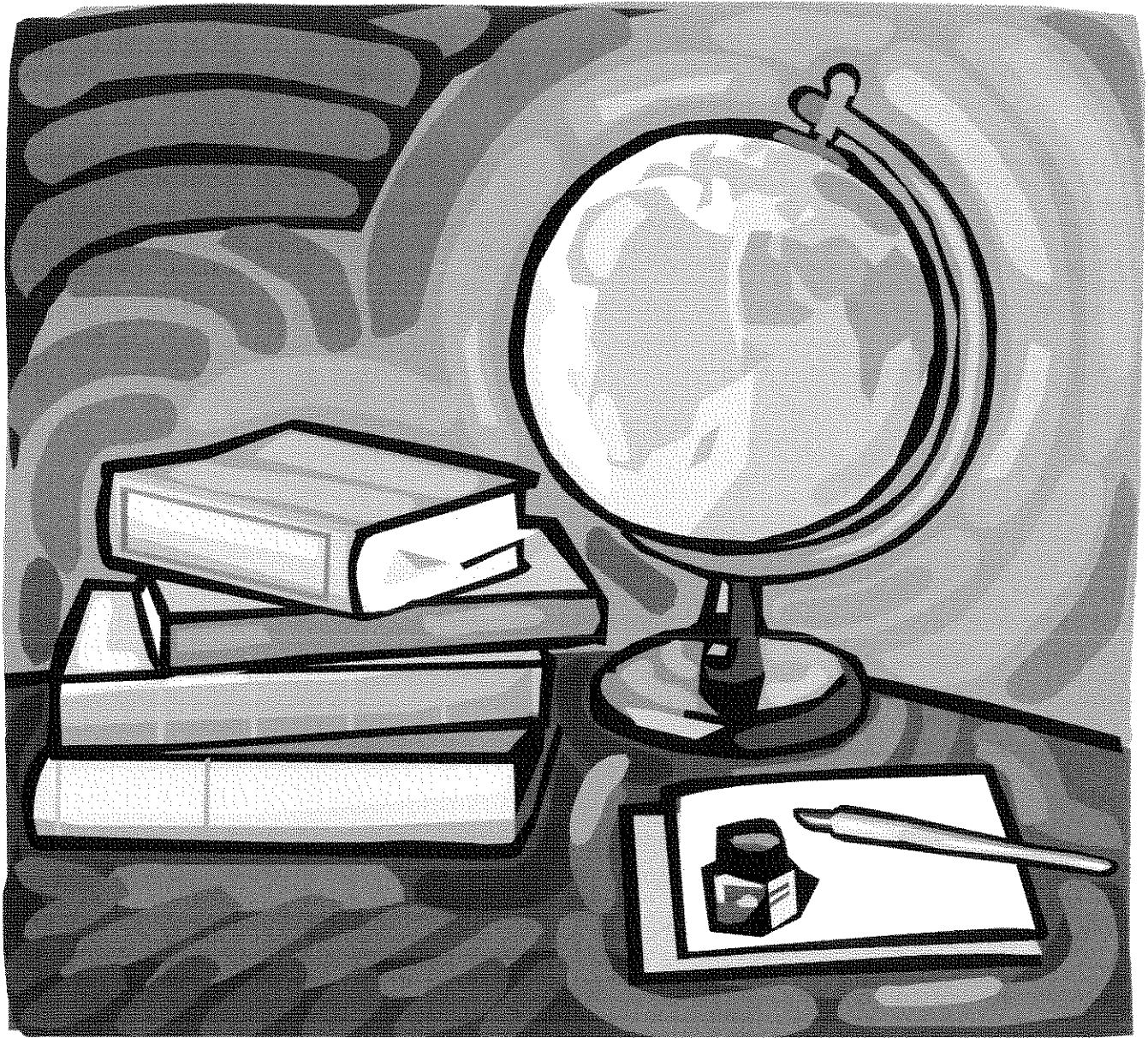


**FARMINGTON PUBLIC SCHOOLS  
2011-2012  
PESG EMPLOYEE  
SUBSTITUTE HANDBOOK**



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**You may reach the sub office at (248) 489-3560. Hours: 7:00-4:00**

Welcome to Farmington Public Schools.

The purpose of this handbook is to provide the substitute employee with practical information about Farmington Public Schools, to provide references and helpful hints, and to offer guidelines in order to promote a positive experience for the substitute and to facilitate learning for the students.

### **THE ROLE OF THE SUBSTITUTE EMPLOYEE**

Substitute employees are PESG contract employees who are called to fill assignments for one day or more while regular employees are absent, or to fill temporary positions created by emergencies.

It is the responsibility of the guest teacher to further student learning, to teach the curriculum, to ensure student safety by maintaining order in the classroom, to maintain classroom records, and to fulfill any other teacher obligations that may be necessary (i.e. bus duty or cafeteria supervision).

### **TO FURTHER STUDENT LEARNING**

The goal of classroom instruction is to help students attain the attributes of the Student Profile while mastering core curriculum standards.

Guest teachers should become familiar with the Student Profile and reinforce it through instructional practice. We expect our students to make continuous progress toward achieving these outcomes. Continuous reinforcement by all staff of Farmington Schools will give a consistent message to our students that we expect them to be responsible for their learning.

### **STUDENT PROFILE**

#### **QUALITY PRODUCER**

Strives to achieve high standards; draws upon prior knowledge; uses appropriate tools to create praiseworthy products and processes; persistently tries to improve the caliber of one's work; takes pride in progress made; motivated by a work ethic and disciplined to honor it.

**RESPONSIBLE CITIZEN**

Dedicated to democratic values; pursues the common good; safeguards universal human rights; feels a common bond with other Americans and identifies with the ideals of the American heritage; loyal to the nation's institutions but critical when society strays from its principles; cherishes one's legal rights and upholds civic duties; serves the community and exerts influence in public affairs; cares about the dignity and well-being of all people.

**THOUGHTFUL PROBLEM SOLVER**

Recognizes problems when they arise and is motivated to solve them; weighs alternative solutions before acting; poses questions and explores imaginative ways to answer them; thinks both critically and creatively; evaluates the effectiveness of solutions attempted.

**COLLABORATIVE TEAM MEMBER**

Works cooperatively; resolves disputes constructively; suspends competition when appropriate to work collectively; perceives divergent viewpoints and responds to them with understanding; functions responsibly as a member of a family and other social group.

**EFFECTIVE COMMUNICATOR**

Precise in thought; fluent in use of oral and written language; adept with non-verbal forms of expression; adapts communication strategies to suit a purpose; uses various media to express oneself; seeks out ideas of others and checks their perceptions and understandings.

**HEALTHY INDIVIDUAL**

Pursues a variety of interests and maintains balance among them; committed to both emotional and physical well-being; self-regulating; respects one's own dignity; expresses emotions constructively; adapts effectively to changes in one's life; forms caring relationships.

**KNOWLEDGEABLE THINKER**

Builds a bank of powerful ideas from various academic fields; uses these ideas to assimilate new information and construct meaning; applies knowledge to real-life challenges.

**LIFE-LONG LEARNER**

Sustains learning across one's life span; creates a vision of the future and sets attainable goals for realizing that vision; continually seeks to renew and extend competence.

## TO TEACH THE CURRICULUM

### Lesson Plans

All teachers are required to develop lesson plans. These are written in advance and made available to the guest teacher. They are to be used as a guide in the development of each day's lesson. The lesson plans of the regular teacher *should be followed as closely as possible*. In you are unable to locate lesson plans you should notify the principal's office as soon as it is practical to do so. In the event that no lesson plans are available, or if an assignment is made in a subject in which the substitute is not competent to teach, *the guest teacher should be prepared with flexible, creative, and age/ability appropriate plans that are adaptable to the situation*. All assignments by the guest teacher should be checked, but grades, if assigned, should not be recorded in the grade book of the regular teacher.

All lessons should promote learning and student growth while respecting the dignity and self-esteem of all students.

### Components of an Effective Lesson

While there are many and varied ways to teach the curriculum, most teaching strategies contain the following elements: an introduction, instruction, practice and feedback, and assessment.

*Introduction:* An effective introduction elicits student interest, engages the student in the subject, ties the new learning to previous learning, and explains the relevance of the objectives to be taught.

*Instruction:* Instruction may be either teacher driven, such as lecture, demonstration, teacher led question and answer, or teacher led discussion, or student driven such as exploration and experimentation, student led discussions or student led question and answer sessions. In either style, new information is presented and explained in sufficient detail to promote comprehension. Check for understanding.

The most effective instruction usually incorporates more than one presentation style and includes multiple modalities. It would always be beneficial to use word maps, diagrams, or some other visual representation of the material to enhance student understanding.

*Practice and Feedback:* After instruction has occurred students should be allowed to practice the assignment with guided assistance. The teacher should closely monitor what the students are doing. Mistakes need to be immediately corrected. The whole class may participate in the first few examples. When the teacher is certain that the students have understood both the lesson and the directions the class may proceed to independent practice or cooperative learning.

*Assessment:* Assessment should convey information about what the student did well and

where the student requires further study. Therefore, when correcting papers it is helpful to put *constructive* comments on the paper. Students should also be encouraged to self-assess.

