



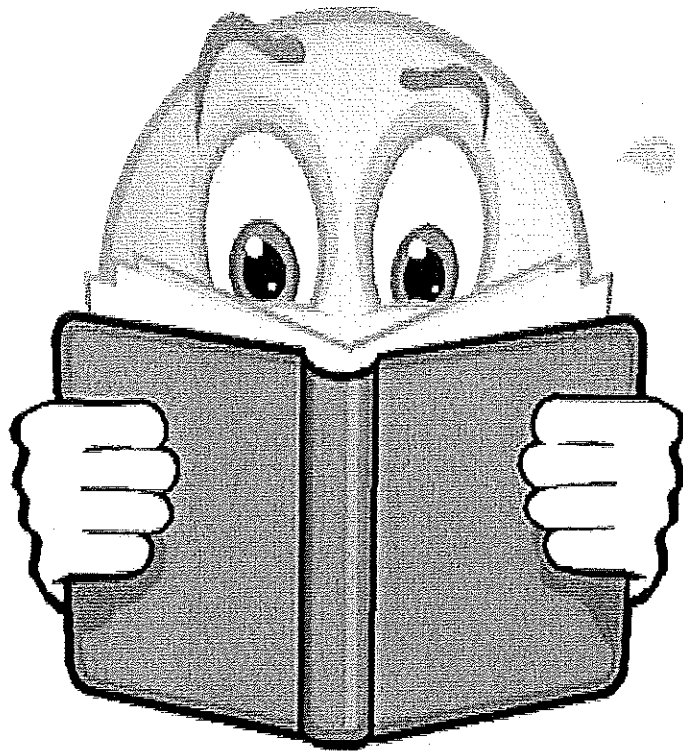
DAYTON

PUBLIC SCHOOLS

A NEW DAY IS DAWNING!

2011-2012 RESERVE TEACHER HANDBOOK

Please Retain This Guide For Future Reference.



Vision

An innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community.

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Dear Reserve Teaching Associate,

Welcome to our Reserve Teaching Staff! This new and improved guide is designed to assist in your assignments and answer questions you may have.

For additional information please contact the Human Resources Department, Reserve Teacher Office at 542-3147.

We wish you the best success!

Sincerely,

Dayton Public Schools
Human Resources Department

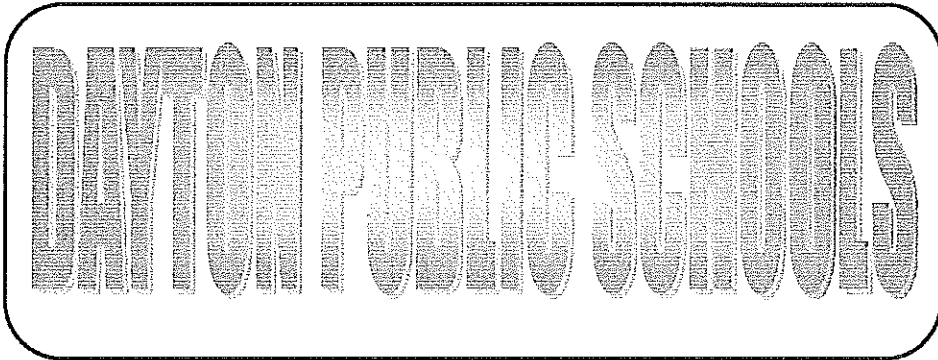
PS.

A copy of the Code of Conduct for Students and Teachers can be found on our web site dps.k12.oh.us

A Reserve Teacher page has also been added to our website

www.dps.k12.oh.us/cms/departments/hmnrsc/reserve_teachers.html

2011 - 2012 Academic Calendar



Board Approved

revised 07/05/2011

August 2011						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	15	Professional Dev Day
	16	Teacher Work Day
	17	K-12 Students' First Day
September	05	Labor Day (District Closed)
	28	Professional Dev Day (No Students)
October	13	End of 1st Quarter
	14	Parent/Teacher Conferences (No Students)
	17	Begin 2nd Quarter
November	21—23	Fall Break (Selected Staff Report)
	24—25	Thanksgiving Break (District Closed)
December	21	End of 2nd Quarter
	22	Teacher Records / Work Day (No Students)
	23	Winter Break (No School)
	—Jan 03	
January	04	Students Return to School
		Begin 3rd Quarter
	16	ML King Day (District Closed)
February	10	Professional Dev Day (No Students)
	17—21	Winter Break (Selected Staff Report)
	20	Presidents' Day (District Closed)
March	09	End of 3rd Quarter
	12	2-Hour Early Dismissal PK-8
		Begin 4th Quarter
April	02-09	Spring Break (Selected Staff Report)
	06	Good Friday (District Closed)
	10	Students Return to School
May	28	Memorial Day (District Closed)
June	01	Last Day of School
June	01	Teacher Records / Work Day
		178 Student Days / 185 Teacher Days

Calamity Make-Up Days—June 01, 04, 05, 06 and 07

An innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community.

January 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

GENERAL INFORMATION

REPORTING FOR YOUR ASSIGNMENT

Reserve Teachers:

1. When your services are needed, you will receive a phone call from the automated substitute calling system. Directions on how to use this system are provided in this booklet. The system will give you all information pertaining to the your assignment (Date, time to report, name of teacher, grade or subject, etc.).
- 2 . Always report to the school main office to check in before reporting to the classroom.

EMERGENCY SCHOOL CLOSINGS:

When schools are closed by the Superintendent because of inclement weather, the local news media will inform the general public and Dayton Public Schools TV.

EMERGENCY AND FIRE DRILL PROCEDURES:

Instructions for emergency and fire drill procedures are posted in each classroom. Read them carefully to ascertain the pattern of the bell alarm and the exit route for the class.

Orderliness is mandatory for pupil safety. Students have been well instructed about the procedures. Insist that they adhere to the rules.

Attendance must be checked after exiting the building and upon returning to the classroom.

MEDICAL PROCEDURES:

Any student who becomes ill or suffers a minor injury while under your supervision is to be sent to the school nurse with a hall pass.

If an emergency medical situation occurs, such as a serious illness or injury, remain with the student and call and/or send for the nurse of principal.

If you have an illness that may suddenly require medical attention, you may wish to report this to the school nurse when you arrive at your designated school. You can include instructions concerning medication and treatment and an emergency telephone number.

Never give a student medicine of any type!!

Dayton City Schools employees are advised to use universal precaution (use latex gloves, etc.) whenever handling bodily fluids.

SECURITY OF PERSONAL PROPERTY:

It is highly recommended that you secure your personal belongings. The Dayton School Board is not responsible for loss of stolen articles.

CARE OF MATERIAL/STUDENT RECORDS:

Reserve teachers are requested to take responsible care of instructional material and equipment. Please monitor the use of paper, pencils, and other teaching supplies.

Student records are to be considered private and confidential and are to be secured at all times. Please keep attendance records, roll books, testing information, and other official records in the desk.

If you are issued keys upon your arrival, please lock classroom doors whenever you leave the room.

Return the keys to the office at the end of the school day. No one is allowed to take keys home overnight. Supply cabinets, which are located in Home Economics, Arts, Sciences, and Industrial Arts classrooms, are not to be opened without permission from the principal or designee.

SPECIAL DUTIES:

Reserves are expected to work the same hours and perform the same regularly assigned duties as employees for whom they are substituting. These assignments may include bus duty, hall duty, cafeteria duty, and other similar jobs.

Short-term reserves are not expected to attend after-school meetings or perform after school duties. Long-term reserves are expected to attend the same meetings and perform the same duties as a regular classroom teacher.

Reserves are not to perform extra-curricular duties or responsibilities (coaching, clubs, etc.).

PROCEDURES FOR ACCEPTING CALLS

1. **DO NOT** accept any assignment unless it comes directly from the Reserve Teacher Office or the automated calling system. Neither teachers nor principals are empowered to call Reserve Teachers for their assignments.
2. If because of illness or some other reason you cannot accept calls for assignments for an extended period, please notify the Reserve Teacher Office (**Recorder Number - 542-3147**) You may be requested to send this information in writing. This will keep us from calling you with unnecessary phone calls.
3. When you receive a call from the system you must respond by either accepting or declining the position. If you simply hang up or no one answers it will be considered a refusal of work. 30 consecutive school days without working will be considered an abandonment of position and will result in employment termination.
4. Please report on time for your assignments. Please note the Teacher Sign-In times listed in this booklet.
5. If the principal has asked you to return the following day and they have called you into the Reserve Teacher Automated System that you will return, but you **CANNOT**, please call the Reserve Teacher Automated System at 1-877-722-2086 as soon as possible and cancel yourself out of the job, so someone else can be sent.
6. Keep a record of all the schools and teachers for whom you teach.

STARTING THE SCHOOL DAY/STAFF ASSISTANCE:

Upon your arrival at the assigned school, you will receive instructions relating to lesson plans, seating charts, attendance, lunch procedures, schedules, and special duties which you will be expected to assume.

Each classroom teacher usually prepares a folder for reserve teacher which makes note of special lesson plans, students who must report to other teachers and records of other pertinent information including suggestions for making your day successful.

Being prepared will expedite the completion of routine procedures and the beginning of instructional activities. Students will immediately recognize that you are in control of the situation and respect your intent to help them accomplish the day's assignments.

When you report to your assigned school, you will find cooperative staff member who are willing to give you a warm welcome and a helping hand. Keep in mind, however, that they may be busy and might not notice your arrival.

You are encouraged to introduce yourself and become acquainted with the office staff. Seek assistance when needed.

YOUR PROFESSIONAL PERFORMANCE:

Your initial employment is based upon your professional preparation and desire to work in the Dayton School System. Continued employment is contingent upon your professional performance. The following guidelines will assist you in maintain a high-level job performance and increase the demand for your services.

1. Be prompt in your arrival. Arrive early if possible (15 minutes).
2. Take attendance and follow the school's attendance procedures.
3. Maintain order in the classroom.
4. Learn and make use of routine procedures, which have been established by the classroom teacher.
5. Make every effort to leave plans and materials in order.
6. Execute the instructional plans left by the teacher and use your own professional resources.
7. Fulfill all responsibilities of the regular classroom teacher.
8. Supervise the students assigned to the regular classroom teacher at all times. (Example, home room, special classes, halls, dismissal, etc.). NEVER leave students unsupervised.
9. Immediately report to the school administrator all incidents involving student injuries or misconduct.
10. Leave a note in the lesson plan book at the conclusion of the instructional day. This note should include:
 - (a). work covered as specified in plan book
 - (b). any change in the lesson plan and the reason
 - (c). any misconduct of students
 - (d). any communication received from parents
 - (e.) any other information you may need to leave for the teacher

11. Work the same number of hours worked by the employee who is on leave or the scheduled number of hours for the vacant position.
12. Always report to the Main Office upon arrival and follow payroll sign in procedures.
13. Maintain confidentiality regarding information about students, parents, teachers and/or administrators.
14. Dress appropriately for your assignment.

ESTABLISHING THE INSTRUCTIONAL PLAN:

Follow the lesson plans left by the regular classroom teacher as closely as possible. If the regular teacher requests that you use only the materials in the reserve folder, please adhere to this request. If you have any questions concerning the regular teacher's lesson plan, please ask an experienced classroom teacher or an administrator for advice.

IMPORTANT INFORMATION :

1. An evaluation by the Principal is required for each reserve teacher for each building assignment.
2. Name, address or phone number changes should be reported to the Human Resources office as soon as possible on a Personal Update Form available in all school buildings.
3. When a reserve teacher desires to withdraw his or her name from the eligible list, a letter of resignation must be sent to the Human Resources Office giving the effective date and reason for resignation.
4. A reserve teacher will be expected to remain for faculty meetings or planning meetings, if he/she is to return to that same assignment the next day.

DISCIPLINE POLICIES:

It is imperative that you refer all major discipline problems to the school administration. Under NO circumstances should you use corporal punishment, deprive a student of eating lunch, retain a student from another scheduled class, or detain a student beyond the regular school day.

You should become familiar with each individual school's discipline plan.

Discipline issues are to be enforced only by the building administrator.

EFFECTIVE CLASSROOM MANAGEMENT

A firm, consistent and positive manner combine with a well planned instructional program will create a good classroom environment and establish rapport with the students.

Use intelligence, patience, and understanding when dealing with the diverse personalities of students.

Assert your authority with dignity and deliberate judgment.

Demonstrate a genuine interest in the students and communicate with them.

Discipline only the misbehaving student, never the entire class. In cases of misconduct and insubordination, remember that you have the assurance of administrative assistance. This will negate the need for you to have a personal confrontation with a student.

Guard against making remarks that would discredit students in front of peers.

Never leave the class unsupervised. If you must leave the classroom, notify the office and arrangements will be made to supervise your class.

Permit only one student at a time to leave the classroom for lavatory or messenger purposes. You must give them a hall pass.

Pace your instruction in order to keep students interested and involved.

Do not allow students to stand unsupervised outside of the classroom. You are legally responsible for the safety of your students at all times.

MAINTAIN YOUR PROFESSIONALISM!

RESERVE TEACHER HOURS AND COMPENSATION

RESERVE TEACHER PAY RATES

New Hire Regular Pay: Hourly \$12.75

~ Regular Pay is to be used for normal substitute situations of short duration.

Increment Pay: After thirty (30) consecutive days of work, with no interruptions, on the 31st day the salary for a reserve teacher shall be \$15.15 per hour.

Reserve Teachers are paid for the hours they work to a maximum of 7.25 hours per day. Tardiness will reduce pay.

RESERVE TEACHER SALARY REGULATIONS

Reserve Teachers will not be paid for, nor given credit for, holidays and vacations during the first sixty- (60) days in any position. Reserve Teacher on regular salary schedule after sixty (60) working days in **same position** shall be paid for all holidays and vacation days for which regular teachers are paid and given all privileges of regular teachers.

Any service beyond sixty (60) consecutive working school days in the **same position** shall be paid according to the teacher's proper position on the schedule for regular teachers, but in no case shall a reserve teacher be placed above Step 10 on the salary schedule.

After sixty (60) working days in **same position**, sick leave shall be granted at the rate of 1 1/4 days per calendar month during the service, and this accumulation shall be retroactive to the beginning of the sixty- (60) working days of service.

Also, after sixty (60) working days in **same position**, reserve teachers are eligible for hospitalization insurance coverage subject to the provisions contained in the Master Contract. The same consideration holds true for dental insurance and term life insurance. Upon nearing the sixtieth day, please contact the Employees' Benefits office (542-3126) for further information and forms.

CERTIFICATION REQUIREMENTS

Teaching certificates, **either standard or long term or short term teaching certification is required** for all persons serving as Reserve Teachers.

Questions regarding certification may be directed to the
Reserve Teacher office (542-3147).

STATE TEACHERS RETIREMENT SYSTEM

Teachers employed for substitute service in the public schools are required to contribute to the State Teachers Retirement System of Ohio.

Retired teachers must contribute to STRS. HB382 states all retirees must contribute to the retirement system. It in no way affects current or future retirement checks. The monies are set aside in an annuity. Whenever the retiree decides to quit, the monies contributed to the annuity are thus paid. You must fill out the proper STRS form.

In order to withdraw contributions to the retirement system, It is necessary for you to request the proper form from:

**STATE TEACHERS RETIREMENT SYSTEM
275 EAST BROAD STREET
COLUMBUS, OHIO 43215**

All checks for reserve teachers will be mailed to the home address unless the teacher is on a long-term assignment and wishes the check to be sent to the school. In this case, the teacher shall notify the Reserve Teacher office (542-3147) All reserve teachers can have direct deposit. Forms are in Human Resources or Payroll.

