



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
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303.702.7529

FROM THE SUPERINTENDENT OF SCHOOLS

Greetings and welcome to the St. Vrain Valley Schools. This guest teacher/substitute 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 and substitutes. 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

Substitute Office Kate Silva, Guest Teacher Scheduler silva_kate@svvsd.org 303.702.7529	Human Resources humanresources@svvsd.org 303.682.7435 svvsd.org/departments/human-resources
Substitute Office Josie Vigil, HR Technician & Guest Teacher Back-Up vigil_josephena@svvsd.org 303.682.7235	Employee Portal iv.svvsd.org Employee Email Access mail.svvsd.org
Leave Office Becca Ewer, Employee Leave Specialist ewer_rebecca@svvsd.org 303.682.7297	Absence Management Portal Red Rover app.redroverk12.com
Risk Management / Workers Compensation Heather Keith, Risk Management Manager keith_heater@svvsd.org 303.682.7428	Classlink launchpad.classlink.com District Technology Services (DTS) - Help Desk 303.702.7730 svvsd.service-now.com
Leave, ADA, Risk Management & Unemployment Irene Prado, HR Technician prado_irene@svvsd.org 303.682.7212	Licensure / Authorization Information Colorado Department of Education (CDE) cde.state.co.us 303.866.6600
Professional Development SVVS Office of Professional Development (OPD) svvsd.org/departments/professional-development External opportunities available at: Utah State University - Substitute Teaching Institute stedi.org	Colorado Public Employees Retirement Association (PERA) copera.org 800.759.7372

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) 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 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. It is your responsibility to let the Substitute Office or Human Resources (HR) know when you have an updated license or authorization.

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 the given deadline, guest teachers or substitutes will be inactivated in Red Rover and will be terminated in the system as a resignation before the first day of school in August.

Employment Eligibility: To be eligible for the next school year, all guest teachers and substitutes must follow these guidelines:

- All guest teachers and substitutes are required to work at least 10 assignments in the current school year.
- A letter of inactivity will be sent out in April to allow for time to reach 10 days before the end of the school year.
- If a guest teacher or substitute has not received a paycheck in over a year, they will be terminated as "Inactive Assignment" and they will need to reapply and attend an orientation.

Guest Teacher & Substitute 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.

General Information, continued

Employee Information: If you need to change your name, address, phone number or email address, please visit the Employee Portal (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 and District Communication: All substitutes receive a district email / SSO for accessing all SVVS applications except Red Rover. **It is the responsibility of every employee to check their SVVS email regularly.** All district related communication will be sent to your SVVS email.

Red Rover requires a personal email (i.e., Gmail); district emails are not permitted for this system for guest teachers and substitutes. **If you need to reset either your SVVS password or your Red Rover password, please contact Kate Silva in the Substitute Office.**

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. 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/substitute 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 an [employee who wants to be a guest teacher or substitute](#). To make this request or for more information, please contact the Substitute Office.

Resignation: Guest teachers or 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).

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 and substitutes 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/.

Personal Appearance and Attire: Guest teachers and substitutes 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/. 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 2026 - 2027 guest teacher/substitute 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
- Half days are counted as half days

Tier 1: 1 - 19 Days worked in the current school year	\$140 Full Day / \$70 Half Day	
Tier 2*: 20 - 79 Days worked in the current school year	\$150 Full Day / \$75 Half Day	*Campus Supervisor assignments will fall into this pay tier.
Tier 3**: 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.
Long Term Incentive Pay: 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
Special Education Paraeducator (Non-Teaching)	\$21.90 / hour	Does not qualify for long-term incentive pay & does not count towards the guest teacher/substitute tier days worked; does count towards total days worked
Preschool Special Education Paraeducator or Regular Preschool Paraeducator (Non-Teaching)	\$140 Full day / \$70 Half Day (Licensed guest teachers) \$19.25 / hour (Unlicensed classified substitutes)	Does not qualify for long-term incentive pay & does not count towards the guest teacher/substitute tier days worked; does count towards total days worked
Classified - Other* (These are other Classified positions that may need a guest teacher or substitute)	\$19.25 / hour	Does not qualify for long-term incentive pay & does not count towards the guest teacher/substitute tier days worked; does count towards total days worked