### **SOME SPECIFIC SUGGESTIONS: GIVING DIRECTIONS**

1. Gain the attention of all students before giving instructions.
2. After giving instructions, ask a student to repeat the instruction.
3. Quiz the class about what they are to do, rather than only inviting questions. (Avoid saying “Are there any questions?”)
4. Write a brief summary of instructions on the board. Number them if more than 2 steps.
5. Watch all students’ faces carefully while you give directions. Look for signs of confusion or inattention.
6. Do a few problems (questions) with the class. Show them exactly how their papers should look. Model what you expect. (An overhead projector works well for this.)
7. While you watch the class, have everyone head their papers and do one or two problems. Announce the answer(s). Ask for a show of hands. Work the problem(s) on the board quickly.
8. Circulate and look at every student’s paper.

Modified from the RCTL Program - Research & Development Center for Teacher Education, The University of Texas at Austin

## TO ENSURE STUDENT SAFETY

### Classroom Management

The guest teacher is expected to maintain a safe and orderly classroom and is responsible for the conduct of the class. Below are some guidelines and suggestions for maintaining classroom discipline and to promote problem solving.

1. **Be prepared.** Arrive early in order to review lesson plans, familiarize yourself with the building and locate needed materials. Make sure to stop at the office to get information about any special activities that may affect the usual class schedule.
2. **Take charge of the classroom.** Start the class decisively. Greet the students at the door. Give the impression that you are in charge. Take roll efficiently. Make eye contact with each student. Give directions concisely. Be thorough, but brief.
3. **Clarify expectations about student conduct.** Use a classroom discipline plan. Most teachers have a classroom discipline plan, which is usually posted in the room. At the elementary level there are building level procedures to be followed. If a discipline plan is not available, the guest teacher should implement his or her own plan. Give specific directions about desired behavior. In accordance with the Student Profile students are expected to be responsible citizens. Give specific directions about actual behavior in a pleasant, but matter-of-fact tone to help students monitor their own behavior. Circulate frequently around the classroom.
4. **Communicate the significance of learning.** Minimize the time spent on procedural matters. Gain student attention and participation. Provide learner feedback. Provide closure at the end of the class.

If no conflict resolution/problem-solving model is available the following steps may be helpful.

### STEPS IN GETTING STUDENTS TO SOLVE THEIR OWN PROBLEMS THROUGH TALKING IT OVER.

1. Talk with student and hear his/her story. Never accept any excuses.
2. What were you doing at the time?
3. How is what you were doing making others feel?
4. What could you have done to promote better feelings, or help to prevent the problem?
5. Name all the alternatives. *This is a very important step. Never leave it out.*
6. Ask the student if they need help in working out the problem.

7. Have the student work out his/her plan so as to work toward his/her own solution.
8. Student makes a commitment.
9. Follow up on all this and repeat the process whenever and as many times as needed.
10. Seek the principal's assistance, if necessary.

#### TIPS

- Be personal. "I care about you enough to want to help you."
- Students have to know you honestly like them and they are "good" people.
- This does not hamper any of us from being firm. *Stick to all rules.*
- All complaints come to the supervisor or principal. Please, *do not* discuss problems and/or complain to other staff members.
- Always keep a professional attitude and atmosphere.

#### Crisis Management

While it is the responsibility and goal of the Farmington Public Schools to provide educational opportunities to all children, it is important to be aware that, when a student infringes on the basic rights of other students, teachers and/or administrators, it becomes the obligation of the school to respond in an appropriate fashion. No substitute is ever required to tolerate from a pupil any act of gross misconduct, including flagrant discourtesy, abusive and vile language or deliberate insubordination.

#### **Corporal punishment and the use of physical management techniques**

Public Act 521 of 1988 prohibits the threat or use of physical pain inflicted to control or penalize student misconduct. In accordance with P.A. 521 and Board of Education Policy 4020, reasonable physical force may only be used to:

- protect the student from immediate physical injury.
- confiscate a weapon or other dangerous object.
- protect school property from damage.

Any guest teacher or substitute support staff member who violates P.A. 521 by threatening to inflict or inflicting corporal punishment on any student will be appropriately disciplined. Inflicting corporal punishment on a student may result in termination of employment.

The intent of discipline is to correct student behavior. Students should never be demeaned, belittled, or inflicted with pain as a means to change behavior. The use of corporal punishment is an unreasonable response as a disciplinary technique. However, a teacher or administrator may use reasonable physical force, where necessary, to protect the safety and well being of students, teachers, administrators and staff, and to prevent the

destruction of property. Physical force is used only as a last resort, and only with enough force to secure the situation for safety.

### Use of Equipment and Materials

Liability: Guest Teachers or substitute support staff members may be held personally responsible for the injury to pupils under their supervision and control (if negligence can be proven). Guest Teachers or substitute support staff members are expected to provide at least the level of care toward students that the prudent parent would exercise under similar circumstances.

All authorized personnel shall operate and use equipment, facilities and material in a manner that promotes safe conditions at all times. They are prohibited from altering, interfering with or destroying equipment or processes which are intended to create a safe working environment. Any person who persistently or deliberately uses material or operates equipment in a manner that endangers his/her safety or the safety of others shall be subject to removal from the class or other disciplinary action.

### Supervision of Students in Laboratory Classes

1. Guest teachers shall not leave their classes unsupervised, except in case of emergency:
  - a. All activities shall cease.
  - b. Power to equipment shall be shut off.
  - c. Alert administration, if possible.
2. It is essential that guest teachers:
  - a. Educate the students on proper attitudes influencing safe behavior.
  - b. Develop the student's knowledge and understanding of safe practices.
  - c. Practice and enforce safety rules and regulations.
3. Each guest teacher should abide by the following principles:
  - a. Recognize hazards.
  - b. Remove or eliminate hazards where feasible.
  - c. Control hazards that cannot be removed.
  - d. Create no additional hazards
  - e. Report hazards or unsafe conditions in writing to the Principal.

### Classroom Accident Prevention

Good housekeeping is an inherent component of good classroom management and can encourage safety and safe behavior and discourage common, routine classroom accidents.

Some cautions of a general nature relating to the ordinary classroom follow:

1. Sharp-pointed objects: Careless handling of such objects as pens, pencils,

pointers, scissors, knives, pins, needles, desk spindles, etc., often result in injury to students. Whenever possible, such implements should be of the 'blunted' type.

2. Lifting or carrying heavy objects: Guest Teachers or substitute support staff members should not ask a student to move or carry heavy objects, such as pianos, desk, and like pieces of equipment.
3. Injured pupils attending school: Occasionally the case arises when a student who has been injured returns to school with a broken arm or leg in a cast. There is a hazard involved, in that the injured student may become further injured from accidental contact by a fellow student. Such students may be allowed to attend certain classes, provided the office is supplied with notes from both parents and the private physician stating that in their opinion it is desirable to have the student attend school. In extreme instances, arrangements should be made to have the injured pupil pass to classes immediately before or after the rest of the school.
4. Use of hazardous materials: Extra care should be taken in the usage and/or disposal of potentially hazardous materials such as broken glass, poisonous cleaning agents or chemicals, etc.
5. Potentially hazardous situations or conditions: Situations such as liquids leaking on to floors, frayed cords or electrical equipment, etc. should be immediately reported, in writing, to the appropriate building administrator. Faulty equipment shall not be used.
6. Safety checks: Guest teachers are encouraged to periodically use existing safety check lists or develop their own as a means of anticipating potential safety problems in the classroom.
7. Safety concerns: Guest teachers are encouraged to communicate any safety concerns and/or suggestions to the appropriate building administrator.
8. Storage: Extra supplies, projects, audio-visual material, etc., should be kept in prescribed storage area when not in use.
9. Traffic patterns: Keep floors, walkways and other traffic areas free of projects, audio-visual materials, supplies and other objects not included as equipment or furniture.

#### Medical Emergency Procedures

FIRE - POLICE - EMS - CHEMICAL SPILL: Call 8911 if using the Centrex system. If using an outside line dial 911.

POISON CONTROL CENTER: 8-313-745-5711

**If there is any question as to whether or not to call 911 - make the call!**

Information needed & procedures to follow when calling 911

- a) Give your name and exact location.
- b) Give name of victim, if known.
- c) Describe the situation - BE BRIEF.
- d) Stay with victim until EMS/Police take charge.
- e) Have someone direct EMS and other emergency vehicles to site.
- f) Contact parent, guardian or family physician.
- g) Accompany victim to hospital if parent or guardian cannot be contacted.
- h) Complete student and/or staff accident report form.
- i) Keep record of action taken.
- j) Notify the building administrator of the emergency and the action(s) taken.

Either a *Student or Employee or Substitute Accident Report Form* is to be completed on the day of the injury, if possible, and given to the school secretary to forward to the proper office.

\*\*\*If you sustain an injury on the job during an assignment you should report the injury to the building supervisor or principal and fill out an *Substitute Accident Report Form*. If the injury requires a visit to the clinic, you will need to visit either Concentra Occupational Health Center, 40000 Grand River Ave., Suite 105 in Novi or Providence Corporate Health Services in Livonia, Novi or Southfield. The accident report form and all medical information must be sent to PESG as soon as possible for processing.