ANY CHANGE IN ADDRESS SHOULD BE PROMPTLY REPORTED TO

THE DEPARTMENT OF HUMAN RESOURCES,

ATTENTION: RESERVE TEACHER OFFICE.

NO PAYCHECK CAN BE ISSUED TO A TEACHER UNTIL THAT

TEACHER HAS A VALID CERTIFICATE RECORDED IN THE

HUMAN RESOURCES/RESERVE TEACHER OFFICE.

**Dayton Public Schools
BUILDING LIST**

HIGH SCHOOLS		ADDRESS/ZIP CODE	ADMINISTRATOR	SECRETARY
542-6460	BELMONT 363	2323 Maplevue Ave./20	David White	Angelica Clark
542-7355	DAVID H PONITZ CT 370	741 Washington Ave /02	Glenn Faircloth	Andrea Young
542-6760	DUNBAR 364	1400 Albritton/ 17	Marlayna Randolph	LaTasha Copher
542-7030	MEADOWDALE 367	3873 Whitestone Court/ 16	Melaine Walter	Adonna Mobley
542-7380	STIVERS Grades 7-12 271	1313 E Fifth St / 03	Erin Dooley	
542-6610	THURGOOD MARSHALL	4447 Hoover Ave/17	Sharon Goins	Cecilia Hill
PRE K-8 SCHOOLS				
542-4220	BELLE HAVEN 103	4401 Free Pike/16	Dwon Bush	Sharon Hutchinson
542-5840	CHARITY ADAMS EARLY	450 Shoup Mill Road/ 15	Peggy Burks	Yvonne McCorry
542-4340	CLEVELAND 108	1102 S. Pursell Ave/10	Aaron Smith	Sephania Davis
542-5340	DAYTON BOY PREP 181	1923 W Third St / 17	Horace Lovelace	Cynthia Nalls
542-5740	E J BROWN 105	31 Willowood Ave/05	Marilyn Croker	Cheryl Jones
542-4490	EASTMONT 111	1480 Edendale Rd./32	Celeste Horner	Lovella Corley
542-4540	EDISON 112	228 N Broadway/07	Albert Jordan	Robin Smith
542-4590	FAIRVIEW 115	2314 Elsmere Dr./06	Shari Hoskins	Tracy Billingsley
542-4790	GORMAN@ Jackson 459	329 Abbey Ave/17	Lydia Radcliffe	Karen Carr
542-4890	HORACE MANN 135	715 Krebs Ave./19	Tracey Mallory	Lori Peters
542-5090	KEMP 130	1923 Gondert Ave/03	Renald O'Neal	Pat Cochran
542-6130	KISER 182	1401 Leo St / 04	Greg Fowler	Carol Hopkins
542-4290	LOUISE TROY 140	1630 Miami Chapel/17	Laura Busse	Michelle Ayers
542-5390	MEADOWDALE 138	3871 Yellowstone Ave/16	Judy Spurlock	Mary O'Laughlin
542-5940	WRIGHT BROTHERS @Grant	4309 Arcadia Blvd /20	Shawn Welch	Nancy Darst
542-4640	RIVER'S EDGE MONTES- SORI 117	108 Linwood / 05	Holli Gover	Alice Coulter
542-4390	ROSA PARKS 109	3705 Lori Sue/06	Nelson Stone	Tana Gullatte
542-5680	RUSKIN 143	407 Ambrose Ct/10	Devon Berry	Adrene Christian
542-5690	VALERIE 146	4020 Bradwood Dr./05	Wyetta Hayden	Shirley Garrett
542-4990	WESTWOOD 151	2805 Oakridge/17	Anthony Comer	Cynthia Hill
542-5890	WOGAMAN 154	920 McArthur Street/17	Sandra Collie	Nancy Harris
542-3600	WOW PreK-8 School @Residence Park	4411 Oakridge Dr/ 17	Cleaster Jackson	Kathy Hatmaker
SPECIAL CENTERS				
542-4450	GARDENDALE ACAD 128	1733 N. Gettysburg /27	Cheryl Owens	Erica Walton
542-6910	LONGFELLOW Alt 133	245 Salem Ave./06	Bettylene Mulligan	Marie Stewart

Dayton Public Schools	
BELL SCHEDULE 2010-2011	
7:15 AM -1:45 PM	
Gardendale (Grades K-12)	Stivers (Grades 7-8)
Longfellow (Grades K-8)	
7:45 AM -2:00PM	
Belle Haven	Louis Troy
Cleveland	Ruskin
Eastmont	Rosa Parks
Fairview	Wogaman
Meadowdale Elem.	World of Wonder
8:00 AM – 2:45 PM	
Dunbar	Meadowdale High School
Ponitz Career Tech Center	Stivers (Grades 9-12)
Longfellow (Grades 9-12)	
9:00 AM – 3:45 PM	
Charity Adams Earley	Kiser
Dayton Boys Prep Academy	Horace Mann
River Edge Montessori	Valerie
Edison	EJ Brown
Gorman at Jackson	Westwood
Kemp	Wright Brother @ Grant
9:00 AM—3:45 PM	
Belmont (7-8) 9:00 AM—3:30 PM	Thurgood Marshall High School
Belmont (9-12)	

2011-2012 PAYROLL SCHEDULE

PAYDAY	PAY PERIOD
July 08, 2011	June 20, 2011 - July 1, 2011
July 22, 2011	July 04, 2011 – July 15, 2011
August 05, 2011	July 18, 2011 – July 29, 2011
August 19, 2011	August 01, 2011 – August 12, 2011
September 02, 2011	August 15, 2011 -August 26, 2011
September 16, 2011	August 29, 2011 – September 09, 2011
September 30, 2011	September 12, 2011 – September 23, 2011
October 14, 2011	September 26, 2011 -October 07, 2011
October 28, 2011	October 10, 2011 - October 21, 2011
November 11, 2011	October 24, 2011 - November 04, 2011
November 25 2011	November 07, 2011 – November 18, 2011
December 09, 2011	November 21, 2011 – December 02, 2011
December 23, 2011	December 05, 2011 – December 16, 2011
January 06, 2012	December 19, 2011- December 30, 2011
January 20, 2012	January 02, 2012 – January 13, 2012
February 03, 2012	January 16, 2012 – January 27, 2012
February 17, 2012	January 30, 2012 – February 10, 2012
March 02, 2012	February 13, 2012 -February 24, 2012
March 16, 2012	February 27, 2012 - March 09, 2012
March 30, 2012	March 12, 2012 - March 23, 2012
April 13, 2012	March 26, 2012 - April 06, 2012
April 27, 2012	April 09, 2012 – April 20, 2012
May 11, 2012	April 23, 2012 - May 04, 2012
May 25 2012	May 07, 2012 - May 18, 2012
June 08, 2012	May 21, 2012 - June 01, 2012
June 22, 2012	June 04, 2012 - June 15, 2012
July 06, 2012	June 18, 2012 – June 29, 2012
July 20, 2012	July 02, 2012 – July 13, 2012

Your School District
Substitute Quick Reference Card

System Phone Number 660-9938

Help Desk Phone Number 542-3147

Write your PIN number here _____

Web Browser URL dayton.eschoolsolutions.com

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am and continues until % of completion of job	6:00 - 10:00 pm
Saturday	None	None
Sunday	None	0:00 – 00:00 pm
Holidays	None	0:00 – 00:00 pm

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID**, followed by the star (*) key
2. Enter your **PIN**, followed by the star (*) key
(If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

When the system calls you, pressing the star (*) key will make the system wait for 2 minutes for you to enter your Access ID and PIN.

REGISTRATION

Record your name followed by the star (*) key

- PRESS 1 to Accept
- PRESS 2 to Re-enter
- PRESS 9 to Exit and hang-up

Hear your callback telephone number

- PRESS 1 to Modify your callback number
- PRESS 1 if Correct
- PRESS 2 to Re-enter
- PRESS 9 to Exit to next step

If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (*) key

- PRESS 1 if Correct
- PRESS 8 to Re-enter
- PRESS 9 to Exit and hang-up

THE SYSTEM CALLS

HEAR THE JOB OFFER

PRESS 1 to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and hang-up

If you pressed 1 to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the star (*) key or wait for a list of reasons

If you pressed 1 to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 1 to Hear the job number again
PRESS 2 to Repeat the job description
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and repeat this step

If you pressed 2 to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit and hear the job offer

HEAR THE CANCELLATION

Hear "This assignment has been cancelled" and the job information
PRESS 1 to Repeat the job information
PRESS 9 to Exit and hang-up

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
 - 2 - Hear Available Jobs
 - 3 - Change your Callback Number
 - 4 - Review or Modify Temporary Do Not Call Time
 - 5 - Review or Modify Unavailability Dates
 - 6 - Review or Modify Daily Availability
 - 7 - Change PIN, Re-record Name, or Change Language Preference*
 - 9 - Exit and hang-up
- * If multiple languages are configured.

1 - REVIEW OR CANCEL ASSIGNMENTS

Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
PRESS 8 to Hear another assigned job
PRESS 9 to Exit to menu options

If you pressed 2 to Cancel assignment
PRESS 1 to Confirm cancellation

Enter cancellation reason from page 1 followed by the star (*) key or wait for a list of reasons

PRESS 1 to Accept

PRESS 2 to Re-enter

PRESS 9 to Exit and hear next assignment

PRESS 9 to Exit and hear next assignment (assignment will not be cancelled)

2 – HEAR AVAILABLE JOBS

Hear assignment information

PRESS 1 to Repeat assignment

PRESS 2 to Accept assignment

PRESS 3 to Decline assignment

PRESS 8 to Hear next assignment

PRESS 9 to Exit to menu options

If you pressed 2 to Accept assignment, hear the job assignment

PRESS 1 to Repeat assignment

PRESS 2 to Hear next assignment

PRESS 9 to Exit to menu options

If you pressed 3 to Decline assignment

Enter decline reason from page 1 followed by the star (*) key or wait for a list of reasons

PRESS 1 to Accept

PRESS 2 to Re-enter

PRESS 9 to Exit and hear next assignment

3 - CHANGE YOUR CALLBACK NUMBER

Hear the Callback telephone number

PRESS 1 to Modify callback telephone number

PRESS 9 to Exit to menu options (number will not be changed)

Enter new telephone number followed by the star (*) key. Hear the new telephone number

PRESS 1 if Correct

PRESS 2 to Re-enter the number

PRESS 9 to Exit to menu options

4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

Hear the temporary Do Not Call time

PRESS 1 to Enter a time

PRESS 2 to Delete this time

PRESS 9 to Exit to menu options

If you pressed 1 to Enter a time, hear a time offered

PRESS 1 to Accept the time offered

PRESS 8 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm

PRESS 9 to Exit to menu options

5 - REVIEW OR MODIFY UNAVAILABILITY DATES

PRESS 1 to Review or delete unavailability period

PRESS 2 to Add a new unavailability period

PRESS 9 to Exit to menu options

If you pressed 1 to Review or delete, hear the unavailable period information

PRESS 1 to Delete this unavailability period

PRESS 2 to Hear the next unavailability period

PRESS 9 to Exit to menu options

If you pressed 2 to Add dates

Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)

Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)

Indicate unavailable all day?

PRESS 1 for Yes

PRESS 2 to Enter time

Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm

Repeat procedure for End time

Receive calls for future assignments during unavailable period?

PRESS 1 to Receive calls for future jobs during this unavailability period

PRESS 2 if you do not want to receive calls for future jobs during this unavailability period

PRESS 9 to Exit and review or modify unavailability dates (without saving unavailability period)

6 - REVIEW OR MODIFY DAILY AVAILABILITY

PRESS 1 to Review or delete, hear a time period you are available to work

PRESS 2 to Enter a new time period you are available to work

PRESS 3 to Review or delete, hear a time period you should not be called

PRESS 4 to Enter a new time period you should not be called

PRESS 9 to Exit to menu options

If you pressed 1 to Review or delete a time period you are available to work, or pressed 3 to review or delete a time period you should not be called, hear the day and time period in chronological order

PRESS 1 to Delete this time period

PRESS 8 to Hear the next time period

PRESS 9 to Exit to review or modify daily availability

If you pressed 2 to Enter a new time period you are available to work, or pressed 4 to a new time period you should not be called

Select the day of the week

PRESS 1 for Monday thru Friday

PRESS 2 – 8 for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)

If you pressed 1 thru 8, enter a time

PRESS 1 for All day

PRESS 2 to Enter start and end time

Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm

PRESS 9 to Exit to review or modify daily availability (without saving changes)

7 - TO CHANGE PIN, RE-RECORD NAME, OR CHANGE LANGUAGE PREFERENCE

PRESS 1 to Change your PIN

PRESS 2 to Change the recording of your name

PRESS 3 to Change the language preference

PRESS 9 to Exit to menu options

If you pressed 1 to Change your PIN

Enter a new PIN at least .xx digits in length followed by the star (*) key

PRESS 1 if Correct

PRESS 8 to Re-enter

PRESS 9 to Exit to menu options

If you pressed 2 to Change the recording of your name

Hear "Your name is recorded as "recorded name."

PRESS 1 to Hear your name again

PRESS 2 to Re-record name

PRESS 9 to Exit to menu options

If you pressed 2 to Re-record name, system plays, "Please record your name. Press * when done."

System plays Name.

PRESS 1 to Accept this recording

PRESS 2 to Re-record name

PRESS 9 to Exit to menu options

If you pressed 3 to Change the language preference

Enter language followed by the star key (*) when finished

PRESS 1 to Accept

PRESS 2 to Hear more language options

PRESS 9 to Exit to menu options (without saving language)

If you pressed 3 to Change the language preference

Enter language followed by the star key (*) when finished

PRESS 1 to Accept

PRESS 2 to Hear more language options

PRESS 9 to Exit to menu options (without saving language)

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your User ID and Password. Review additional announcements on your home page, if any.

LANGUAGE SELECTION

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the *Submit* button on the Sign In page.

PIN/PASSWORD REMINDER

The "Trouble Signing in?" link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/Password request page. The User's ID and the security code being displayed must be entered on this page. *Note: You must be registered with the system to use this option.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user's profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

PROFILE

Choose the *Profile* link to view and update your information

Profile Tab

Change your Callback Number

Enter the telephone number where you can be contacted by the system.

Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office

Add Temporary Do Not Call setting

Enter a time in HH:MM am or pm format for the system to resume calling

(The maximum is 24 hours from the current time)

Schedule Tab

Create a new Availability Schedule

- Select *New* button
- Select days of the week for the schedule by leaving boxes checked by that day
- Select *either* the times you are available to work or the times you should not be called, but not both
 - Check box for all day or
 - Enter a start and end time range in HH:MM am or pm format
- Select *Save* button
- To Exit without saving changes, select the *Return to List* button

Modify an Availability Schedule

- Choose day or days of the week you want to delete by checking the boxes by that day
- Select the *Delete* button
- Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above

Classifications and Locations Tab

Review classifications and locations you have chosen for possible assignments

Unavail Dates Tab

Create Unavailability Schedule

- Select the *New* button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
- Select the *All Day* check box or enter the time range in HH:MM am or pm format
- Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select *Save* button
- Delete Unavailability Schedule**
 - Place a checkmark in the desired date range box
 - Select the *Delete* button

Email Tab

Enter or change email address.