General Information, continued

Payroll: The payroll cutoff for all licensed guest teachers and substitutes 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
08.06.26 - 08.10.26	August 31, 2026
08.11.26 - 09.10.26	September 30, 2026
09.11.26 - 10.10.26	October 30, 2026
10.11.26 - 11.10.26	November 30, 2026
11.11.26 - 12.10.26	December 31, 2026
12.11.26 - 01.10.27	January 29, 2027
01.11.27 - 02.10.27	February 26, 2027
02.11.27 - 03.10.27	March 31, 2027
03.11.27 - 04.10.27	April 30, 2027
04.11.27 - 05.10.27	May 31, 2027
05.11.27 - 06.10.27	June 30, 2027

Long-Term Assignment Requirements: Guest teachers interested in working in a long-term assignment must hold one of the following:

- An **active Colorado teaching license**
- **3-year substitute authorization** or a **5-year substitute authorization from CDE***.
- **Note:** Additional content and/or background experience may be required for some long-term assignments (i.e., high school math, foreign language, etc.)
- ***1-year substitute authorization holders** may inquire with a school administrator about a posted long-term assignment, but final approval must be given by the Executive Director of HR.

Long-Term Assignment Selection & Preparation:

- Long-term roles require **principal recommendation** and may involve an interview.
- The Substitute Office will pay for **two (2) shadow or transition days** for the teacher and guest teacher.
- The principal secretary **may** request district technology that will begin on the first day of the assignment (for assignments 4 weeks or longer) and the guest teacher must return it when complete. For shorter assignments, schools may provide temporary technology access from devices they have onsite.
- The Substitute Office will manage the long-term assignment in Red Rover from start to finish.

General Information, continued

Long-Term Assignment Pay: An assignment is considered long-term when a guest teacher works in the same position for **eleven (11) consecutive workdays**.

- **Days 1 - 10** are paid at the guest teacher's current tier rate
- Beginning on **Day 11**, pay changes to the long-term incentive rate
- Long-term incentive rates **do not apply to classified positions** (i.e. Special Ed/Preschool Paraeducators).
- If there is a **break or interruption** in the assignment:
 - The consecutive day count resets. We understand extenuating circumstances come up and so this will be addressed on a case by case basis.
 - Pay returns to the guest teacher's current tier rate.
 - The guest teacher must contact the Substitute Office so the assignment can be reset or reassigned appropriately.

Early Long-Term Pay Approval: In certain situations, long-term pay may begin before Day 11. This requires approval from both the Principal and the HR Executive Director.

Long-Term Assignment Expectations: Long term guest teachers are expected to:

- Follow the schedule of the regular classroom teacher.
- Fulfill all responsibilities associated with the assignment during regular work hours.
- Work closely with the school administration & teaching team regarding classroom expectations, responsibilities and learning.
- If you need to request days off or need to take time off for illness, etc, please follow these steps:
 - Let the school administration & Substitute Office know as soon as possible
 - Contact the Substitute Office to remove you from the assignment
 - You can use your accrued HFWA time for sick time only.

Long-Term Guest Teachers may be compensated for:

- Parent/teacher conferences when assigned in Red Rover and paid for from the Substitute Office.
- Regularly scheduled school in-service sessions with prior principal approval and paid for from the Substitute Office
- Scheduled online learning days (if applicable), paid for from the Substitute Office.
- Up to two district-funded shadow days, paid for from the Substitute Office.

Long-Term Guest Teachers may not be compensated for:

- Non-student contact days
- Staff meetings
- Work completed outside regular school hours, including planning or grading completed at home.
- Extra duties that have not been approved by the Substitute Office.
- Personal absences from work unless covered by accrued sick leave.

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 or substitute 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/). 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 and substitutes 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/ 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 and substitutes 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 2026-2027

September 2, 2026

November 4, 2026

December 2, 2026

February 3, 2027

March 3, 2027

April 7, 2027

May 5, 2027

General Information, continued

Benefits for Guest Teachers and Substitutes:

1. **PERA (Public Employees Retirement Association):** Guest teachers and substitutes 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 and substitutes 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, web ID: SVVSD.
4. **Employee Discount Program:** Access discounts on products and services - stvrainfoundation.org/flyers/discounts-for-svvsd-employees
5. **Professional Development:** Guest teachers and substitutes 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.