Medication Guidelines

*Medication Law (MCLA 380.1178)*

A school administrator, teacher, or other employee designated by the school administrators who in good faith administers medication to a pupil in the presence of another adult pursuant to written permission of the pupil's parents or guardian and in compliance with the instructions of a physician, is not liable in a criminal action or for civil damages as a result of the administration, except for an act or omission amounting to gross negligence or willful and wanton misconduct.

\*\*\*\*\*

Board Policy (5141.2)

Students receiving prescribed medication which must be taken during school hours must have a written order from their physician stating the reason the student is taking medication, the name of the medication, directions for administering, possible side effects which may be anticipated and the length of time the student is to receive such medication. Such orders must be renewed yearly.

Under no circumstances shall teachers assume responsibility for the administration or storage of medications. The principal, his designee, or the school secretary may administer medication in the presence of an adult witness and in a manner prescribed by

the physician. Medication and supplies must be kept in a locked cabinet at all times.

\*\*\*\*\*

***Guest teachers should check with the office regarding students who may need medication.***

Drugs need to be treated with respect. They do have a place in the treatment of illness. Children learn much by observing adults and their respect for drugs. Practices within the school should assure safe administration of prescribed medication to children.

School personnel or nurses are not permitted by law to prescribe medications. This includes such medications that are often considered to be simple “home remedies” or “over-the-counter” (OTC) drugs such as: aspirin, antacids, toothache drops, etc. because some children may be allergic to such medicines.

Students will not be allowed to take medication in school unless the above regulations are complied with.

### Communicable Diseases

The following are symptoms suggestive of communicable diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted when children are in school, principals and teachers are urged to contact parents immediately. Parents should be urged to have their child seen by a physician and must be excluded from school until fully recovered.

Symptoms common to communicable diseases:

1. Red or running eyes, sneezing or discharging nose.
2. Cough, particularly if persistent or productive.
3. Sores and crusts on the scalp, face or body, particularly if red and swollen or draining.
4. Any skin eruptions or rash.
5. Sore throat.
6. Swelling and tenderness of glands, particularly about the face or neck.
7. Fever, suggested by flushed, hot face.
8. Nausea and/or vomiting.
9. Pain and stiffness of neck and headache.
10. Jaundice--yellowing of the eyes and/or skin.
11. Diarrhea and persistent abdominal pain.

Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases, but must be considered as signs of illness that should have medical attention.

## Excusing Students

No student will be excused earlier than the usual dismissal time without a written note from the parent or legal guardian. All notes received by the teacher asking special permission for the student shall be initialed by the teacher and then sent to the office to be initialed.

All pupils must report to the office before leaving the school at any time other than the regular dismissal time. A parent should meet the child in the office and any other person must be identified in writing by the parent or legal guardian. No student should leave the school with an unidentified person.

The safety of each child is of paramount importance.

Guest teachers should also monitor the amount of time that students are out of the classroom for bathroom or other reasons. Students should not be allowed to go to another classroom without the expressed permission of the other teacher.

## Universal Precautions

### HANDLING BODILY FLUIDS

- a. Farmington Public School personnel and guest staff shall observe Universal Precautions in order to prevent contact with blood and other potentially infectious materials.
- b. Universal Precautions include the wearing of rubber or vinyl gloves or face shield followed by hand washing. (See page 4 of the Bloodborne Exposure Control Plan located in the main office of each building.)
- c. A bloodborne pathogen exposure control kit is to be located in the front right side of the top center drawer of each employee's desk. If unable to locate, the guest teacher should check with the building secretary for assistance.
- d. Guidelines for handling bodily fluids are a part of the School Board Policy Manual located in the main office.

### Contaminated Sharps

Contaminated sharps (needles and other sharp objects) are to be disposed of in “Sharps Containers” located in the main office of each building. Filled containers are disposed of by a licensed medical waste disposal company.

### Right To Know

The Michigan Right To Know Law went into effect for the public sector on February 25, 1987. Its purpose is to provide employees with information on the hazards of chemicals in the workplace.

Information about chemicals located in the building in which you work is found on sheets called Material Safety Data Sheets (MSDS's). There is a separate sheet for each chemical found in the building. The Material Safety Data Sheets contain information regarding the chemical including hazardous ingredients, physical/chemical characteristics, health hazard data and precautions for safe use. All containers you come in contact with will be labeled so any hazards should be easily recognized. The label also describes precautions to be taken in case of exposure.

These Material Safety Data Sheets are located in a black notebook, which can be found in the office area of the building. The notebook also contains a copy of the Michigan Right To Know Law as well as a copy of Farmington's Hazard Communication Program. You may request to review any of these documents at any time.

If you have a particular question, please do not hesitate to ask the building administration.

Guest teachers and substitute support staff members should be aware of the following:

We have a clear District safety rule regarding substitute assignments in the following areas: “When an unqualified substitute teacher must be placed in areas that have risk potential for accidents, i.e., Physical Education, Industrial Arts, Home Economic, etc., students shall not be allowed to resume laboratory activities.”

We would therefore recommend:

1. Plans be provided by an Industrial Education teacher in the event of his/her absence, allowing for non-shop activities.
2. Unless a certified Home Economics substitute is assigned, teachers should be informed to have plans available that would avoid use of kitchen and sewing facilities in the event of their absence.
3. At the high school level, no substitute should be allowed to handle an assignment involving swimming and the use of the pool without a Water Safety Instructor

(W.S.I) certificate. Teachers in these assignments will have to provide alternative plans involving non-use of the pool for the day.

4. Middle and senior high Physical Education assignments: When a certified Physical Education teacher is not assigned, plans should be provided by the regular teacher that would allow supervision and monitoring of student activities such as basketball, etc., but not activities such as gymnastics, etc. Individual Physical Education teachers should develop these emergency types of plans.

### **TO MAINTAIN CLASSROOM RECORDS**

It is impractical to expect the short-term guest teacher to maintain all records required of the regular teacher. However, certain records must be maintained on a regular basis.

Guest teachers must record absence or tardiness as designated in each school.

Reasons for absence must be recorded and the written excuses kept for the regular teacher.

Contagious diseases must be recorded immediately as reported, and the note submitted by the parent must be preserved.

Records in all other areas, such as entries, departures, card markings, test results, remarks, screening, etc. should be kept only as directed by the Principal.

### **TO FULFILL OTHER EMPLOYEE OBLIGATIONS**

Regular classroom employees frequently have responsibilities that extend beyond classroom time, such as bus duty or cafeteria supervision. Upon entering the building in the morning the substitute employee should check with the office to see if there are other duties and/or responsibilities that need to be performed in the employee's absence.

#### **To Observe School and District Policies and Regulations**

As a substitute in many different classrooms and schools, the substitute will observe a variety of policies and operating procedures. If there is any question concerning the regulations and operating procedures of the school, the substitute should make inquiry. Questions may relate to such matters as fire drills, bell schedules, class passing, lunch-room regulations, hall passes, tardiness, detaining pupils and sending students to the office.

Additionally, substitutes should be aware of Board policies regarding sexual harassment,

drug free workplace, smoking and complaint procedures for Title VI, IX, and Section 504.

### Sexual Harassment

It is the policy of Farmington Public Schools to prohibit unlawful sexual harassment. Any sexual harassment, whether by co-workers, supervisors, administrators, board members, students or other non-employees who have ongoing relationships with the Farmington Public Schools will not be tolerated.

### Drug Free Workplace

In accordance with the requirements of the Federal Drug Free Workplace Act of 1988 and the policy of the Board of Education, Farmington Public Schools notifies all of its employees that the unlawful use, distribution, dispensation, possession or manufacturing of any controlled substance in the workplace is prohibited.

### No Smoking Policy

Senate Bill 459, effective September 1, 1993, bans the use of tobacco on Public School Property. This law makes the use of tobacco on school property a misdemeanor, punishable by a fine of not more than fifty (\$50.00) dollars. This law bans the use of any tobacco product, lighted smoking tobacco, pipes, cigarettes, cigars, inhaling or chewing tobacco or placing of a tobacco product within a person's mouth.

### Notice of Nondiscrimination

In compliance with Title VI of the Civil right Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of the Farmington Public School District that no person shall, on the basis of race, creed, color, national origin, sex, marital status or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

## PROCEDURES FOR SUBSTITUTE EMPLOYEES

### Requirements

All new substitutes must have on file with PESG a complete up-to-date application, additionally guest teachers are required to have on file a complete education documentation, and any certain State and Federally required forms. Also, certified guest teacher must have a copy of his/her teaching certificate on file with the Farmington Substitute Office in order to be eligible for the certified pay rate. It is the responsibility of the guest teacher to keep this certificate current and valid. Expiration dates are noted in the SubFinder system for guest teacher assistance.

### Notification of Employment

Substitutes will be called by our fully automated SubFinder system beginning at 5:00 a.m. The calling system calls in advance for all jobs submitted up to 60 days in advance. You also may call into the system to job "shop".