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - Select the *Return to List* button to return to the job listing

REMINDER: ALL PHONE NUMBERS MUST HAVE 1 AND AN AREA CODE

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

Select format for Assignment display. List or Calendar view

Search for assignments

Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon.

Leaving dates blank will return all data

Enter a specific job number (date range will not be used)

Press the *Search* button to display the list of assigned jobs

Choose the *Job Number* link to view job details

Select the *Return to List* button to review other jobs assigned to you

Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment that has already started

An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be pressed to end the session and disconnect from SmartFindExpress. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress and close the browser when you finish with your session.

Important Note: Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.

**THE FOLLOWING PAGES
CAN
BE
DUPLICATED
FOR YOU
TO
USE.**

HUMAN RESOURCES DEPARTMENT
115 S. Ludlow Street
Dayton, OH 45402

RESERVE TEACHER ASSESSMENT

To be completed by principal or assistant principal:

Name of Reserve Teacher: _____ School: _____
Date(s) of observation: _____ Number of days: _____

Grade or Subject: _____

Your opinion of teacher's success: PLEASE CIRCLE ONE

Satisfactory

Unsatisfactory*

The following assessment is based on _____ minutes of observation.

COMMENTS:

Principal or Assistant Principal Signature

To be completed by Reserve Teacher:

YES

NO

1. Did you receive instructions from the school office upon arrival? _____
2. Was a seating chart or class list available? _____
3. Were lesson plans available? _____

COMMENTS:

Date _____

Reserve Teacher Signature

*If an Unsatisfactory rating is given, the evaluator **must** attach written reason **and** recommendations for improvement.

1 copy to Human Resources Dept 1 copy to School office 1 copy to Reserve Teacher office 1 copy to DCRT

STUDENT BEHAVIOR LIST

TO: _____ FROM: _____

DATE: ___/___/201___

Student's Name *	Behavior / Problem
1.	
2.	
3.	
4.	
5.	
6.	
7.	

1. If more than one student's name is listed in the same box, then all students listed in that box displayed the same behavior.

CLASS SIGN-IN

CLASS: _____ PERIOD: _____ DATE: ____/____/____

PRINT NAME:

PRINT NAME:

1. _____

18. _____

2. _____

19. _____

3. _____

20. _____

4. _____

21. _____

5. _____

22. _____

6. _____

23. _____

7. _____

24. _____

8. _____

25. _____

9. _____

26. _____

10. _____

27. _____

11. _____

28. _____

12. _____

29. _____

13. _____

30. _____

14. _____

31. _____

15. _____

32. _____

16. _____

33. _____

17. _____

34. _____

RESERVE TEACHER'S CLASS REPORT
(A report of what occurred in your classroom during your absence)

Prepared for: _____ Class(s): _____
Prepared by: _____ Date: _____ School: _____

I covered the subject matters listed in your lesson plan for today except as noted below:

AM _____	PM _____
_____	_____
_____	_____
_____	_____

B. Homework assigned:

AM _____	PM _____
_____	_____
_____	_____
_____	_____

Students(s) who were late (L) to or skipped (S) your class: (also see "D")

AM _____	PM _____
_____	_____
_____	_____
_____	_____

See student behavior list attached to the back of this report if there were any discipline problems with any student(s).

General comments & observations:

Continued on back, if needed

RESERVE TEACHER'S CLASS REPORT
(A report of what occurred in your classroom during your absence)
MIDDLE / HIGH SCHOOL

Prepared for: _____ Class(s): _____
Prepared by: _____ Date: _____ School: _____

I covered the subject matters listed in your lesson plan for today except as noted below:

Pd 1: _____ Pd 5: _____
Pd 2: _____ Pd 6: _____
Pd 3: _____ Pd 7: _____
Pd 4: _____ Pd 8: _____

B. Homework assigned:

Pd 1: _____ Pd 5: _____
Pd 2: _____ Pd 6: _____
Pd 3: _____ Pd 7: _____
Pd 4: _____ Pd 8: _____

Students(s) who were late (L) to or skipped (S) your class: (also see "D")

Pd 1: _____ Pd 5: _____
Pd 2: _____ Pd 6: _____
Pd 3: _____ Pd 7: _____
Pd 4: _____ Pd 8: _____

See student behavior list attached to the back of this report if there were any discipline problems with any student(s).

General comments & observations:

**DIRECTIONS TO SCHOOLS
(FROM CENTER OF DAYTON)**

HIGH SCHOOLS

Belmont High School - 2323 Maplevue Ave., 45420

Drive east on Third Street, right on Wayne Avenue; right on Watervliet Ave. and Proceed one block to Maplevue Ave. Turn right on Maplevue and proceed to school.

Dunbar High School - 1400 Albritton Drive, 45408

Drive west on Third Street; left on Broadway Street; right on Stewart Street; left on Danner Ave; right on Richley and proceed to the school.

Meadowdale High School - 3873 Whitestone Ct, 45416

Drive north on Main Street; left on Monument Ave. and cross the bridge; left on Riverview Ave.; right on Salem Ave.; right on Wolf Road to first stop light; right on Whitestone Court and proceed to end of street to the elementary school Parking area which is adjacent to high school.

Thurgood Marshall High School – 4447 Hoover Ave., 45417

Take West Third Street west to Elmhurst; turn right on Elmhurst, proceed approximately three quarters of a mile to the school.

Stivers School for the Arts – 1313 E Fifth St., 45403

Drive north on Main St, left on Fifth St. to the school.

Ponitz Career Tech Center – 741 Washington St., 45402

Drive south on Main St. left on Washington St to the School.

Longfellow - 245 Salem Ave., 45406

Drive north on Main Street W Monument Ave turn left on W. Monument Ave, Left on W Riverview, turn right on Salem Ave proceed to the Longfellow

ELEMENTARY SCHOOLS

Belle Haven PreK-8 School - 4401 Free Pike, 45416

Drive north on Main Street; left on Monument Ave. and cross the bridge; left Riverview Ave.; right on Salem Ave; left on Free Pike and proceed one-half mile to the school. (Free Pike is the westward extension of Siebenthaler Ave.

Charity Adams Early Girl Academy – 444 Shoup Mill Rd., 45415

Drive north on Main Street, right on Shoup Mill to the school.

Cleveland PreK-8 School – 1102 S Pursell Ave., 45410

Drive south on Main Street, left on to Wyoming St, follow Wyoming St till it dead ends, right on Pursell.

Dayton Boy Prep Academy - 1923 W Third St., 45417

Drive west on Third Street

Eastmont PreK-8 School - 1480 Edendale Road, 45432

Drive south on Main Street; take Route 35 East toward Xenia; take the Woodman Drive exit; right on Woodman Drive; left on Woodbine Ave.; left on Edendale Road and proceed to the school.

Edison PreK-8 School – 228 North Broadway, 45407

Drive west on Third Street to Broadway, turn right on Broadway to the school.

EJ Brown PreK-8 School – 31 Willowwood Dr., 45405

Drive north on N Main St. left on W Fairview Ave. Right on Willowwood Dr.

Fairview PreK-8 School - 2314 Elsmere Dr., 45406

Drive north on Main Street; left on Fairview Ave and proceed to the School.

Gardendale Academy – 1733 N Gettysburg Ave., 45427

Drive west on W Third St; Right onto N James H McGee Blvd proceed to the School. On the corner of James H McGee and Gettysburg Ave

Gorman School @ Jackson Center – 329 Abbey Ave., 45417

Drive west on Third Street to Abbey, left on Abbey to the school.

Horace Mann PreK-8 School - 715 Krebs Ave., 45419

Drive east on Third Street; right on Wayne Ave; right on Wilmington Pike; Right on Shroyer Road; left on Krebs and proceed to school.

Kemp PreK-8 School - 1923 Gondert Ave., 45403

Drive south on S Main St. turn right on Washington Street;; turn left to merge onto US-35 S. Exit onto S Smithville Rd; turn right at Gondert Ave process to the school.

Kiser PreK-8 School School - 1401 Leo St., 45404

Drive east on First Street; left on Patterson Boulevard and cross the bridge, where it becomes Riverside Drive; right on Helena Ave; left on McCook Street; right on Leo Street; left on Deeds Ave to parking lot.

Louise Troy PreK-8 School – 1630 Miami Chapel Rd, 45408

Drive south on S Main St; turn right at W 4th St; continue on W 5th St OH-4
Continue to follow OH-4 turn left at Danner Ave; turn right at Miami Chapel Rd.

Meadowdale PreK-8 School - 3871 Yellowstone Ave, 45416

Drive north on Main Street; left on Monument Ave. and cross the bridge; left on Riverview Ave.; right on Salem Ave.; right on Wolf Road to first stop light; right on Whitestone Courtland proceed to end of street to the elementary school parking area.

Rivers Edge Montessori PreK-8 School, – 108 Linwood St., 45405

Drive north on Main Street; right on Emmet St, left on Linwood St.

Rosa Parks PreK- 8 School – 3705 Lori Sue., 45406

Drive west on W 3rd St toward N Ludlow St; turn right at N James H McGee Blvd; turn right at N Gettysburg Ave; turn right at Lori Sue Ave; processed to the school.

Ruskin PreK- 8 School – 407 Ambrose Ct., 45410

Drive south on S Main St: turn left on Fifth St; turn right on Keowee St; turn right at Xenia Ave; turn left on Angel Ct which becomes Ambrose Ct.

Valerie PreK-8 School - 4020 Bradwood Drive, 45405

Drive north on Main Street; left on Monument Ave. and cross the bridge; left on Riverview Ave; right on Salem Ave.; right on Philadelphia Drive; left on Valerie Drive; left on Bradwood Drive and proceed to the school.

Wright Brothers -PreK-8 School @ Grant - 4309 Arcadia Blvd., 45420

Drive east on Third Street to Smithville Road, turn right on Smithville; left on Acadia Blvd. and proceed to the school.

Westwood PreK-8 School- 2805 Oakridge., 45417

Drive west on W Third Street to right Abbey Ave continue on Brooklyn Ave; turn left on Delphos Ave; turn right at Burleigh Ave; turn left at Oakridge Dr.

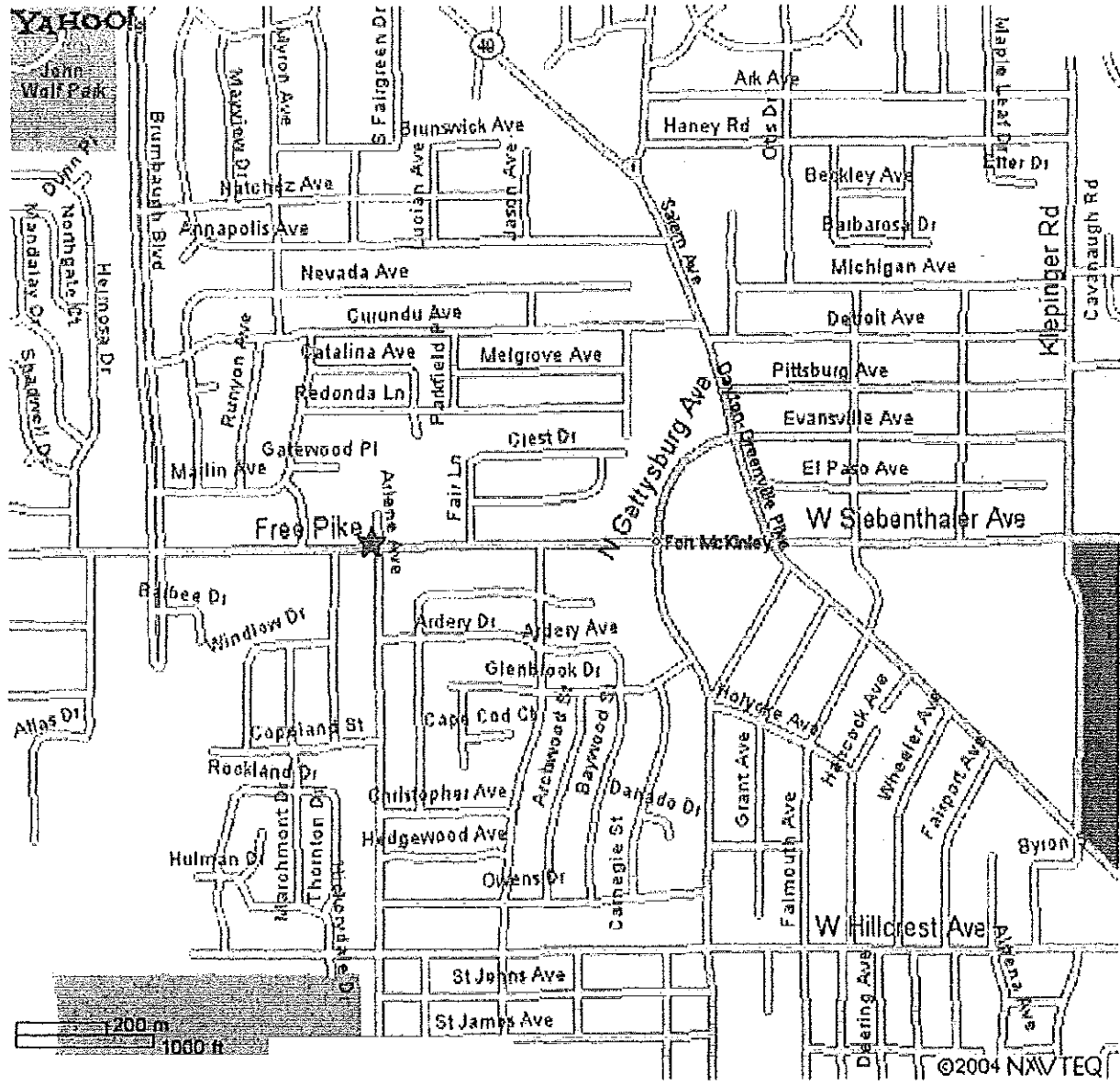
Wogaman PreK-8 School - 920 McArthur St., 45408

Drive west on Third St to Broadway, left on Broadway to Germantown St. then turn right on Germantown to the school.