*****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 (classlink.svvsd.org)
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). **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/. If you have any questions or concerns, please contact Heather Keith (keith_heather@svvdsd.org) or Irene Prado (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).

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. **Note:** *confirmation numbers are **date specific**. If for any reason, a guest teacher or substitute is removed and added back to the original assignment, a new confirmation number will be assigned.*

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

Red Rover Schedule: Please regularly review your schedule in Red Rover and ensure your notification settings are configured in a way that best supports you. Before each assignment, verify the school location, assignment details, and start time to ensure you arrive at the correct location and on time. If you have questions or concerns, please reach out to the Substitute Office.

If you accept an assignment in error, please remove yourself from the assignment as soon as possible or contact the Substitute Office for assistance.

If you use the Red Rover mobile app, you also have the option to sync your Red Rover schedule with your smartphone calendar to help manage assignments and reminders.

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).

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.

Same Day Guest Teacher / Substitute Cancellation: Assignments will be hidden from guest teachers or substitutes who cancel a same-day assignment.

- **Example:** A guest teacher or substitute is scheduled for a half-day assignment and they cancel that assignment the day of, they will be unable to see any other assignments for the remainder of that day.
- If a same-day assignment is canceled by the teacher or the school, the guest teacher or substitute will still be able to see other assignments that day, once they are removed from the previous assignment.

Red Rover, continued

Attendance: Guest teachers and substitutes are expected to arrive at least 30 minutes prior to the assignment start time (**see the next section, “School & Classroom Procedures - Arrival, Check-in and Start Time Expectations”**). If this is not met, school administration may notify the Substitute Office, and the Substitute Office will follow up with the guest teacher or substitute via email to review the arrival expectations.

If a guest teacher or substitute anticipates arriving later than the expected 30-minute early arrival time, it is their responsibility to contact the school as soon as possible. Providing advance notice allows school staff time to arrange temporary coverage until the guest teacher or substitute arrives.

Please note that if a guest teacher or substitute has not arrived for their scheduled assignment and the school has not received communication regarding the delay and/or have not been able to reach the guest teacher or substitute, schools may secure alternate coverage or remove the assignment to ensure classroom coverage needs are met. If a guest teacher or substitute is dropped from a position due to a no-show/no-call, they will not be paid for that day.

School & Classroom Procedures

Substitute Work Day: Guest teachers and substitutes 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 or substitutes 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 or substitutes 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 or 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 or substitute 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; with the exception of before or after school bus duty. 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.

School & Classroom Procedures, continued

Classroom Management Responsibilities, continued:

- 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.
- 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 or substitute planning, unless in a long-term assignment. Guest teachers and substitutes should not be asked to assist with morning or afternoon bus duty. If you are, please let the Substitute Office know.

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. Once you've ensured all students have successfully been dismissed, check out at the front office and return all keys and materials.

Building Communication & Support: Building staff and administration should be your primary point of contact during the school day. Please communicate directly with school staff regarding any needs or updates related to your assignment, including, but not limited to, arrival time, early departures, technology assistance, student support, or other assignment-related questions or concerns.

If questions or concerns arise while working at a school site, guest teachers and substitutes are encouraged to address them directly with building administration whenever possible. Principals and school administrators are best positioned to provide immediate support, clarification, and assistance related to building procedures, expectations, staff interactions, or assignment-specific concerns.

If you are uncomfortable addressing a concern directly with building administration or feel additional support is needed, please contact the Substitute Office for assistance and guidance. The Substitute Office is always available to provide additional support; however, during the school day, school staff should generally be your first point of contact, as they are best equipped to provide immediate assistance and support.

To maintain professionalism and ensure concerns are addressed appropriately, guest teachers and substitutes should avoid discussing school-specific concerns, issues, or experiences with staff at other school locations. Concerns should be communicated directly to the building administration or to the Substitute Office so they can be addressed through the appropriate channels.

Student Interactions

Student Information: Consider all records and information pertaining to a student as confidential. If a guest teacher or substitute 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 and substitutes 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 and substitutes 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 or substitute 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 or substitute, 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 or 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/substitute pool. A final decision will be communicated to the guest teacher or substitute once the review is complete.

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