If you have taken an assignment in advance and for some reason are unable to make it, you must call the SubFinder system and with Job Number, cancel the assignment. Remember you cannot cancel a job within one (1) hour of the job start time. If you attempt to cancel during this time, you will be given the phone number of the job site, and you will need to call that number to indicate your need to cancel.

**Upon arrival at the school, substitutes will report directly to the school office to be issued a guest badge. This must be worn at all times while on the job. It is expected that substitutes will work the same hours as regular staff. All substitutes must check out at the end of the day with the building secretary to turn in the guest badge and other materials given at the beginning of day (i.e. substitute folder, keys etc.).**

### The Working Day

Substitutes are expected to work the same hours as staff members. Guest teachers and substitute paraprofessional may also be called upon to fill in when needed during free periods.

All PESG employees are paid by the hour.. The SubFinder system will give the starting and ending times of each job. For elementary teachers have prep time in the am and secondary teachers have prep time in the pm. Each year you will receive an undated list of school starting and closing times. Substitute support staff members work the hours given by SubFinder. Lunch is unpaid time.

Substitutes must check with the building secretaries at the close of the school day to see whether they are to report on the following day. It is best for all concerned that the

substitute continues with the same assignment until the return of the regular employee. Generally if you are not retained for the same staff member, you are released and available to be reassigned by the SubFinder system.

### Documentation of Days Worked

Although the SubFinder system maintains an accurate record of the days substitutes work in the district, all substitute employees are strongly encouraged to keep a cumulative log of the assignments and days worked. This documentation may prove useful in clarifying any discrepancy in payroll matters.

## GUEST TEACHER TOOL KIT

While it is the intent of the District, and the responsibility of the regular teacher, to provide the guest teacher with adequate lesson plans and materials for the school day, it sometimes happens that lesson plans are not available, or if they are available, they are insufficient. The experienced guest teacher will have a *tool kit* or *bag of tricks* to cover such situations. Included in this *tool kit* should be age/grade appropriate lesson plans for emergency situations, one or two books that can be read to the class, creative writing exercises, puzzles, games and activities that engage the student in creative and meaningful thought and arts and crafts activities.

## OTHER HELPFUL SUGGESTIONS

### DO

Treat all students with respect and dignity.  
Follow the teacher's lesson plans.  
Arrive early.  
Check with the secretary before leaving at the end of the day.  
Leave a note for the teacher detailing how the day went.  
Correct and grade papers before leaving for the day.  
Clean up the room. (This is particularly important in Kindergarten and other elementary classes.)  
Dress and act professionally.  
Come prepared with emergency lessons.  
Smile and Use humor.  
Give praise often and sincerely.  
Make eye contact with every student .  
Give constructive feedback.

### DON'T

Yell, scream, or threaten students.  
Let students leave the room early.  
(This is very important at the secondary level.)  
Rearrange the classroom.  
Criticize the teacher in his/her absence.  
Lend out teaching supplies without leaving a note.  
Remove supplies from the room.  
Make long distance calls from school.  
Use the photocopy machines for personal use.  
**Gossip or reveal confidential or personal information about students or staff.**  
Leave early without permission, and then only in an emergency situation.  
Use videos from video stores, or that have **not** been approved by the building administrator.

## **CONCLUSION**

Materials for this handbook have been compiled by the Personnel Department to help substitute employees learn what is expected of them. The more experienced substitute may also gain assistance, which will help toward maximum efficiency on the job.

The Personnel department will welcome suggestions from substitute employees or regular members of the staff to help make our service more effective. We are aware of the importance to our school program of having successful substitutes. We are also aware that substituting is a sometimes difficult and seemingly thankless job. We thank you for your effort and professionalism on behalf of Farmington Public Schools.

If there is any way our department can be of added service, please let us know.

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## **MISSION STATEMENT**

Farmington Public Schools, together with our community, will provide quality learning experiences empowering each student to become a thoughtful, contributing citizen in a changing world.

## **DISTRICT GOALS**

- Goal 1: To promote quality and equity throughout the school community.
- Goal 2: To create a student-centered learning environment.
- Goal 3: To foster a climate promoting innovation and positive change.
- Goal 4: To maintain financial stability.
- Goal 5: To strengthen community involvement, support and collaboration.
- Goal 6: To promote a safe and healthy environment.

# **SUBFINDER OVERVIEW**

## **IMPORTANT POINTS**

1. You must have a touch-tone telephone
2. You must register with the system in order to be called **and** to use SubFinder online.
3. Your PIN number is your payroll id from PESG (5 or 6 digit #).
4. You will be given an ID Number to give out if employees wish to request you. You can get your number by calling the SubFinder system.
5. You can "Job Shop".
6. Substitute Office Hours: 7:00-4:00 Monday-Friday
7. SubFinder Hours:
  - SubFinder is "on" 24 hours a day, 7 days a week
  - SubFinder calls for subs:
    - 5am-12:30pm for that day only
    - 5pm-10:00 p.m. for the next day and up to 45 days in advance

## **IMPORTANT TELEPHONE NUMBERS**

SubFinder            248-474-4509  
PESG                    866-SUBPASS (866-782-7277)  
Shelley Reynolds 248-489-3560

## **HOW TO REGISTER**

Call SubFinder at 248-474-4509, You will hear: (approximately)

"This is the SubFinder system for Farmington Public Schools, please enter your PIN then press pound (#)." (5 or 6 digit payroll number given by PESG.)

"This is the first time you have called, at the tone please speak your name when you are finished, press pound (#)."

Example: Shelley Reynolds #. SubFinder will repeat your name back to you and ask, "If correct press 1, if incorrect press 2."

When you have entered your name and you like the way it sounds, you are all done with registration. You can then exit the call (press 9) or check out the other features.

# CRS Advanced Technology



**248-474-4509**

**www.farmington.k12.mi.us**

## SUBSTITUTE EMPLOYEE INSTRUCTIONS

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

**Remember, SubFinder only works from touch-tone telephones!**

### TELEPHONE SHORTCUTS:

Pressing 9 will take you back to the previous Menu.

Pressing \* will allow you to move to the next item when listening to a list of items, such as jobs.

**WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.**

### WHEN SUBFINDER CALLS YOU

#### To Offer You a Job

SubFinder will call and ask for your PIN followed by the pound sign (#), or press star (\*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by the pound sign, SubFinder will describe an available job.

To hear special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To continue	<b>Press 5</b>

Once you press 5

To accept the job	<b>Press 1</b>
To hear the job again	<b>Press 2</b>
To reject the job	<b>Press 9</b>

If you press 1 to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To hear directions to the site	<b>Press 3</b>
To continue	<b>Press 5</b>

If you press 2 or 3, the appropriate information will be provided. If you press 5, you will be given two options.

SUB2 – 03/11 – v 5.11

To hear the job again	<b>Press 2</b>
To end this call	<b>Press 9</b>

If you press 9 to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

#### To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter your PIN followed by the pound sign (#).

SubFinder will play the information for the job that has been canceled, including the job number.

To acknowledge the cancellation	<b>Press 1</b>
To hear the cancellation again	<b>Press 2</b>

### WHEN YOU CALL SUBFINDER

#### YOUR MAIN MENU

To Review Current Assignments	<b>Press 1</b>
To Review Available Jobs	<b>Press 2</b>
To Cancel an Assignment	<b>Press 3</b>
To Report an Absence	<b>Press 4</b>
To Review Personal Information	<b>Press 5</b>
To Pre-Register for the next school year	<b>Press 7</b>
To Leave the SubFinder System	<b>Press 9</b>

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

#### MAIN MENU OPTION #1 TO REVIEW CURRENT ASSIGNMENTS

<b>From the Main Menu</b>	<b>Press 1</b>
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SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

To hear the special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To hear directions to the site	<b>Press 3</b>
To continue	<b>Press 5</b>

If you press 5, you will be given these options.

To hear the job details again	<b>Press 2</b>
To hear the next job	<b>Press 3</b>
To cancel this job	<b>Press 4</b>
To return to the Main Menu	<b>Press 9</b>

If you press 4, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

#### MAIN MENU OPTION #2 TO REVIEW AVAILABLE JOBS

<b>From the Main Menu</b>	<b>Press 2</b>
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SubFinder will describe an available job, if any exist, followed by one or more of the following options

To hear special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To continue	<b>Press 5</b>

Once you press 5

To accept the job	<b>Press 1</b>
To decline the job	<b>Press 2</b>
To hear the job again	<b>Press 3.</b>
To hear the next job	<b>Press 4</b>
To return to the Main Menu	<b>Press 9</b>

If you press 1 SubFinder will repeat the job information, followed by the **JOB NUMBER**.

If you press 2 you are **REJECTING** this job. SubFinder will not offer you this job or call you on this job again. After you press 2 SubFinder will describe the next available job, if any exist, followed by the same options described above.

If you press 4 SubFinder will describe the next available job, if any exist, followed by the same options described above.

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**MAIN MENU OPTION #3  
TO CANCEL AN ASSIGNMENT**

**From the Main Menu** **Press 3**

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

To cancel this job	<b>Press 1</b>
To return to the Main Menu	<b>Press 9</b>

If you press 1 SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

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**MAIN MENU OPTION #4  
TO REPORT AN ABSENCE**

**From the Main Menu** **Press 4**

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

**Step 1:** Enter the first date of the absence (MMDD) followed by the pound sign (#). To begin the absence today, press star (\*).