World of Wonder PreK-8 School @Residence Park – 4411 Oakridge Dr., 45417

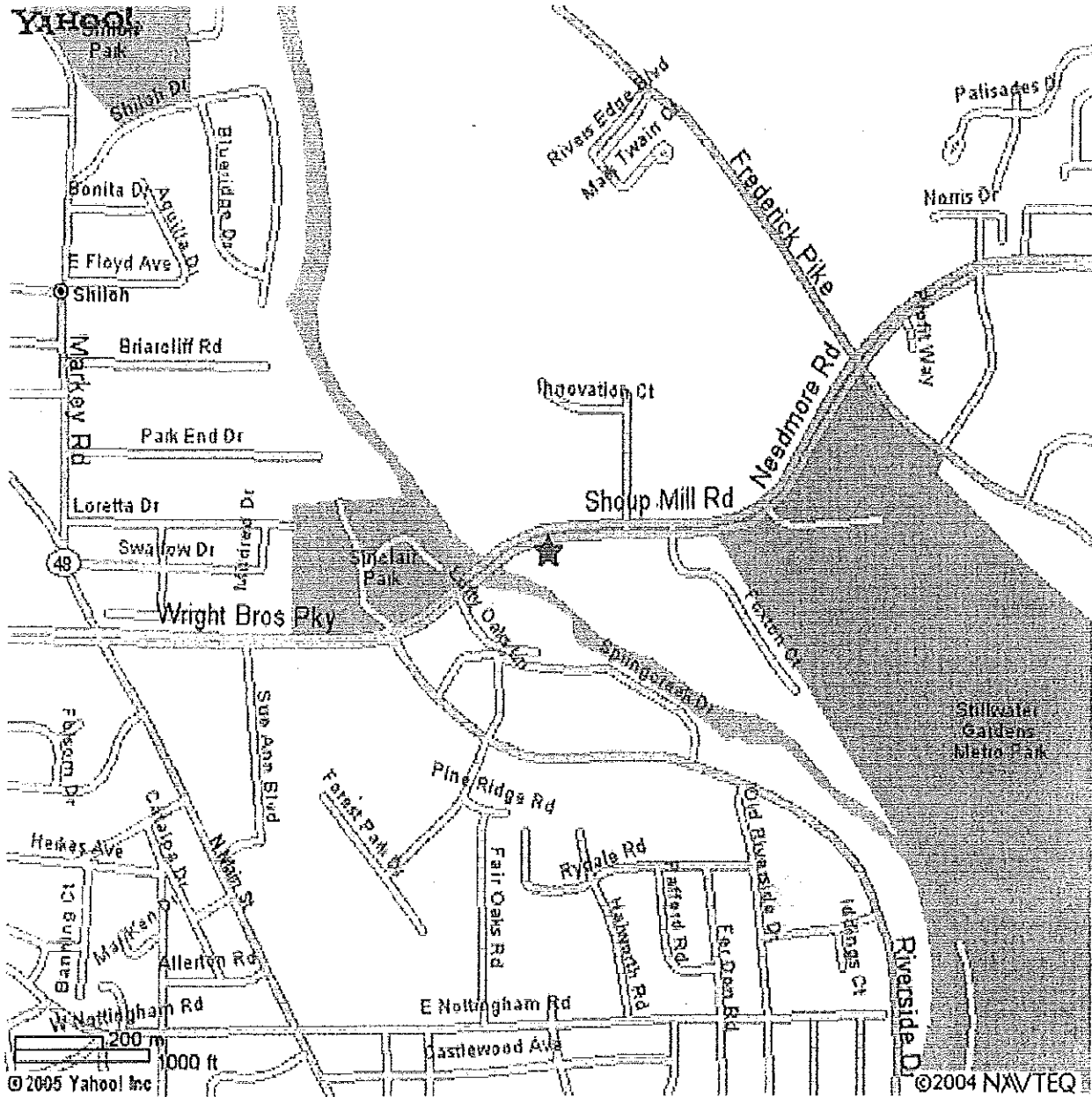
Drive west on Third Street to Elmhurst Rd, north on Elmhurst to Oakridge Dr.
Turn left on Oakridge to the school.

Belle Haven PreK-8 542-4220
4401 Free Pike Dayton Oh 45416



CHARITY ADAMS EARLY 542-5840

450 Shoup Mill Rd Dayton, Oh 45414

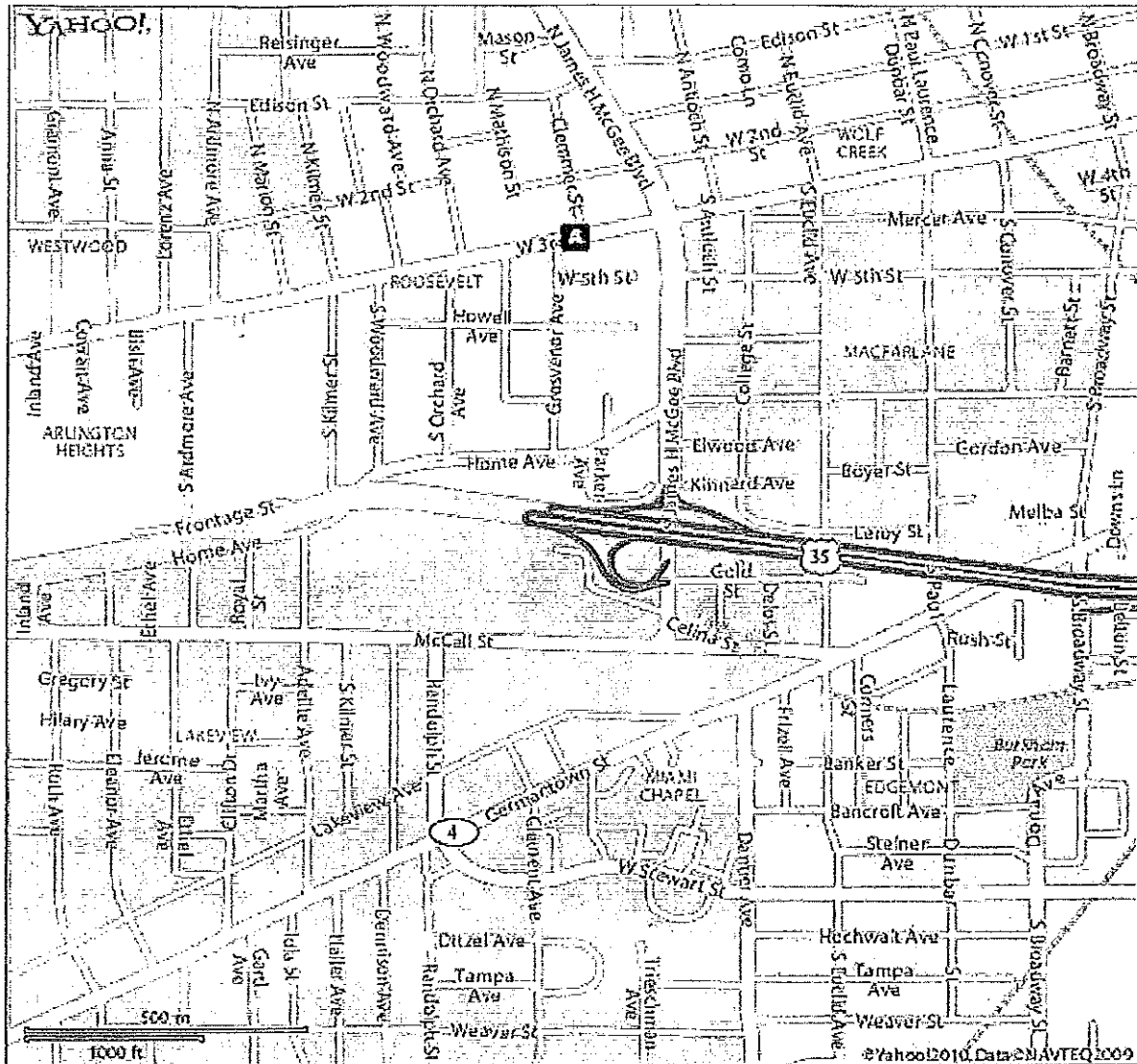


Cleveland PreK-8 542-4340
1102 S Pursell Ave. Dayton Oh 45410



Dayton Boy Prep Academy 542-5340
1923 W Third St., Dayton Oh 45417

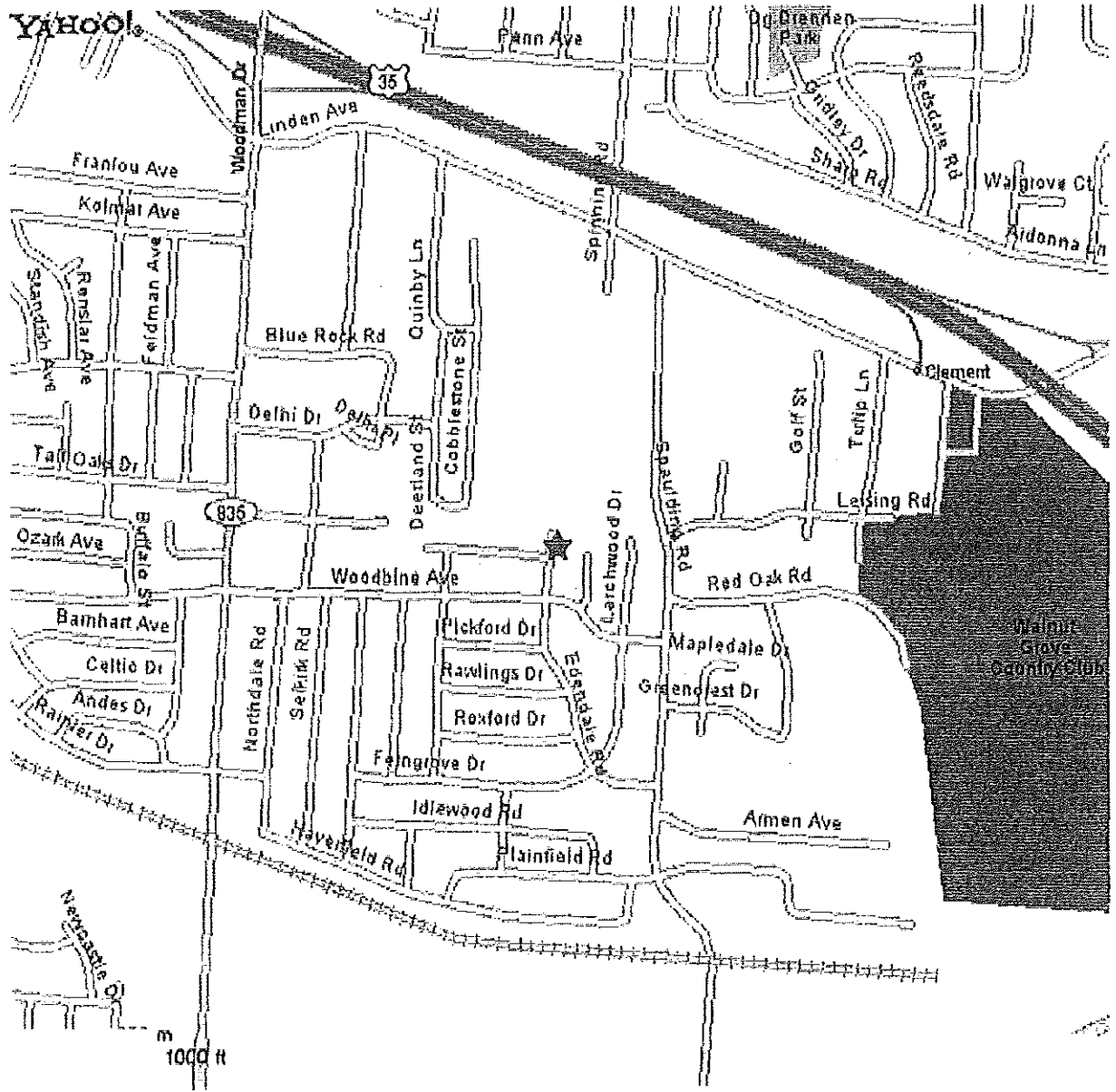
1923 W 3rd St, Dayton, OH 45417-2565



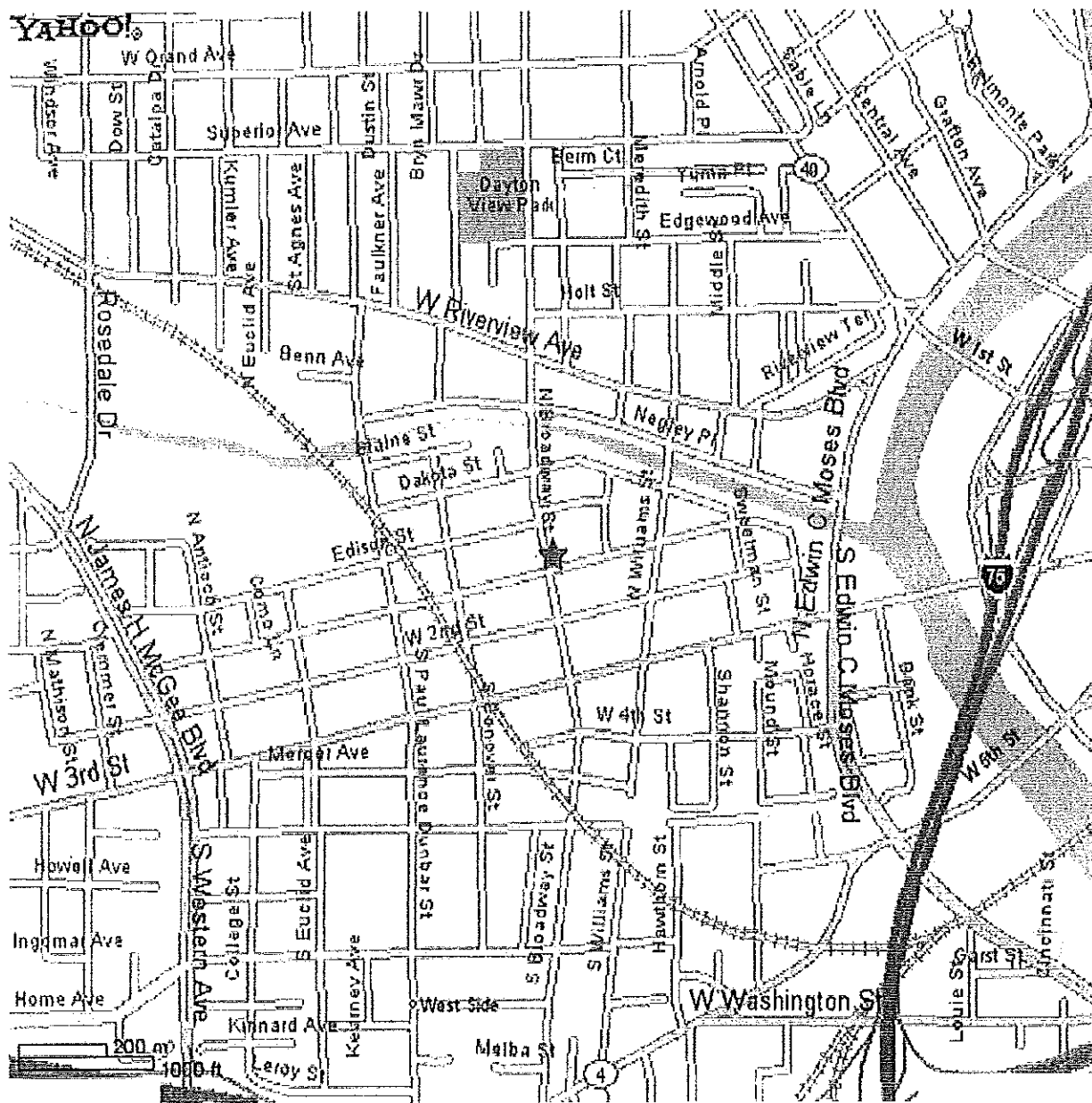
Gorman @ Jackson 542-4790
329 Abbey Ave Dayton Oh 45417



