean, wrinkle free, not frayed, in good repair and be an appropriate size, 2. Appropriate footwear must be worn at all times.



	<p>Shoes such as flip flops or extravagant sandals that create a safety or health hazard are not permitted. 3. Employees' hair must be neat and clean, 4. Clothes shall conceal undergarments at all times. See-through fabrics, spaghetti straps, low-cut tops, bare midriffs or sagging pants are not appropriate.</p>
<u>Policy 4119.24: Maintaining Appropriate Adult-Student Interactions</u>	<p>The Board of Education desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationships and lead to the appearance of impropriety.</p>



Mandated Reporting and Calling DCFS

SUSPECTED CHILD ABUSE REPORTING PROCEDURES

In California, the term mandated reporter refers to categories of professionals who are required by the Child Abuse and Neglect Reporting Act (CANRA) to report instances of actual or suspected child abuse or child neglect.

Child abuse must be reported when one who is a legally mandated reporter “has knowledge of or observes a child in their professional capacity, or within the scope of their employment whom they know or reasonably suspects has been the victim of child abuse or neglect,” (PC 11166[a]).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse,” (PC 11166[a][1]).

Reports must be made immediately, or as soon as practically possible, by phone to the Child Protection Hotline at 1-800-540-4000. A written report must be forwarded within 36 hours of receiving the information regarding the incident, either by mail or online, instructions below (PC 11166[a]).

To protect mandated reporters from repercussions for reporting as required, CANRA includes specific safeguards as follows:

§ Those persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required, even if the knowledge or reasonable suspicion of the abuse or neglect was acquired outside of their professional capacity or scope of employment. Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and disseminating the photograph with the report (P.C. 11172[a]).

§ No supervisor or administrator may impede or inhibit a report or subject the reporting person to any sanction (PC 11166[f]).

§ The identity of the reporting party and the contents of the child abuse report are confidential and may only be disclosed to specified persons and agencies (PC11167[d][1]; PC 11167).

§ In the event a civil action is brought against a mandated reporter as a result of a required or authorized report, he or she may present a claim to the State Board of Control for reasonable attorney’s fees incurred in the action if they prevail in the action or the court dismisses the action (PC 11172 [c]).

California Child Abuse and Neglect Reporting Act [Penal Code 11164 - 11174.3]



Substitute Sign Off Page

Paramount Unified School District

Personnel Services Division

Acknowledgement of Substitute Teacher Training

I, _____,

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

- Substitute Handbook
- PUSD Mission/Vision Statements
- PUSD Board Policies
- Procedures and Expectations for Substitutes
- Mandated Reporting Procedures

Substitute Signature _____

Date _____