**Step 2:** Enter the time the absence begins (HHMM) followed by the pound sign (#). If the absence begins at the start of the work day, press star (\*). If you enter a specific time:

For A.M.	<b>Press 1</b>
For P.M.	<b>Press 2</b>

**Step 3:** Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (\*).

**Step 4:** Enter the time the absence ends (HHMM) followed by the pound sign (#). If the absence ends at the end of the work day, press star (\*). If you enter a specific time:

For A.M.	<b>Press 1</b>
For P.M.	<b>Press 2</b>

SubFinder will repeat the date(s) and times of the absence.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

**Step 5:** SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

**GET THE REVISED JOB NUMBERS**

**ALWAYS WAIT FOR THE REVISED JOB NUMBERS BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.**

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**MAIN MENU OPTION #5  
TO REVIEW PERSONAL INFORMATION**

**From the Main Menu** **Press 5**

SubFinder will play the Personal Information Menu

To review your phone number	<b>Press 1</b>
To review your name recording	<b>Press 2</b>
To review the days of the week you can work	<b>Press 3</b>
For the date range menu	<b>Press 4</b>
To hear your employee ID	<b>Press 5</b>
To return to the Main Menu	<b>Press 9</b>

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**(1) To Review Your Phone Number**

SubFinder will play your phone number.

If your phone number is correct	<b>Press 1</b>
To change your phone number	<b>Press 2</b>

If you press 2, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat the number.

If your phone number is correct	<b>Press 1</b>
To change your phone number	<b>Press 2</b>

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**(2) To Review Your Name Recording**

SubFinder will play your name as it is recorded.

If your name is recorded correctly	<b>Press 1</b>
To re-record your name	<b>Press 2</b>

If you press 2, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

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**(3) To Review the Days of the Week You Can Work**

To review your availability for

Sunday	<b>Press 1</b>
Monday	<b>Press 2</b>
Tuesday	<b>Press 3</b>
Wednesday	<b>Press 4</b>
Thursday	<b>Press 5</b>
Friday	<b>Press 6</b>
Saturday	<b>Press 7</b>
To return to the Main Menu	<b>Press 9</b>

After choosing a day, that day's availability will be played.

If you would like to change your availability	<b>Press 1</b>
To use this schedule for another day of the week	<b>Press 2</b>

To return to the previous menu **Press 9**

If you press **1** SubFinder will ask "Are you normally available to work on (day of the week)?"

- If yes **Press 1**
- If no **Press 2**
- For mornings only (6 am until 12 pm) **Press 3**
- For afternoons only (12 pm until 6 pm) **Press 4**
- To enter specific hours **Press 5**

If you press **1, 2, 3, or 4** SubFinder will repeat the schedule that applies to your choice.

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

If you press **5** for Special Hours:

**Step 1:** Enter the earliest time (HHMM) that you will be available followed by the pound sign (#). If you will be available from the start of the day, press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

**Step 2:** Enter the latest time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

**Step 3:** Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (\*).

**Step 4:** Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (\*).

SubFinder will repeat the schedule you entered.

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

**(4) For the Date Range Menu**

- To add an UNAVAILABLE date range **Press 1**
- To add a DO NOT DISTURB date range **Press 2**
- To review a date range **Press 3**
- To return to the Main Menu **Press 9**

**(1) To Add an Unavailable Date Range**

**Step 1:** Enter the first date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable beginning today, press star (\*).

**Step 2:** Enter the beginning time (HHMM) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of the day, press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

**Step 3:** Enter the last date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for only a single day, press star (\*).

**Step 4:** Enter the time (HHMM) that you will be available again, followed by the pound sign (#). If you will be unavailable through the end of the day, press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

Substitute Finder will repeat your unavailable date range.

- If correct **Press 1**
- If incorrect **Press 2**

If you press **1** SubFinder will respond "To continue receiving calls during this period, press **1**, otherwise press **2**." Pressing **2** will add a **Do Not Disturb** to the date range as well.

**(2) To Add a Do Not Disturb Date Range**

**Step 1:** Enter the first date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called starting today, press star (\*).

**Step 2:** Enter the beginning time (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called from the start of the day, press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

**Step 3:** Enter the last date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (\*).

**Step 4:** Enter the time (HHMM) that you wish to receive calls again, followed by the pound sign (#). If you don't want to be called until the end of the day, press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

SubFinder will repeat the Do Not Disturb date range.

- If correct **Press 1**
- If incorrect **Press 2**

**(3) To Review a Date Range**

SubFinder will play your most current date range, if any exist.

- To hear the date range again **Press 2**
- To hear the next date range **Press 3**
- To remove the date range **Press 4**
- To return to the Main Menu **Press 9**

If you press **4**, SubFinder will ask for confirmation.

- If you are sure you want to remove this date range **Press 1**
- Otherwise **Press 2**

**(5) To Hear Your Employee ID**

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

**You DO NOT use this number to identify yourself when you call SubFinder.**

## **SUBFINDER** **FREQUENTLY ASKED QUESTIONS**

- Q. DO I HAVE TO HAVE TOUCH-TONE SERVICE TO USE SUBFINDER?
- A. No, but you do need a telephone that is tone/pulse switchable.
- Q. DO I HAVE TO CALL IN AND REGISTER WITH SUBFINDER BEFORE I CAN RECEIVE JOB OFFERS?
- A. Yes. You will *not* receive any job offers until you have registered! You can also not be requested for a job by an employee. Beware: Employees will be able to request you via the WebConnect as your name will show up in the pick list, but if you have not registered, you will not be called for the assignment. You will also not be able to sign into the WebConnect system until you have registered.
- Q. DO I HAVE TO REGISTER EVERY TIME I CALL IN?
- A. No. You only have to register once. The Substitute Office expects all new substitutes to register within 30 days of hiring. If you do not register within 30 day, the Substitute Office reserves the right to register your account. Please contact the office if there is a question
- Q. WHAT HAPPENS IF SUBFINDER CALLS ME AND GETS MY ANSWERING MACHINE?
- A. Your answering machine will record some portion of SubFinder's greeting and narration asking for your PIN number. SubFinder will realize that the phone was answered, but will not leave any information regarding the job. SubFinder may call back later and offer you the job again or, you may want to call in and see if anything else may be available.
- Q. WHAT IF SOMEONE IN MY FAMILY ANSWERS THE PHONE AND IT IS SUBFINDER CALLING?
- A. You have two choices: 1) If you are not home, you can teach family members how to accept jobs for you. If you choose to do this, please make sure they realize how important it is to tell you about the job after they accept it! You are responsible for keeping the commitment. 2) If you are home, have the person who answered the phone put the receiver down and call you. SubFinder will ask for your PIN number 4 times, waiting 30 seconds between each request, so you will have approximately 2 minutes to get to the phone before the call is terminated.
- Q. CAN AN EMPLOYEE ASSIGN ME TO OR REQUEST ME FOR, HIS/HER ABSENCE?
- A. Yes. Please give the employee your ID number. This is not your PIN number. The employee then can enter your ID number when the job is placed into the SubFinder system. SubFinder will try to call the requested sub until 12 hours before that job starts, time permitting. If you do not have your ID number,

call SubFinder. At the Main Menu press 5, at Personal Information menu press 5. SubFinder will play the "Employee ID". This is the request number.

- Q. WHAT IF THE DAYS I AM AVAILABLE TO WORK CHANGE FROM WEEK TO WEEK?
- A. You can change this information yourself, using your touch-tone phone. From the Main Menu, choose option #5 – Review Personal Information and then choose option #3 – To Review the Day of the Week You are Available to Work. Follow the instructions given by the narrator and/or your reference card to change your available days.
- Q. CAN I CALL SUBFINDER AND "SHOP" FOR JOBS?
- A. Yes. From the Main Menu, Press #2 – To Review Available Jobs. SubFinder will play detailed information about an available job, if any exist. Follow the instruction from the narrator or your reference card to accept, review more etc.
- Q. WHEN I CALL IN TO REVIEW AVAILABLE JOBS, WILL I BE GIVEN A LIST OF JOBS FROM WHICH TO CHOOSE?
- A. No. You will hear one job at a time and will be able to accept the job, listen to the job again, or hear the next job. If you accept the job, you may still review jobs for other dates, if there are any available at that time.
- Q. IF I ENTER AN UNAVAILABLE DATE RANGE (FOR EXAMPLE. FOR A VACATION) AND RETURN EARLY, CAN I BEGIN TO PICK UP JOBS EARLY?
- A. Yes. You must call Sub Finder, choose option #5 – To Review Personal Information, choose option #4 – For the Date Range Menu, choose option #3 – To Review a Date Range, and then remove the date range. You will then be eligible to receive job offers from SubFinder, as well as review available jobs.
- Q. IF I REJECT A JOB FOR A PARTICULAR DAY, WILL SUBFINDER QUIT CALLING ME FOR THAT DAY?
- A. **No.** SubFinder may still call you for other jobs if you meet the criteria. Rejecting a job does not make you unavailable. If you are not available, please go into the date range menu and block the day or dates.
- Q. IF I REJECT OR CANCEL JOBS, WILL I BE AUTOMATICALLY REMOVED FROM THE SUBSTITUTE LIST?
- A. No. You will not be automatically removed for rejecting or canceling jobs. NOTE: If you reject/cancel a job, SubFinder may call you again for another job, so if you are unable to work and do not wish to keep receiving calls, please call SubFinder and enter in an unavailable date(s) range.
- Q. DO I NEED TO REMEMBER MY JOB NUMBER?
- A. Yes. The job number is your confirmation that SubFinder has acknowledged your acceptance of the job. You will also need this number if you need to

cancel the job. If you forget your job number you can get it by calling SubFinder and REVIEW your current jobs. SubFinder will list all of your jobs in order with the next job first.