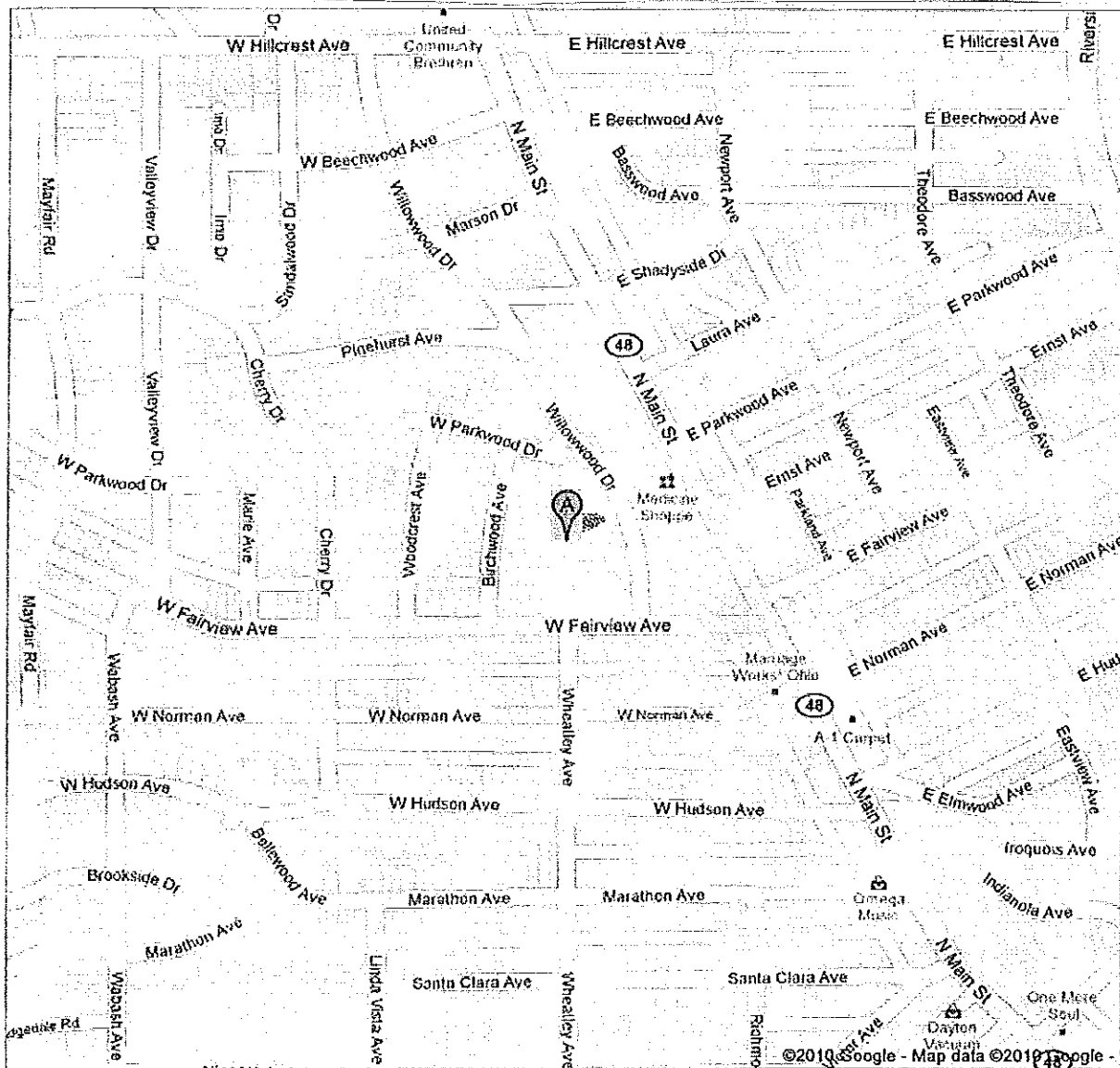
Eastmont PreK-8 542-4490
1480 Edendale Dayton OH 45432



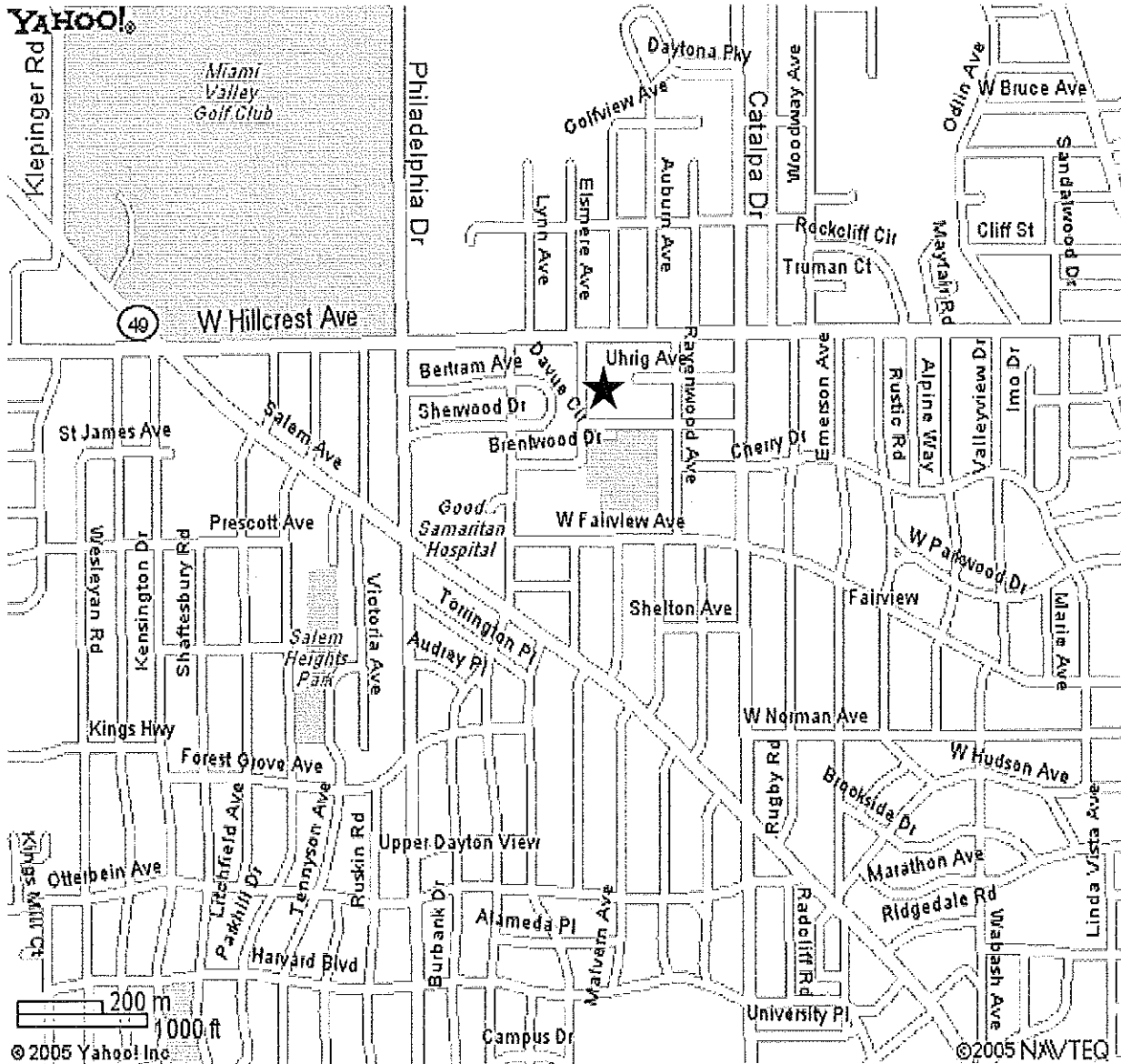
Edison Prek-8 542-4540
228 N Broadway Dayton Oh 45407



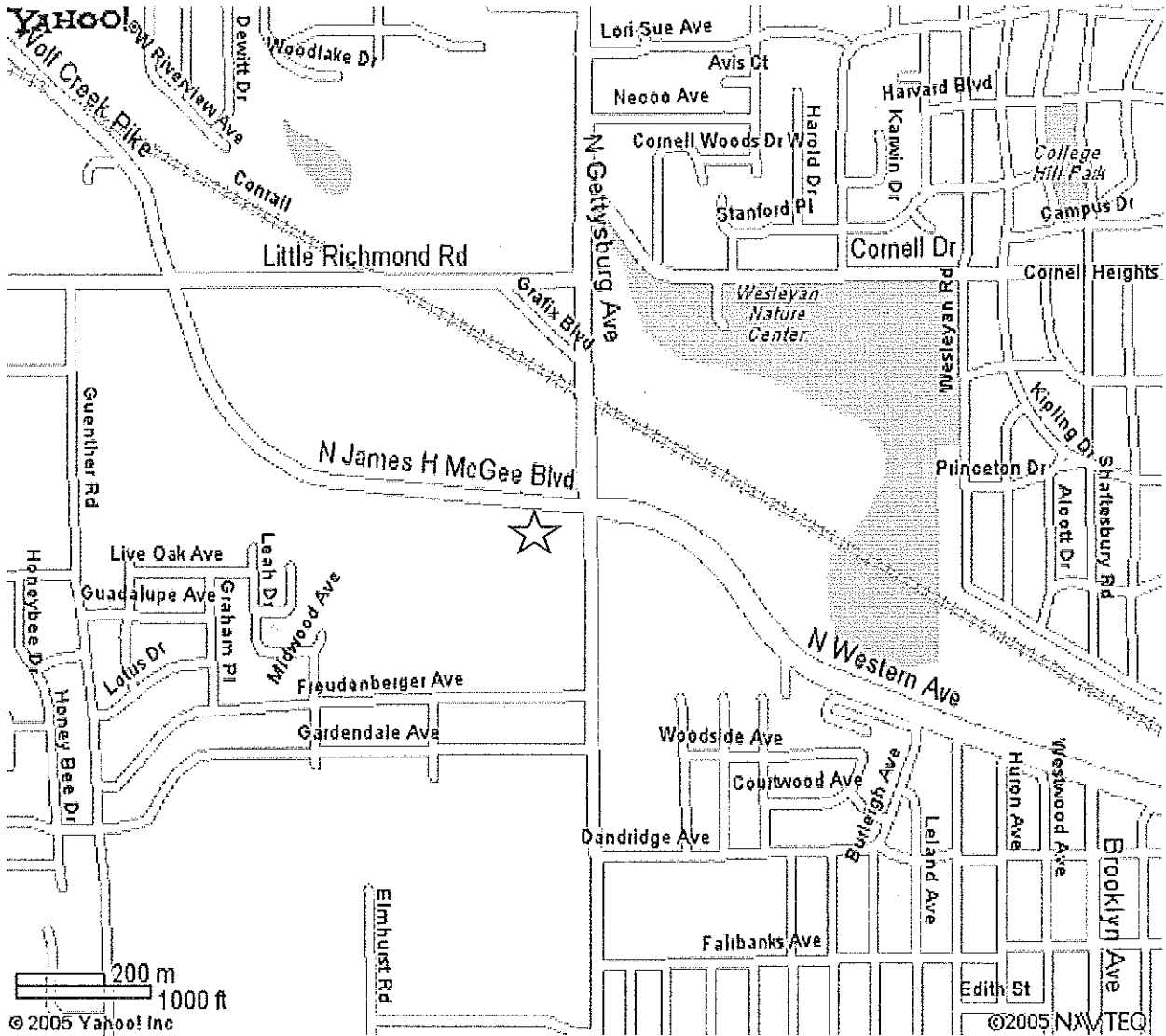
E J Brown PreK-8 542-5740
31 Willowwood Ave Dayton Oh 45405



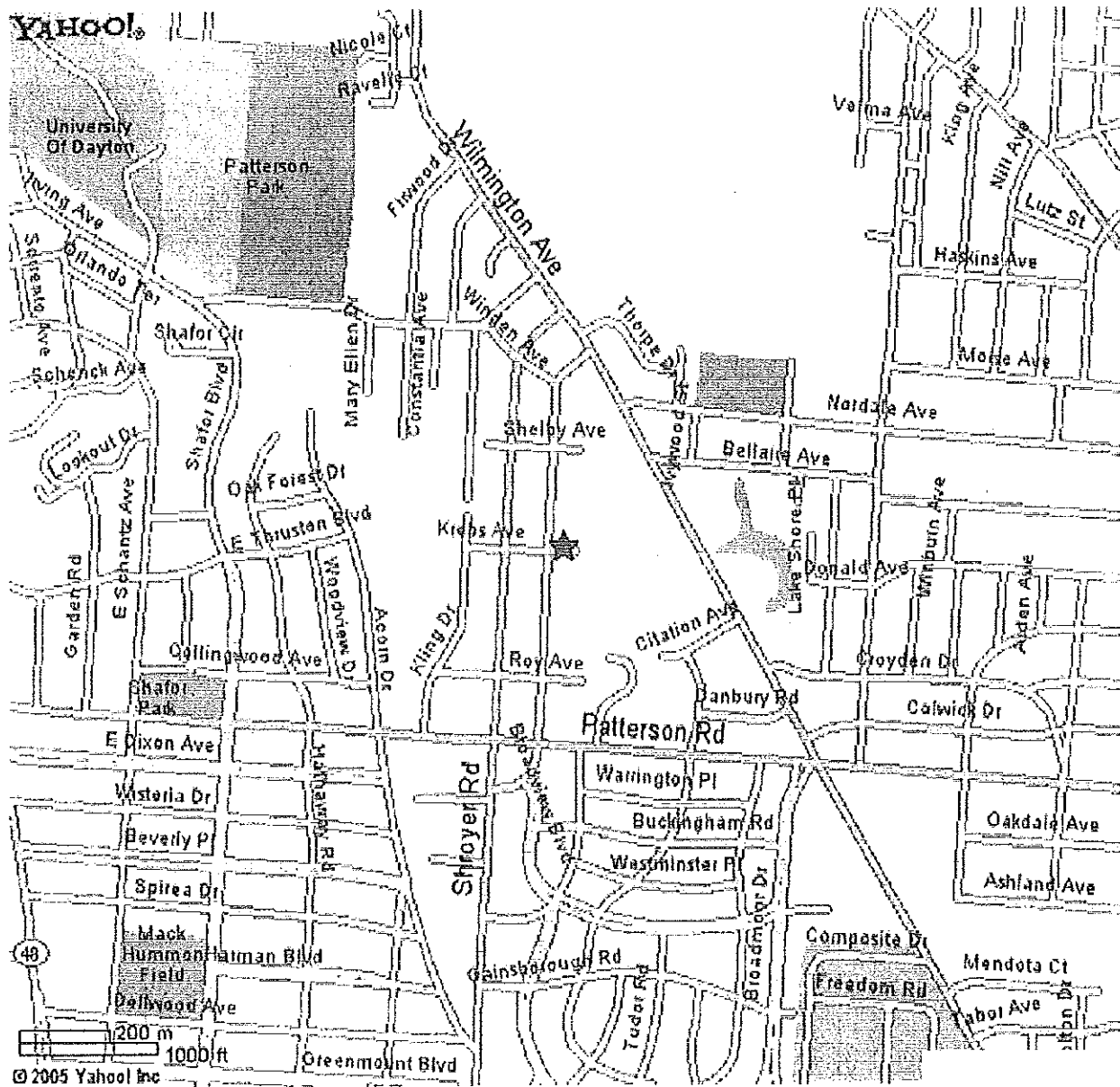
Fairview Prek-8 542-4590
2314 Elsmere Dr., Dayton Oh 45406