Q. WILL I HAVE THE SAME JOB NUMBER FOR ALL MY JOBS?

A. No. Every job will have its own job number.

Q. CAN I CANCEL A PREVIOUSLY ACCEPTED JOB IN CASE OF AN EMERGENCY?

A. Yes. From the Main Menu, choose option #3 – To Cancel a Job. You must know the job number to cancel a job. If you try to cancel a job after the **Substitute Cancel Deadline** (within 1 hour of the job start time), you will be instructed to call the administrator and will be given the appropriate number to call.

Q. WILL I EVER BE OFFERED JOBS IN POSITION AREAS THAT I DID NOT PUT ON MY PROFILE SHEET?

A. Maybe. You may be called for jobs outside your stated position area(s) if: (1) you are on a Preference List, (2) a special request for you has been made, or (3) in some cases SubFinder has been configured to call substitutes outside the position area after all matching substitutes have been called. This is likely to happen in order to fill areas if no substitute from that area is available.

Q. WILL SUBFINDER® WORK WITH PRIVACY MANAGER AND TELEZAPPER®?

A. *This is an excerpt from a newsletter that the Sub Office received from the SubFinder company CRS, Inc.: "New electronic devices on the market today may offer households relief from those annoying telemarketing calls, but they may also limit SubFinder's performance! It is important to know how these new gadgets will effect ...SubFinder. The TeleZapper® is one such gadget that is rapidly increasing in popularity. When a telemarketer calls your home, the TeleZapper® sends a 'disconnected' signal back to the caller. The Telemarketing Company will no longer call your number. However, when the SubFinder system calls a home with the TeleZapper® installed, SubFinder will receive this same signal and perceive it as a disconnected telephone number and terminate the call.... The substitute will never receive a job offer during the call out as long as they continue to use the TeleZapper® to combat the telemarketing calls!" (SubFinder Gazette, Feb. 2002)*

SubFinder will work if you have privacy manager. Privacy manager stops calls with an unidentified phone number. The outgoing lines for SubFinder are identified as Farmington Public Schools and the phone number is listed, so you will be able to receive calls. If you are having difficulty with this situation, please let the Sub Office know.

Q. WHAT HAPPENS IF DURING A MULTI-DAY ASSIGNMENT, I AM UNABLE TO COME IN FOR ONE DAY? HOW DO I GET A SUB FOR THE SUB?

A. You can now report an absence when you are in a multi-day assignment. Do not confuse this with either canceling a job or reporting an unavailable date range. Here is an example: You have a job for Monday-Friday. On Wednesday

morning you are unable to go to work. You would call SubFinder to report your absence. From SubFinder's Main Menu you would select "To report an absence" (option 4). SubFinder would then ask for the job number, the first date you are reporting and the last day you are reporting. Finish all of the steps. At the end, SubFinder will give you a revised job number for the remaining days of the assignment. A job will have been created for your absence, and another substitute would be called. You do not use this if you just can't work on a given day or you need to cancel a future job in its entirety. Just remember SubFinder now thinks you are available to work on the day you just canceled, please go to the date range menu and block the day.

Q. WHAT IS A "SUPPLEMENTARY POSITION"?

A. There are three possible explanations:

1. The job is a "floating" or "rotation" position. You could be in various positions during the day. For an elementary position, the job is entered as third grade, but it could be anything from kindergarten through fifth grade. For most support staff and secondary positions, the positions will generally be the one that is listed.
2. The job could be for a vacancy. When a job has been posted, sometimes a sub is required until a permanent employee is hired.
3. The job could be for a long-term sub that is required to attend a conference or meeting.

## **GENERAL FREQUENTLY ASKED QUESTIONS**

### **How can I speak directly to the substitute coordinator?**

During the hours of 7:00 a.m. – 4:00 p.m., you may reach the Sub Office at (248) 489-3560. You can leave a voice mail message if she is away from the desk. Do not call this number to obtain work, only to talk over questions and concerns. You may call the Sub Line at (248) 474-4509 to job shop.

### **Does SubFinder® book jobs in advance?**

Yes. Jobs are booked up to 60 days in advance, when possible.

### **What number should I call to book in advance?**

If you wish to job shop, call (248) 474-4509 to see what jobs are available to you. This number is available 24 hours a day, 7 days a week. You may also job shop online on SubFinder Online.

### **What are the hours that I may expect the SubFinder system to contact me?**

The SubFinder® system calls from 5:00 a.m. to 12:30p.m. approximately (for that day only) or 5:00 p.m. to 10:00 p.m. (for the next day and up to 45 days in advance).

### **Will the SubFinder system leave a message if I am not available to take the call?**

No. The automated system cannot leave messages on answering machines. In order for the system to give information about a job, the PIN number of the substitute must be entered. If you will not be home during the call out period, you can arrange with someone to take a job for you. However, keep in mind that if a job is accepted, You are responsible for keeping that commitment.

### **How do I get a long-term assignment?**

Generally, long-term assignments are determined by the principal/supervisor and by Human Resources. If you are interested in such assignments, you can make this known to the principal/supervisor. Introduce yourself and ask to be observed. Show the principal that you are interested by covering a variety of areas and by being flexible. Due to the "No Child Left Behind" legislation, core academic subjects must be taught by a highly qualified substitute during a long term situation.

### **How do I learn about permanent/contract positions?**

Do not ask the Sub Coordinator. She does not have job listings. Available jobs are posted in all school buildings, Central Office and are carried on the Farmington Public School's Website: [www.farmington.k12.mi.us](http://www.farmington.k12.mi.us) . To apply for any position, you **MUST** apply on-line [www.farmington.k12.mi.us](http://www.farmington.k12.mi.us) and complete the online application. As positions become available, you can then attach that posting to your online application. Be sure to upload any required documentation to your application. (teaching positions)

**How often am I paid?**

Checks are issued every two weeks. Your paychecks are mailed to your address on record at PESG or you can have direct deposit. For payroll questions, please contact PESG at 1-866-SUBPASS. If your address changes, notify PESG immediately to prevent any delays in your paychecks.

**Who do I contact if my check is not correct?**

Contact PESG at 1-866-SUBPASS. They will take the information and research the situation. They will contact you with the resolution.

**Do I receive benefits as a guest teacher or support staff substitute?**

Benefits are available with PESG. Please contact PESG for information and enrollment periods.

**How often will I be called?**

There are no guarantees. Calls are based on need.

**How should I dress?**

Dress professionally. For men this means dress slacks, shirt and tie. For women, this would include dress slacks or an appropriate length skirt or dress. Excessively short shirts, crop tops or other revealing clothing is *never* appropriate. When in doubt, dress conservatively. Wear comfortable shoes, but not sneakers.

**What if I am a guest teacher in a physical education class?**

If you are substituting in a PE class, wear comfortable clothing, not jeans, and bring a pair of gym shoes.

**What if I am substituting out of my area of certification?**

Teachers are required to supply lesson plans in case of their absence. Occasionally these plans may not apply for a non-certified teacher. Many teachers also supply alternate, general lesson plans. If the lesson plans provided are not appropriate for your certification and no alternate plans have been provided, speak with a building administrator for direction, possibly a study hall. When all else fails, come prepared with your own alternative lesson plans.

**How do I handle a truly disruptive student?**

If you are unable to control the student/situation using your normal techniques, seek assistance at once. Do not be embarrassed to ask for help. Do not allow the situation to escalate until it has caused the entire class to be disrupted or until it becomes a safety hazard.

Check the room for a telephone. If a telephone is provided, call the office and request administrative assistance. If no telephone is available, send a reliable student to the office to request administrative assistance. If another teacher is free ask him/her for help.

### **Where do I park at the high schools?**

At Farmington High-Park in the faculty lot on the west end of the building. Obtain a sticker from the main office

At Harrison High- Park in the faculty lot on the west side of the building. Obtain a parking pass from the front office.

At North Farmington High-Park in the faculty lot at the east end of the building. No sticker if required. You may be asked to give your license plate number.

### **Can I leave when the student's leave? Can I come in late on Delayed Starts? Or leave early on Early Releases?**

All PESG employees are paid by the hour. If you choose to not work the hours assigned by the SubFinder, you must let the office know that you are not staying/arriving late. Your pay will be adjusted accordingly.

Conference hours are no longer paid at an additional rate. If asked by the school to work, you are required to work the additional time. You are already paid for that time.

### **Should I contact the parents in regards to a particular students/situation?**

If you feel it is necessary for a parent to be contacted, speak to a building administrator and ask him/her to make the contact, or leave a note for the teacher detailing why the parent should be contacted. If a situation requires immediate attention, contact an administrator.

### **What is the district's snow day policy?**

When the entire district is canceled, notification is posted on Channels 2, 4 and 7 and on WWJ and WJR. Any school cancellation is posted on the district's info line, 489-3337. If possible, a district-wide cancellation will be posted on the web site: [www.farmington.k12.mi.us](http://www.farmington.k12.mi.us).

Unfortunately with the number of substitutes used per day the sub office is unable to contact you personally. If notification is late on the airwaves and you are unable to access the info line or web site, you can call the sub office at 248-489-3560. Once notification has been given to the sub office, the voice mail greeting will be changed to reflect the District-wide shutdown. If you are scheduled to work and school is canceled----your job is canceled. You will not be paid if you report. In the case of an individual school shutdown, every effort will be made to call you. When in doubt, you can check the TV and radio stations, or the District's info line.

### **Am I required to work a minimum number of days in a school year?**

Yes. All substitutes must work at minimum number of days to continue to substitute the next school year. Substitutes as of the first day of school or who are hired

during the first semester, must work at least 10 days. Substitutes hired during the second semester must work at least 5 days. If you do not work the minimum, you will be removed for the substitute list for the following school year. You might be considered for re-employment. If re-hired you would need to complete all new hiring paperwork including fingerprints and pre-employment physical.

## FARMINGTON PUBLIC SCHOOLS

### ELEMENTARY (K-4)

#### BEECHVIEW

26840 Westmeath, Farmington Hills 48334  
North of 11 Mile, between Orchard Lake  
and Middlebelt

#### FOREST

34545 Old Timber, Farmington Hills 48331  
Between 13 and 14 Mile, off Farmington Rd  
near Heritage

#### GILL

21195 Gill Rd, Farmington Hills 48335  
Between 8 and 9 Mile, West of Farmington Rd

#### HIGHMEADOW

30175 Highmeadow, Farmington Hills 48334  
Between Middlebelt & Orchard Lake, North  
of 12 Mile (take Alyce Kay St)

#### HILLSIDE

36801 11 Mile Rd, Farmington Hills 48335  
East of Halsted

#### KENBROOK

32130 Bonnet Hill, Farmington Hills 48334  
From 12 Mile between Farmington and Orchard  
Lake Road, across from Post Office and Library,  
turn on Kendallwood. From Kendallwood turn  
right on Brandywine then right on Red Clover.

#### LANIGAN

23800 Tuck, Farmington Hills 48336  
Between Middlebelt & Orchard Lake,  
Shiawassee to Ashley, Ashley to Tuck

#### LONGACRE

34850 Arundel, Farmington 48335  
Grand River to Gill Rd, South on Gill  
to Arundel, West on Arundel

#### OUR LADY OF SORROWS

24040 Raphael, Farmington 48336  
On Raphael between Power and Farmington

#### WOOD CREEK

28400 Harwich, Farmington Hills 48334  
North on Danver off 12 Mile between  
Middlebelt and Inkster Roads

### PRINCIPAL

Shawndra Stewart-Hernton  
248-489-3655

Steve Vercellino  
248-785-2068

Mark Morawski  
248-489-3690

Dyanne Sanders  
248-785-2070

Pamela Green  
248-489-3773

Arnie Rubin  
248-489-3711

Rob Kauffman  
248-489-3722

Barbara Elson  
248-489-3733

248-476-0977

Kathy Smith  
248-785-2077

## **UPPER ELEMENTARY SCHOOLS (5-6)**

### **POWER MIDDLE SCHOOL**

34740 Rhonswood, Farmington Hills 48335  
Gill Rd between 8 & 9 Mile, West of  
Farmington Road

James Anderson  
248-489-3622

### **WARNER MIDDLE SCHOOL**

30303 W. 14 Mile Rd, Farmington Hills 48334  
Between Middlebelt and Northwestern

Mark Watson  
248-785-2030

## **MIDDLE SCHOOLS (7-8)**

### **EAST MIDDLE SCHOOL**

25000 Middlebelt Rd, Farmington Hills 48336  
Between 10 and 11 Mile Roads

Ken Sanders  
248-489-3601

### **O.E. DUNCKEL MIDDLE SCHOOL**

32800 12 Mile Rd, Farmington Hills 48334  
Between Farmington and Orchard Lake Roads

Allen Archer  
248-489-3577

## **HIGH SCHOOLS**

### **FARMINGTON HIGH SCHOOL**

32000 Shiawassee, Farmington 48336  
West of Orchard Lake Road

Julie Kaminski  
248-489-3455

### **HARRISON HIGH SCHOOL**

29995 W. 12 Mile Rd, Farmington Hills 48334  
Between Middlebelt and Orchard Lake Rd

Aaron Johnson  
248-489-3499

### **NORTH FARMINGTON HIGH SCHOOL**

32900 W. 13 Mile Rd, Farmington Hills 48334  
Between Farmington and Orchard Lake Roads

Joseph Greene  
248-785-2005

## **PRE-SCHOOL & ADULT EDUCATION CENTERS**

### **ALAMEDA EARLY CHILDHOOD CENTER**

32400 Alameda, Farmington Hills 48336  
Off Power Rd between 10 & 11 Mile Rd

Nancy Ely  
248-489-3808

### **FARMINGTON COMMUNITY SCHOOL**

30415 Shiawassee  
Farmington Hills, MI 48336  
Between Orchard Lake & Middlebelt  
*Alternative HS/Adult Ed-  
PreSchool Office -*

Pat Karas  
248-489-3333

*248-489-3827  
248-489-3373*

**SPECIAL SERVICES FACILITIES**

**SUPERVISOR**

CLOVERDALE DEVELOPMENTAL TRAINING CENTER  
33000 Freedom, Farmington 48336

Bobbie Goodrum  
248-489-3819

VISIONS UNLIMITED  
22915 Commerce Dr., Farmington Hills 48335

Bonnie James  
248-489-3833

MAINTENANCE DEPARTMENT  
29350 W. 10 Mile, Farmington Hills 48336  
North side of 10 Mile between Middlebelt  
and Inkster

248-489-3440

TEN MILE SCHOOL  
32789 West 10 Mile, Farmington 48336

<i>Information Technology -</i>	Michael Johnston	248-489-3336
<i>Science Center -</i>	Steve Mitchell	248-785-2079
<i>Staff Development-</i>	Mark Wilson	248-489-3403
<i>Special Education-</i>	Val Mierzwa	248-489-3388
<i>Bilingual-</i>	Naomi Khalil	248-489-3595

LEWIS B SCHULMAN ADMINISTRATION CENTER  
32500 Shiawassee, Farmington 48336-2338  
Between Farmington Rd and Raphael St.

Susan Zurvalec  
Superintendent  
248-489-3300

# FARMINGTON PUBLIC SCHOOLS 2011-2012 SCHOOL HOURS

EARLY CHILDHOOD CENTERS		STUDENT	TEACHER	OFFICE
Alameda	P.S. Sp Ed AM P.S. Sp Ed PM ASD SXI 2/3 year-old P.S. AM 2/3 year-old P.S. PM 4 year-old P.S. AM 4 year-old P.S. PM Kinder Ready AM Kinder Ready PM Kinder Ready All day	8:25 - 10:55 12:55 - 3:25 8:25 - 3:25 9:00 - 2:41 9:15 - 11:45 12:45 - 3:15 9:00 - 11:30 12:30 - 3:00 8:20 - 11:20 12:20 - 3:20 8:45 - 2:45	8:21 - 3:51	7:30 - 4:00
Farmington Community	P.S. Sp Ed AM P.S. Sp Ed PM 3-4 year-old P.S./AM 3-4 year-old P.S./PM Headstart/AM Headstart/PM 4 yr. old GSRP AM 4 yr old GSRP PM	8:35 - 11:05 1:05 - 3:35 9:15 - 11:45 12:30 - 3:00 9:00 - 12:30 12:30 - 4:00 8:45 - 11:45 12:30 - 3:30	9:00 - 3:30	8:00 - 4:30

SPECIAL EDUCATION		STUDENT	TEACHER	OFFICE
Cloverdale	½ day	8:39 - 2:20 8:39 - 11:00	8:15 - 3:00	7:30 - 4:00
Visions Unlimited	½ day	8:54 - 3:16 8:54 - 11:30	8:15 - 3:30	7:30 - 4:00

# FARMINGTON PUBLIC SCHOOLS 2011-2012 SCHOOL HOURS

HIGH SCHOOLS		STUDENT	TEACHER	OFFICE
Farmington, Harrison, North Farmington	½ Day Delayed start	7:45 - 2:33 7:45 - 10:52 9:50 AM	7:25 - 2:40	7:00 - 4:00
Farmington Central High School	Ages 16 – 19	8:00 – 2:45	7:45 – 3:00	8:00 – 4:30