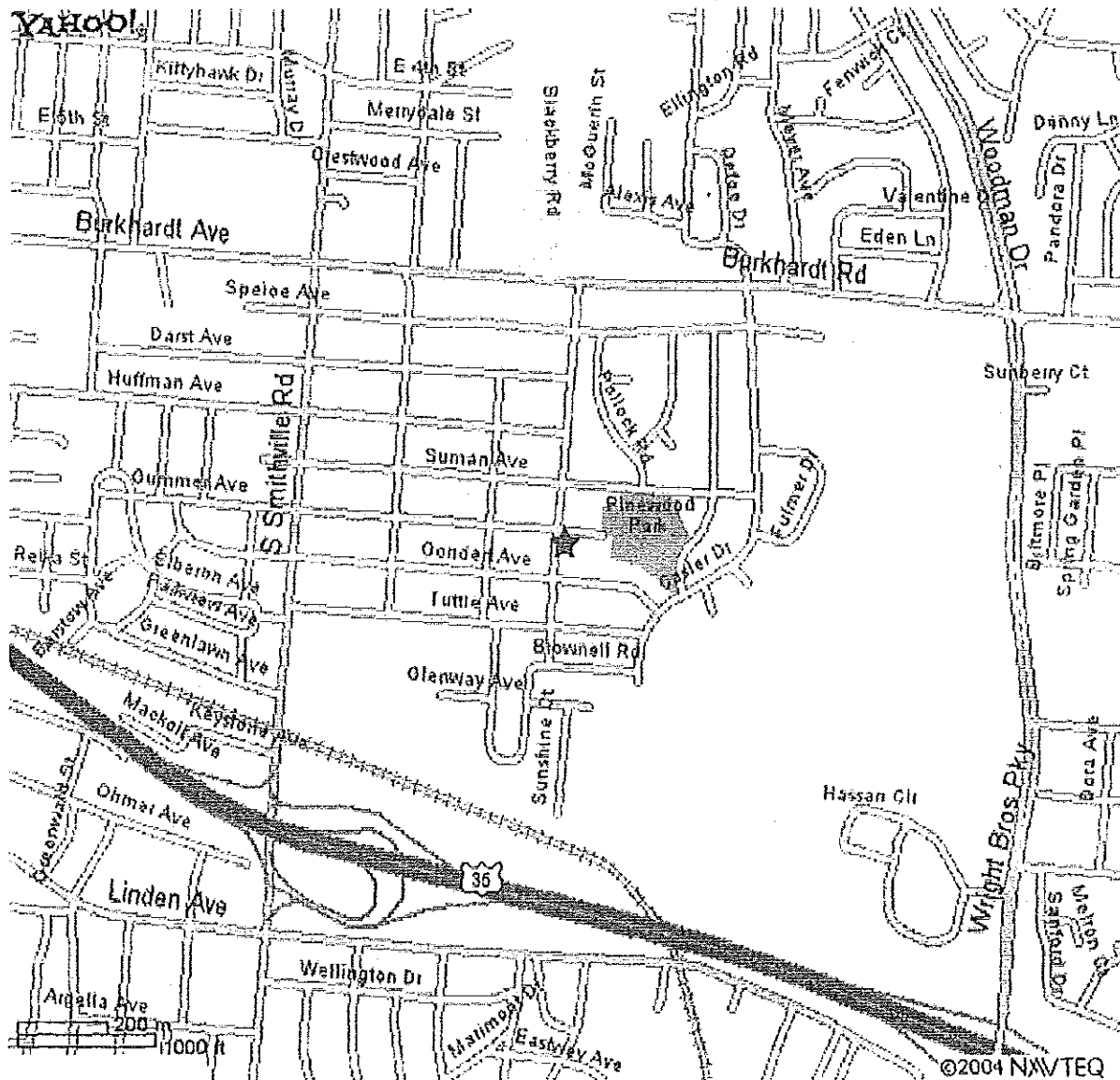
Gardendale Academy 542-4450
1733 N Gettysburg Dayton Oh 45427



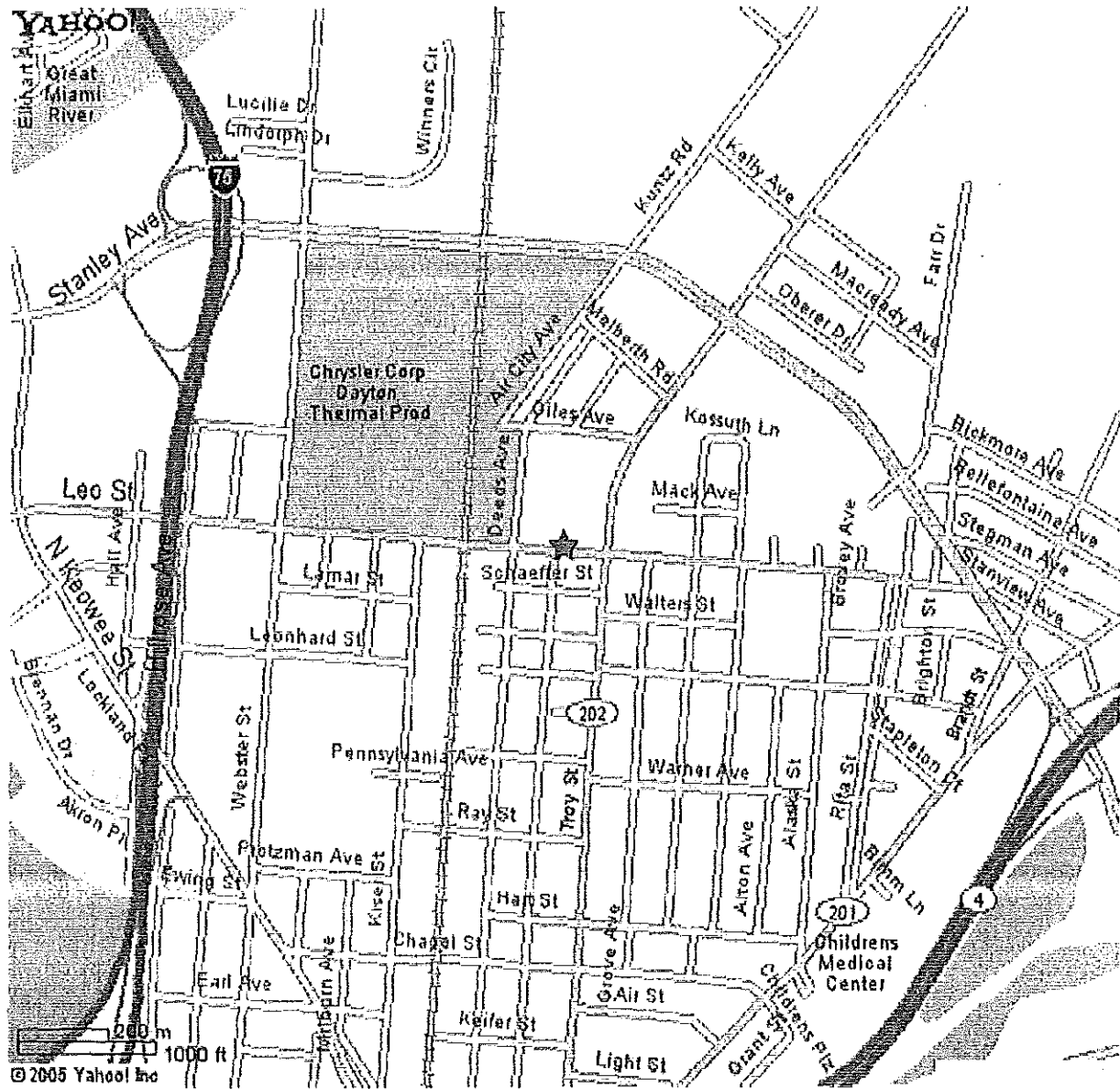
Horace Mann PreK-8 542-4890
715 Krebs Ave Dayton Oh 45419



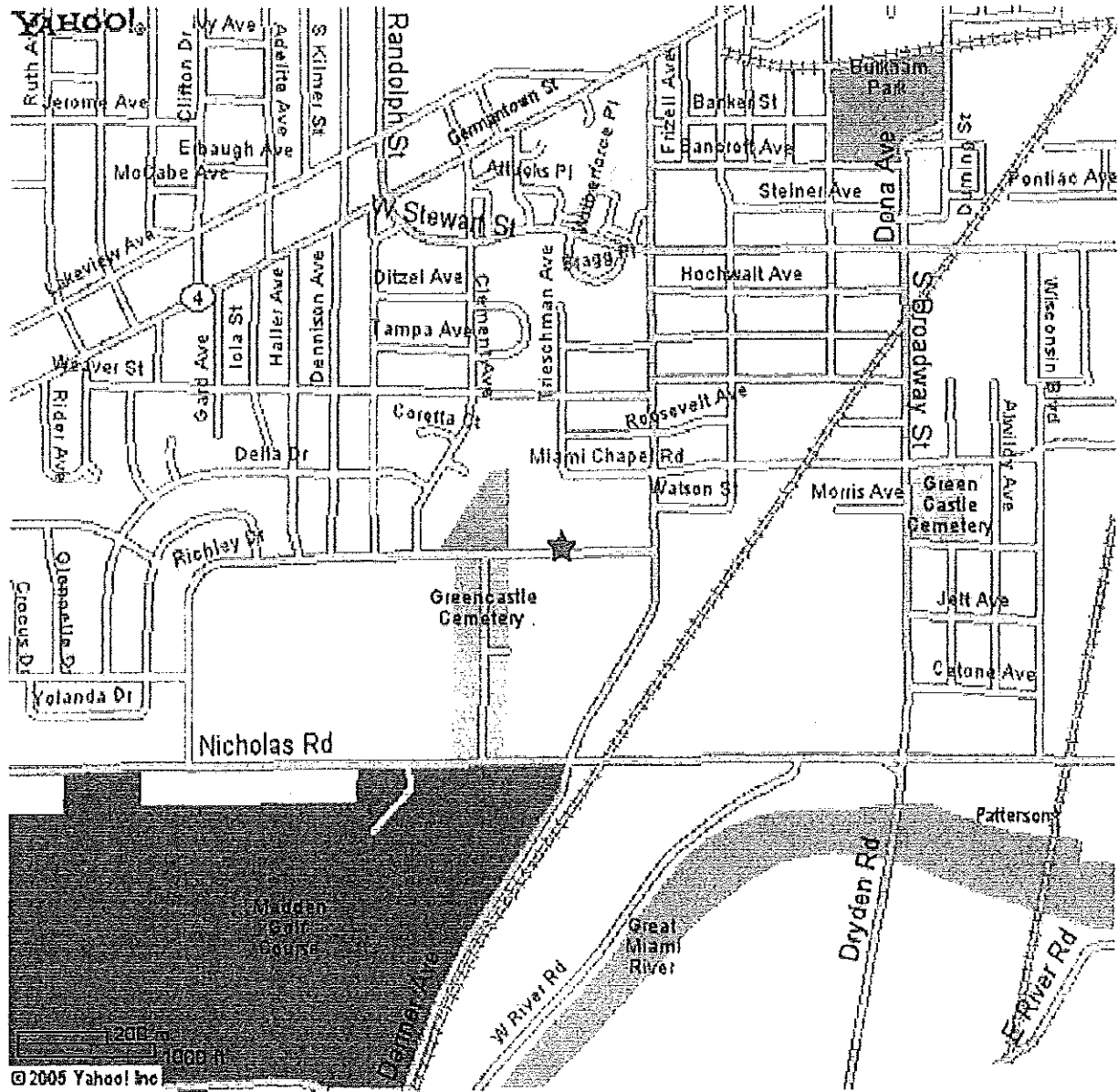
Kemp PreK-8 542-5090
1923 Gonbert Ave Dayton Oh 45403



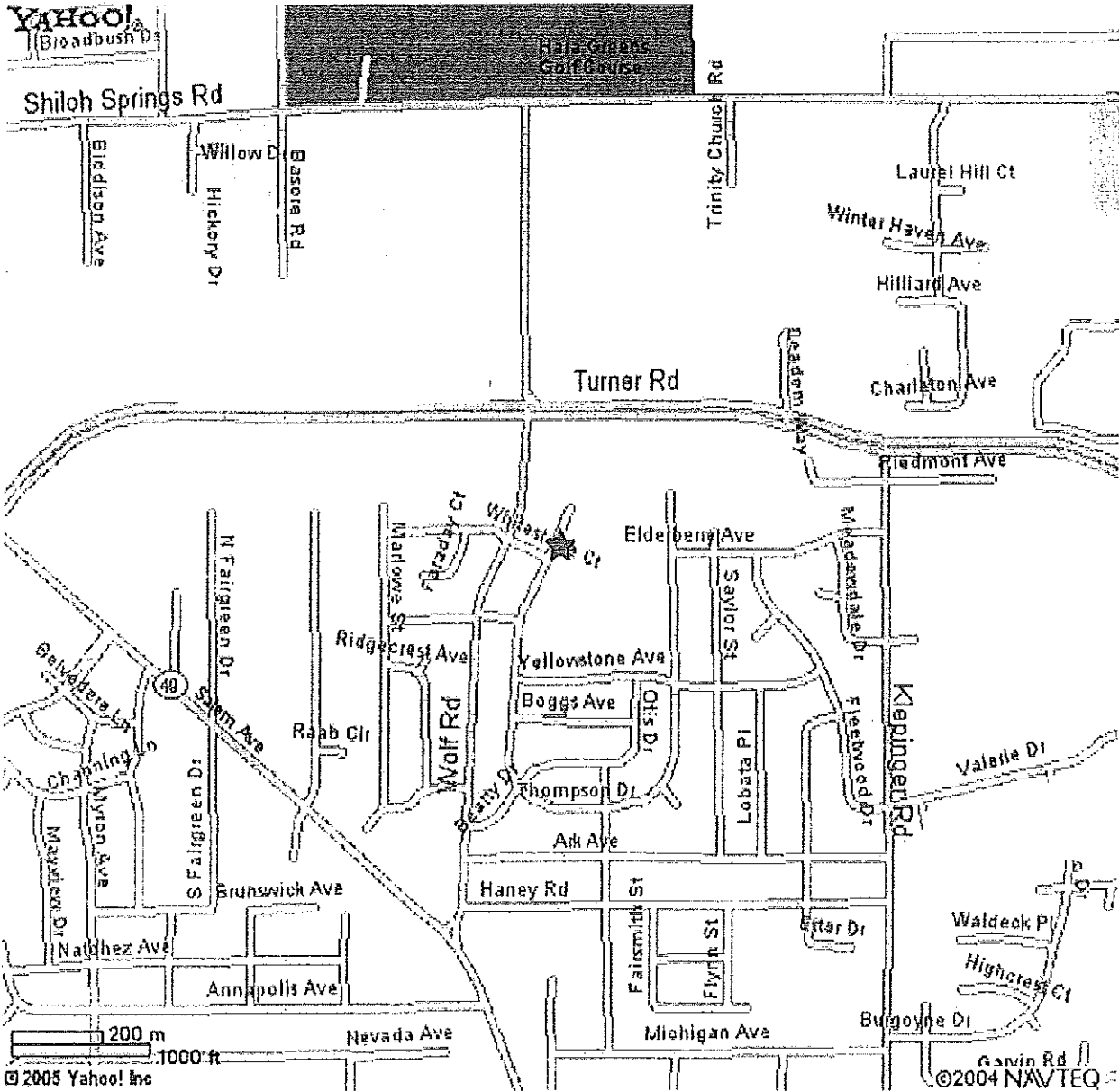
Kiser PreK-8 542-6130
1401 Leo St Dayton Oh 45404



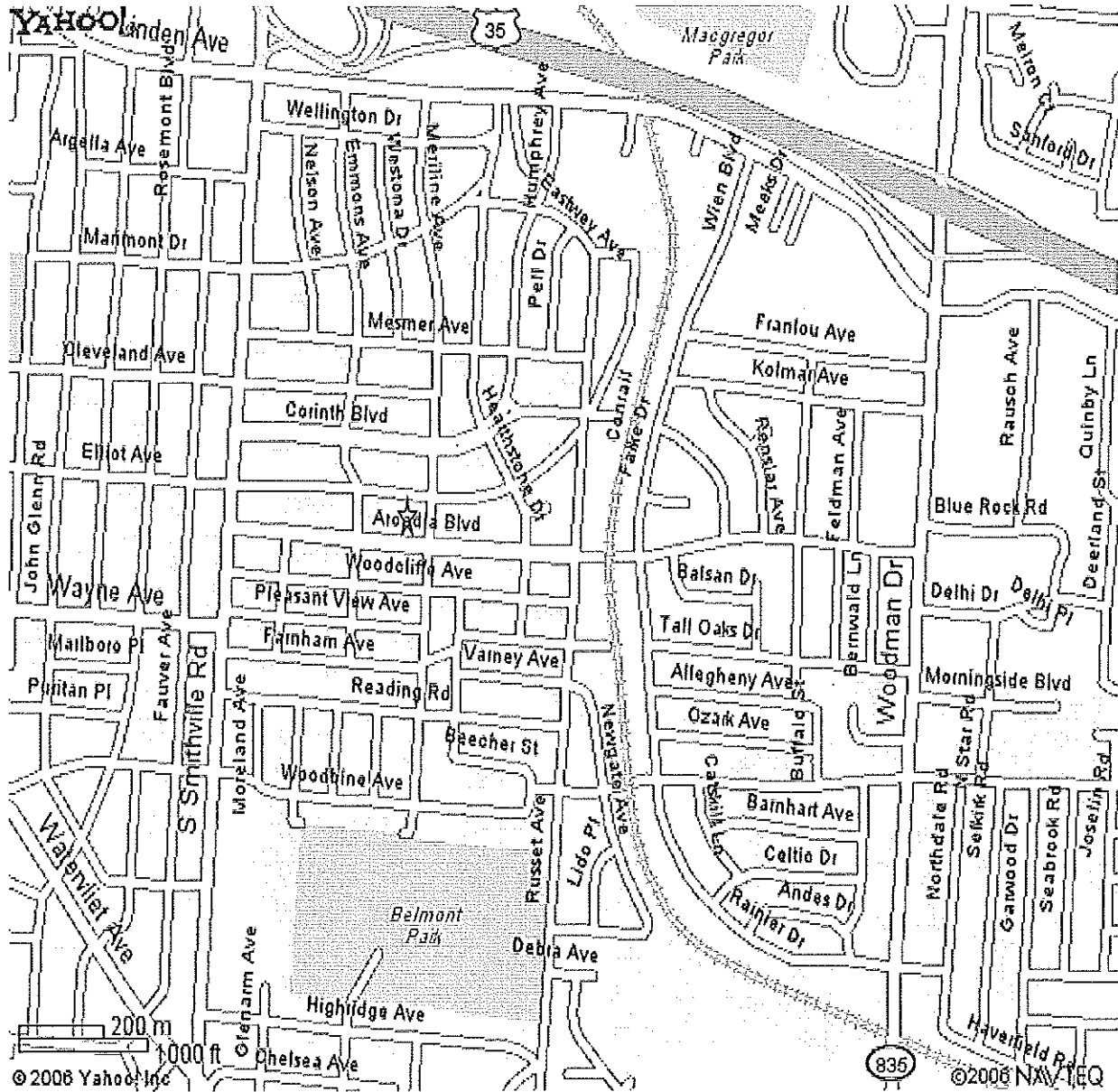
Louise Troy PreK-8 542-5290
1630 Miami Chapel Dayton OH 45408



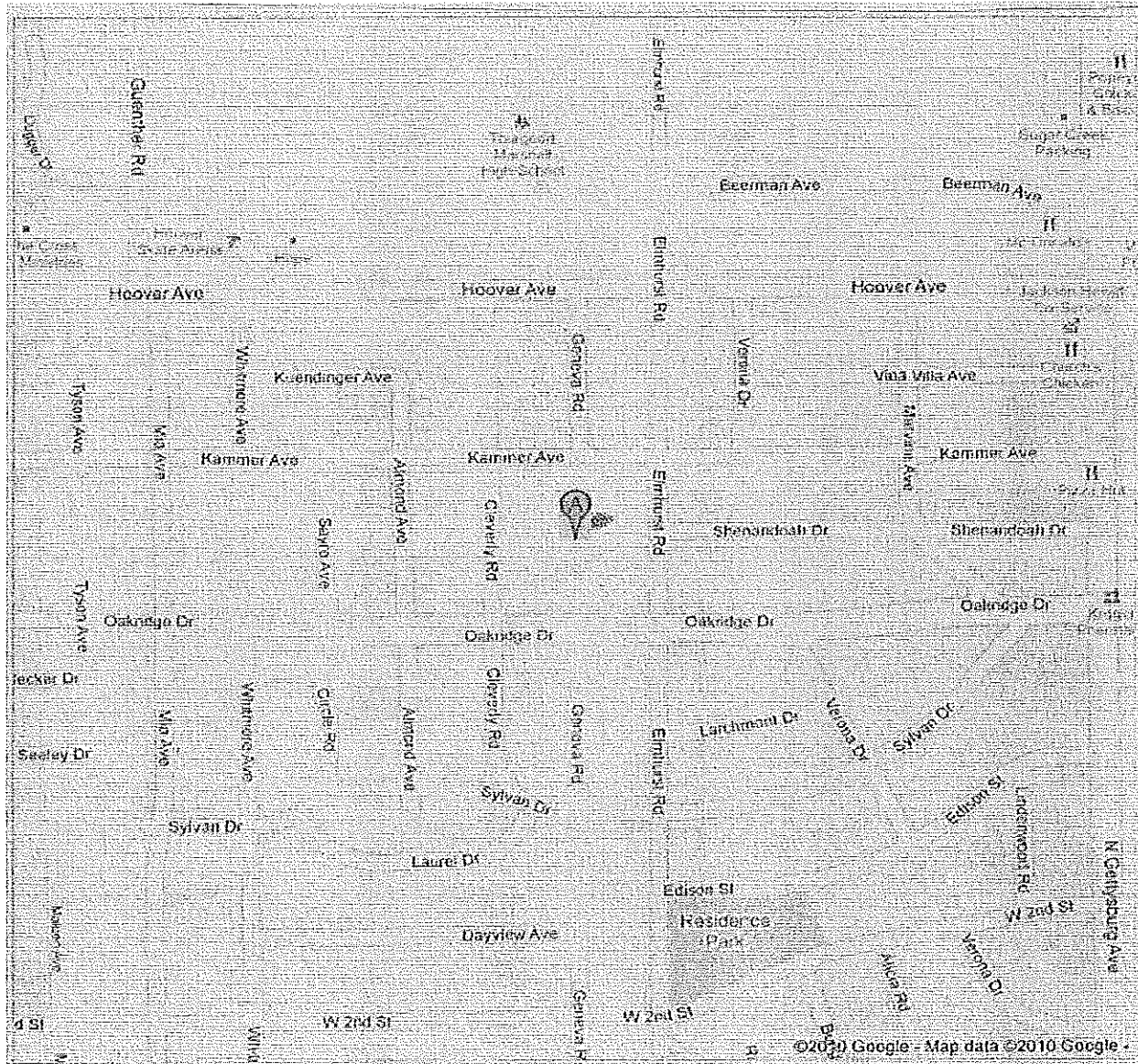
Meadowdale PreK-8 542-5390
3871 Yellowstone Ave, Dayton Oh 45416



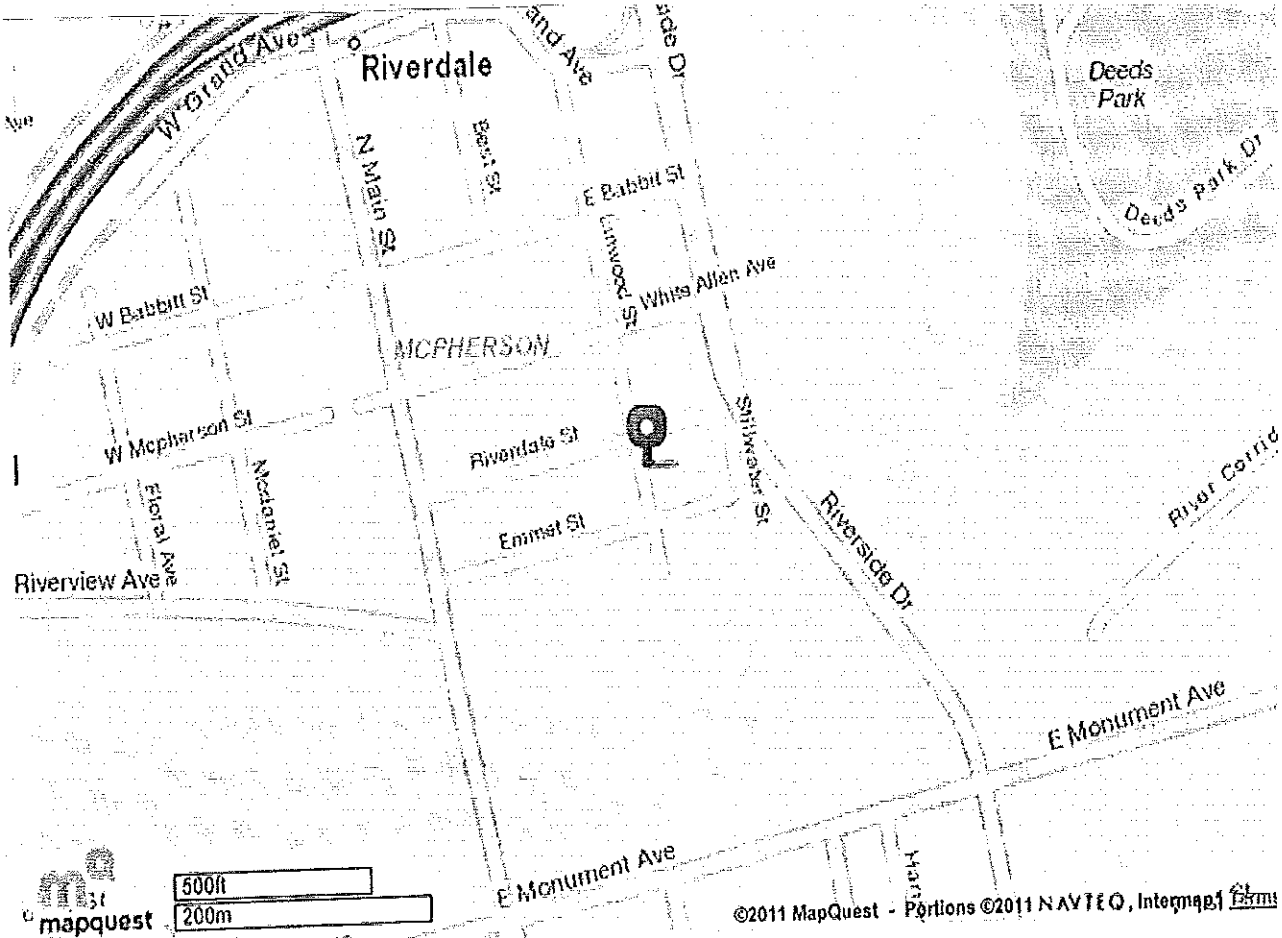
Wright Brothers @Grant 542-5940
4309 Arcadia Dayton Oh 45420



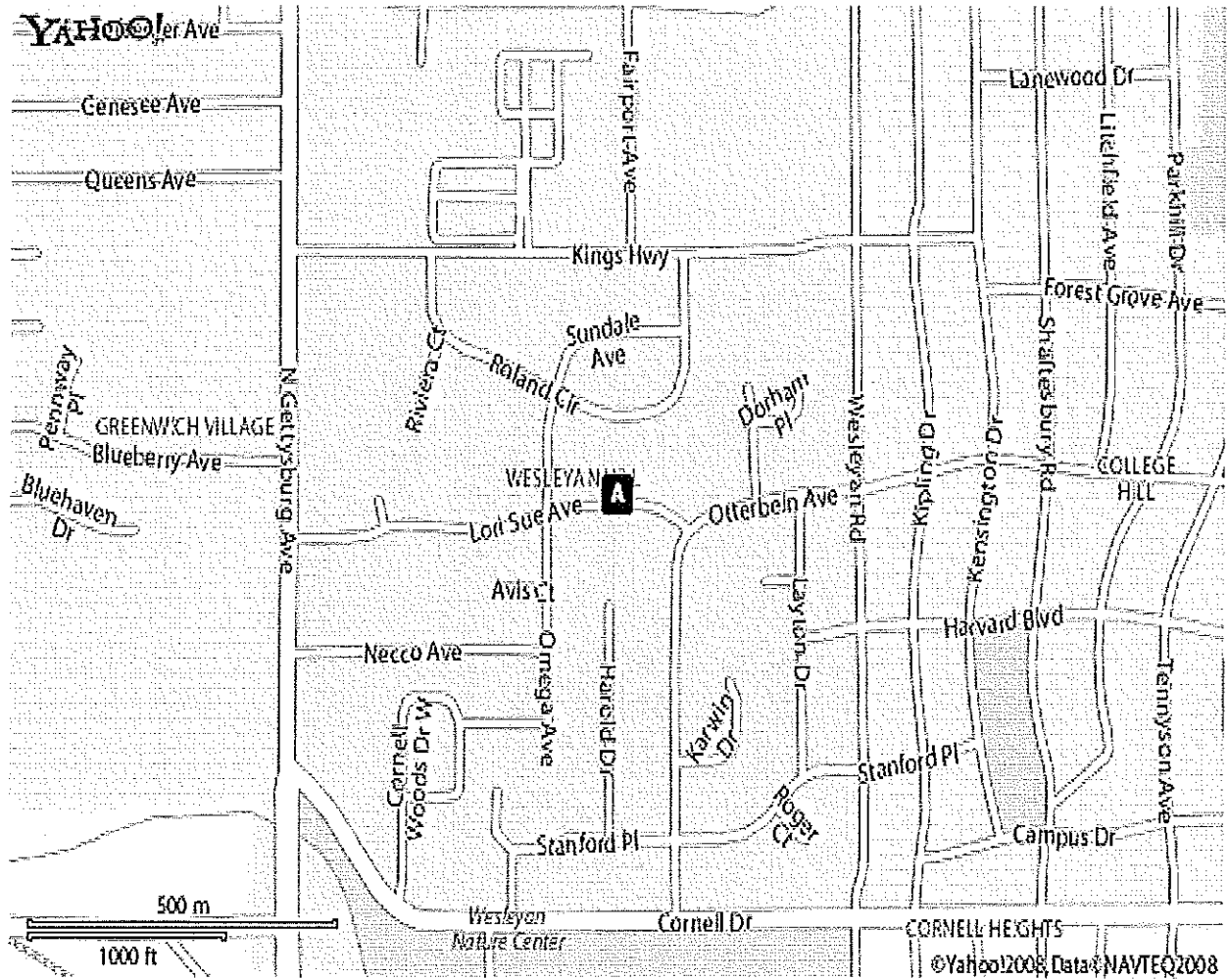
WORLD OF WONDER PreK-8 @RESIDENCE PARK
4411 OAKRIDGE DAYTON OH 45417 542-3600