MIDDLE SCHOOLS		STUDENT	TEACHER	OFFICE
East and O.E. Dunckel	½ Day	7:25 - 2:10 7:25 - 10:25	7:15-2:30	7:00 - 4:00

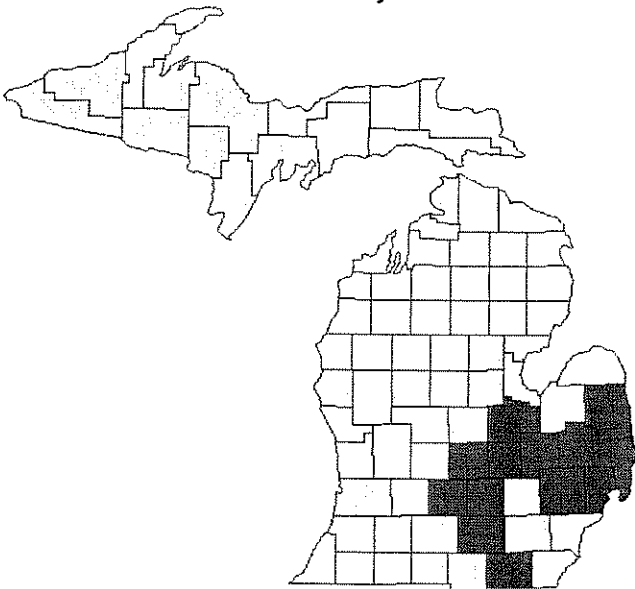
UPPER ELEMENTARY SCHOOLS (5/6)		STUDENT	TEACHER	OFFICE
Power and Warner	½ day	8:10 – 3:15 8:10 - 11:13	7:55-3:25	7:30 - 4:00

ELEMENTARY SCHOOLS (K-4)		STUDENT	TEACHER	OFFICE
Beechview	½ day	9:07 – 4:12 9:07 – 12:10	8:50 - 4:20	8:00 - 4:30
Forest	½ day	8:28 - 3:33 8:28 – 11:31	8:15 - 3:45	7:30 – 4:00
Gill	½ day	8:28 - 3:33 8:28 – 11:31	8:15 - 3:45	7:30 - 4:00
Highmeadow	½ day	7:55 – 3:00 7:55 – 10:58	7:45 – 3:15	7:15 – 3:45
Hillside	½ day	9:07 – 4:12 9:07 – 12:10	8:50 - 4:20	8:00 - 4:30
Kenbrook	½ day	8:28 - 3:33 8:28 – 11:31	8:15 - 3:45	7:30 – 4:00
Lanigan	½ day	9:07 – 4:12 9:07 – 12:10	8:50 - 4:20	8:00 - 4:30
Longacre	½ day	9:07 – 4:12 9:07 – 12:10	8:50 - 4:20	8:00 - 4:30
Wood Creek	½ day	9:07 – 4:12 9:07 – 12:10	8:50 - 4:20	8:00 - 4:30

# Farmington Substitute Pay Rates for 2011-2012 School Year

	Hour
Teacher (non certified)	\$12
Teacher (non certified but over 50 days subbed previous year)	\$14
Teacher (certified/retired)	\$16
Secretarial (45 wpm/net)	\$10.25
Spec. Ed Paraprofessional	\$10.00
Noon Supervisor/Sub Noon Supervisor	\$10.00
Custodial/ Nutrition	\$10.00
PreSchool Teacher/Parapro	\$14.00/\$9.25

**2011 - 2012 PESG Payroll Schedule**



Clinton, Eaton, Genesee Ingham, Jackson Lenawee, Macomb Oakland, Saginaw Shiawassee			
Pay Period Start	Pay Period End	Reconciliation Deadline	Date Payable
School Year 2010 - 2011 (Monday Pay Date)			
			Monday
5/15/2011	5/28/2011	5/31/2011	6/6/2011
5/29/2011	6/11/2011	6/14/2011	6/20/2011
6/12/2011	6/25/2011	6/28/2011	7/4/2011
School Year 2011 - 2012 (Wednesday Pay Date)			
Sunday	Saturday	Monday	Wednesday
6/26/2011	7/9/2011	7/11/2011	7/20/2011
7/10/2011	7/23/2011	7/25/2011	8/3/2011
7/24/2011	8/6/2011	8/8/2011	8/17/2011
8/7/2011	8/20/2011	8/22/2011	8/31/2011
8/21/2011	9/3/2011	9/5/2011	9/14/2011
9/4/2011	9/17/2011	9/19/2011	9/28/2011
9/18/2011	10/1/2011	10/3/2011	10/12/2011
10/2/2011	10/15/2011	10/17/2011	10/26/2011
10/16/2011	10/29/2011	10/31/2011	11/9/2011
10/30/2011	11/12/2011	11/14/2011	11/23/2011
11/13/2011	11/26/2011	11/28/2011	12/7/2011
11/27/2011	12/10/2011	12/12/2011	12/21/2011
12/11/2011	12/24/2011	12/26/2011	1/4/2012
12/25/2011	1/7/2012	1/9/2012	1/18/2012
1/8/2012	1/21/2012	1/23/2012	2/1/2012
1/22/2012	2/4/2012	2/6/2012	2/15/2012
2/5/2012	2/18/2012	2/20/2012	2/29/2012
2/19/2012	3/3/2012	3/5/2012	3/14/2012
3/4/2012	3/17/2012	3/19/2012	3/28/2012
3/18/2012	3/31/2012	4/2/2012	4/11/2012
4/1/2012	4/14/2012	4/16/2012	4/25/2012
4/15/2012	4/28/2012	4/30/2012	5/9/2012
4/29/2012	5/12/2012	5/14/2012	5/23/2012
5/13/2012	5/26/2012	5/28/2012	6/6/2012
5/27/2012	6/9/2012	6/11/2012	6/20/2012
6/10/2012	6/23/2012	6/25/2012	7/4/2012
6/24/2012	7/7/2012	7/9/2012	7/18/2012
7/8/2012	7/21/2012	7/23/2012	8/1/2012
7/22/2012	8/4/2012	8/6/2012	8/15/2012
8/5/2012	8/18/2012	8/20/2012	8/29/2012
8/19/2012	9/1/2012	9/3/2012	9/12/2012

**FARMINGTON PUBLIC SCHOOLS**  
**2011-2012 DISTRICT SCHOOL CALENDAR**

*\*\* Please note the District School Year Calendar is a bargained item. As this is a bargaining year, the 2011-2012 District School Year Calendar is in the process of being determined. As soon as the Calendar is finalized and approved, it will be posted here on the website \*\**

## DIRECTIONS FOR REPORTING AN ABSENCE DURING A MULTI DAY ASSIGNMENT

Q. WHAT HAPPENS IF DURING A MULTI-DAY ASSIGNMENT, I AM UNABLE TO COME IN FOR ONE DAY? HOW DO I GET A SUB FOR ME WHEN I AM GOING TO BE ABSENT?

A. You can use SubFinder telephone system to report an absence when you are in a multi-day assignment and need to be away from work. Here is an example: You have a job for Monday-Friday. However on Wednesday morning you are unable to go to work. You would call SubFinder to report your absence. From SubFinder's Main Menu you would select (Option 4) "To report an absence". PLEASE NOTE this can only be done using the SubFinder telephone system; it cannot be done using the SubFinder online system. Do not confuse calling in an absence with either canceling a job or reporting an unavailable date range. At this time, substitutes cannot request a specific substitute to fill in.

SubFinder will ask for

- your job number, (If you need, go to option 1 from the main menu)
- the first date you are reporting, and
- the last day you are reporting.

Be sure you finish all of the steps. At the end, SubFinder will give you a new job number for the remaining days of the assignment. This new job number will apply to you until you need to report another absence.

If you don't get a new job number it means you did not complete the process. A job will not have been created for your absence, and a substitute will not be called to cover your absence.

### WHEN YOU CALL SUBFINDER YOUR MAIN MENU

To Review Current Assignments	Press 1 (if you need job number, go here first)
To Review Available Jobs	Press 2
To Cancel a Job	Press 3
<u>To Report an Absence</u>	<u>Press 4</u>
To Review Personal Information	Press 5
To Leave the SubFinder System	Press 9

### MAIN MENU OPTION #4 TO REPORT AN ABSENCE

From the Main Menu      Press 4

Enter the JOB NUMBER followed by the pound sign (#). SubFinder will play the job information.

Step 1: Enter the first date of the absence (MMDD) followed by the pound sign (#).  
To begin the absence today, press star (\*).

Step 2: Enter the time the absence begins (HHMM) followed by the pound sign (#).  
If the absence begins at the start of the work day, press star (\*). If you enter a specific time:

For A.M.                      Press 1  
For P.M.                      Press 2

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (\*).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign (#).  
If the absence ends at the end of the work day, press star (\*). If you enter a specific time:

For A.M.                      Press 1  
For P.M.                      Press 2

SubFinder will repeat the date(s) and times of the absence.

If correct                      Press 1  
If incorrect                      Press 2

Step 5: SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct                      Press 1  
If incorrect                      Press 2

### GET THE REVISED JOB NUMBERS

ALWAYS WAIT FOR THE REVISED JOB NUMBERS BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.