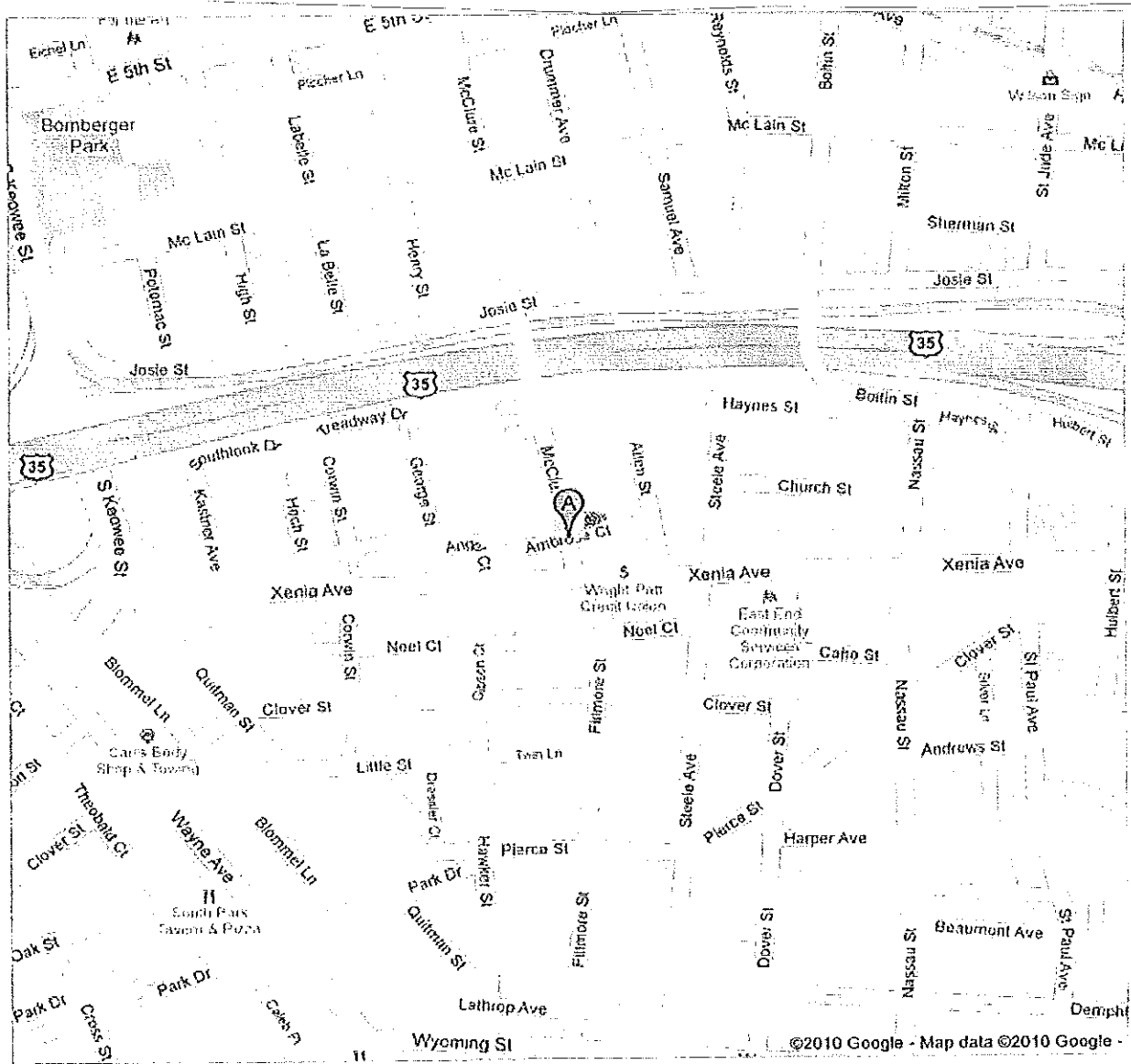
River's Edge Montessori 542-4640
108 Linwood St Dayton, Oh 45405-4912



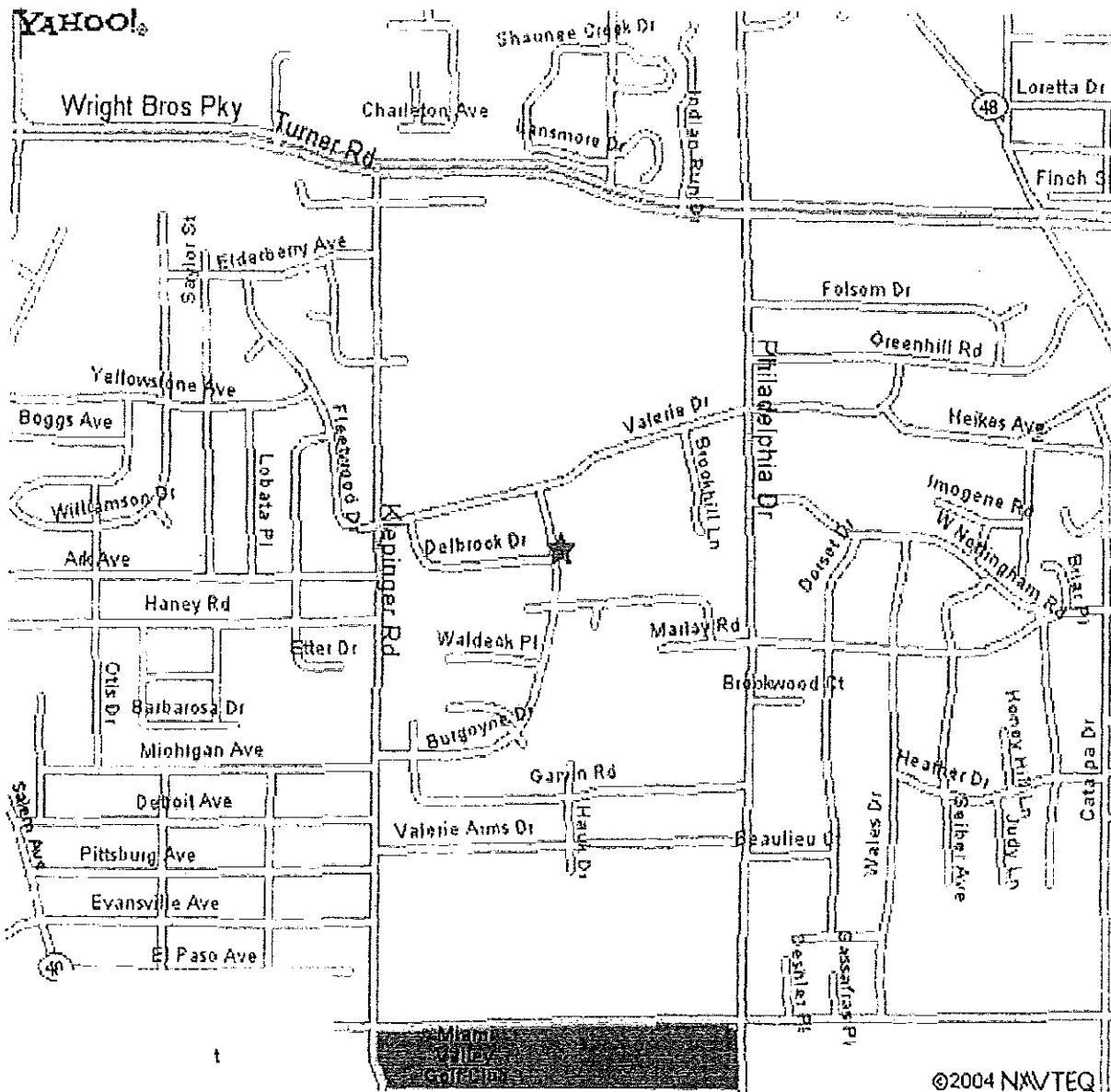
Rosa Park PreK-8 542-4390
3705 Lori Sue Ave Dayton Oh 45406



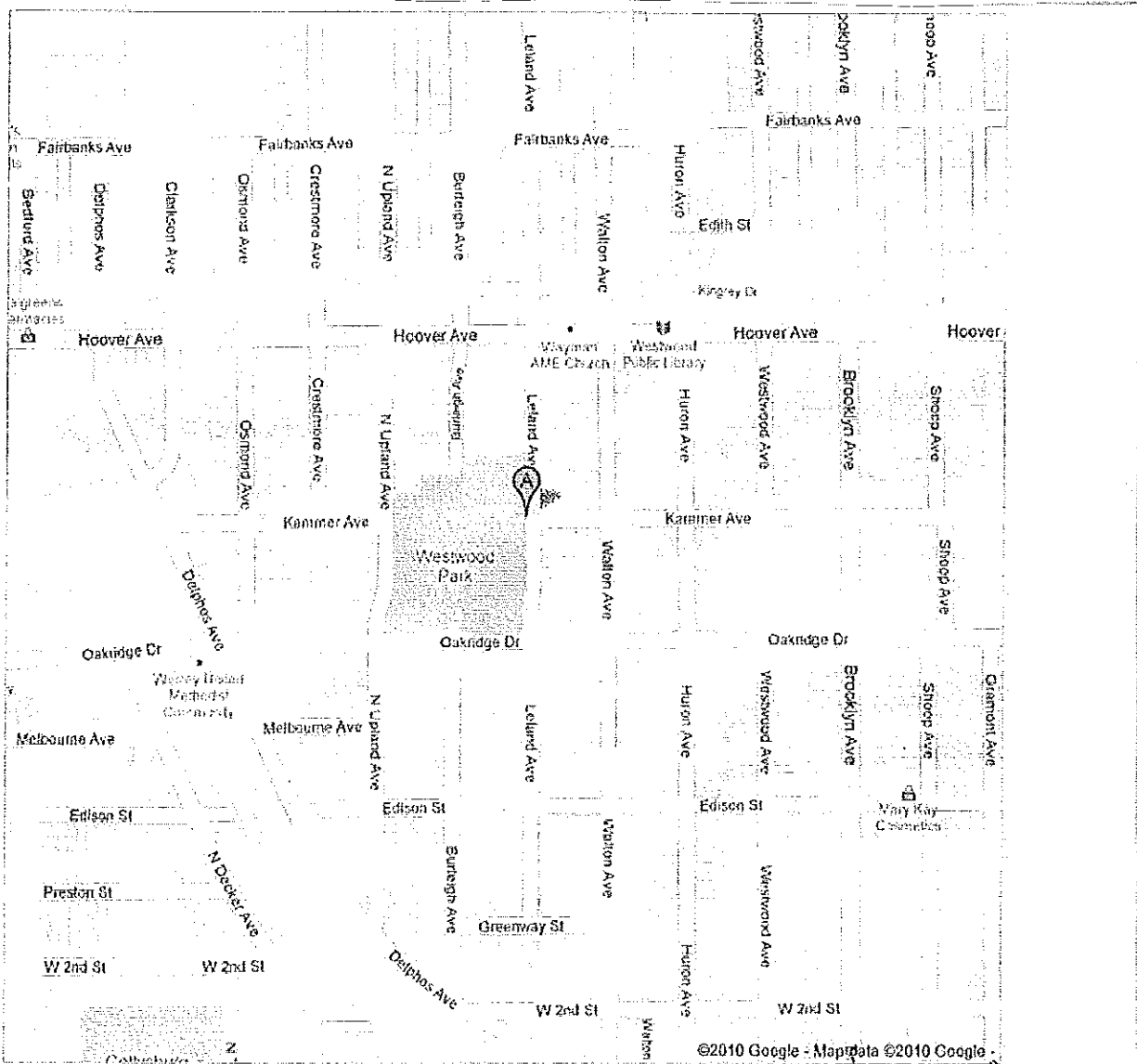
Ruskin PreK-8 542-5680
407 Ambrose Ct Dayton Oh 45410



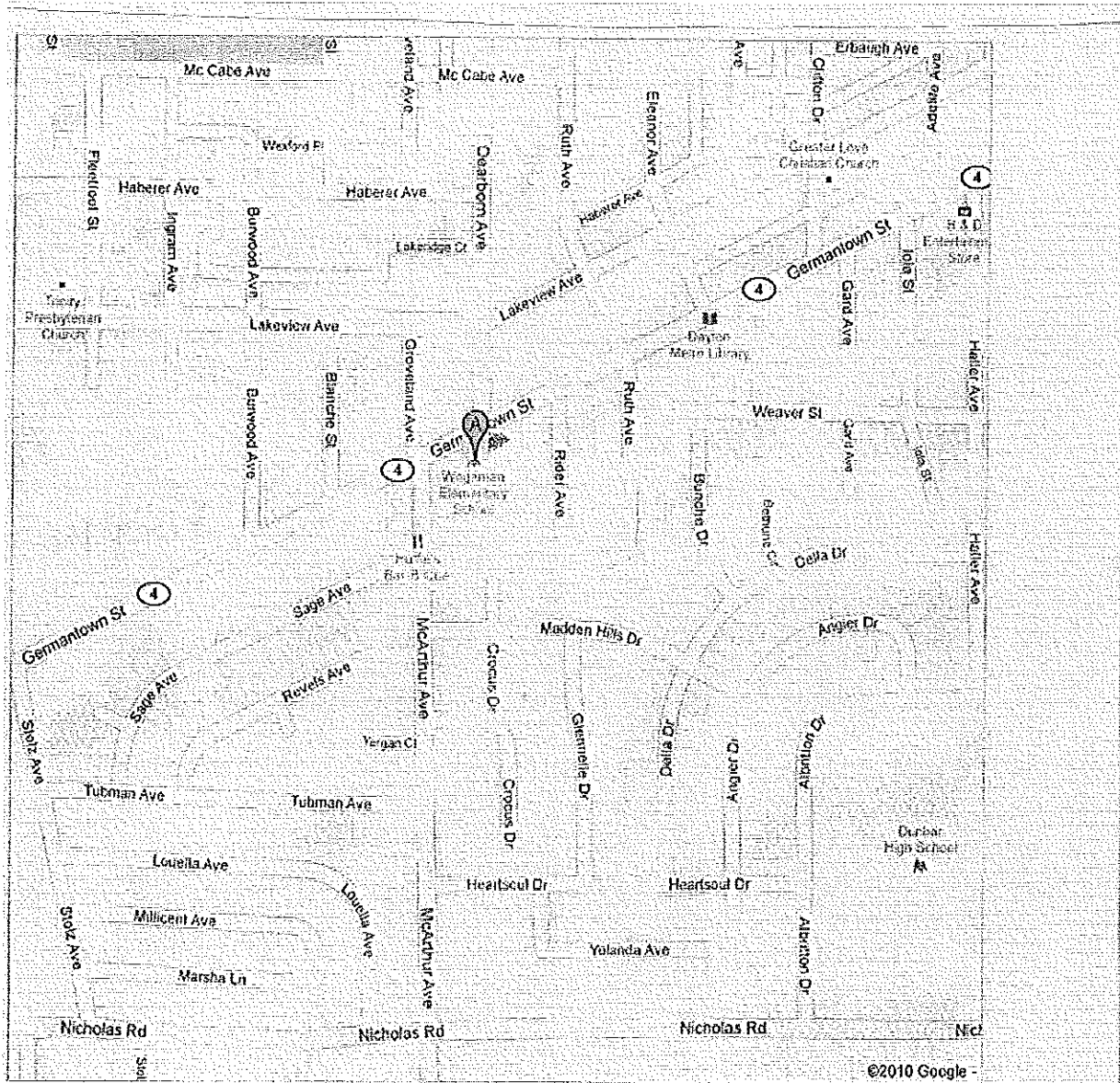
Valerie PreK-8 542-5690
4020 Bradwood Dr Dayton Oh 45405



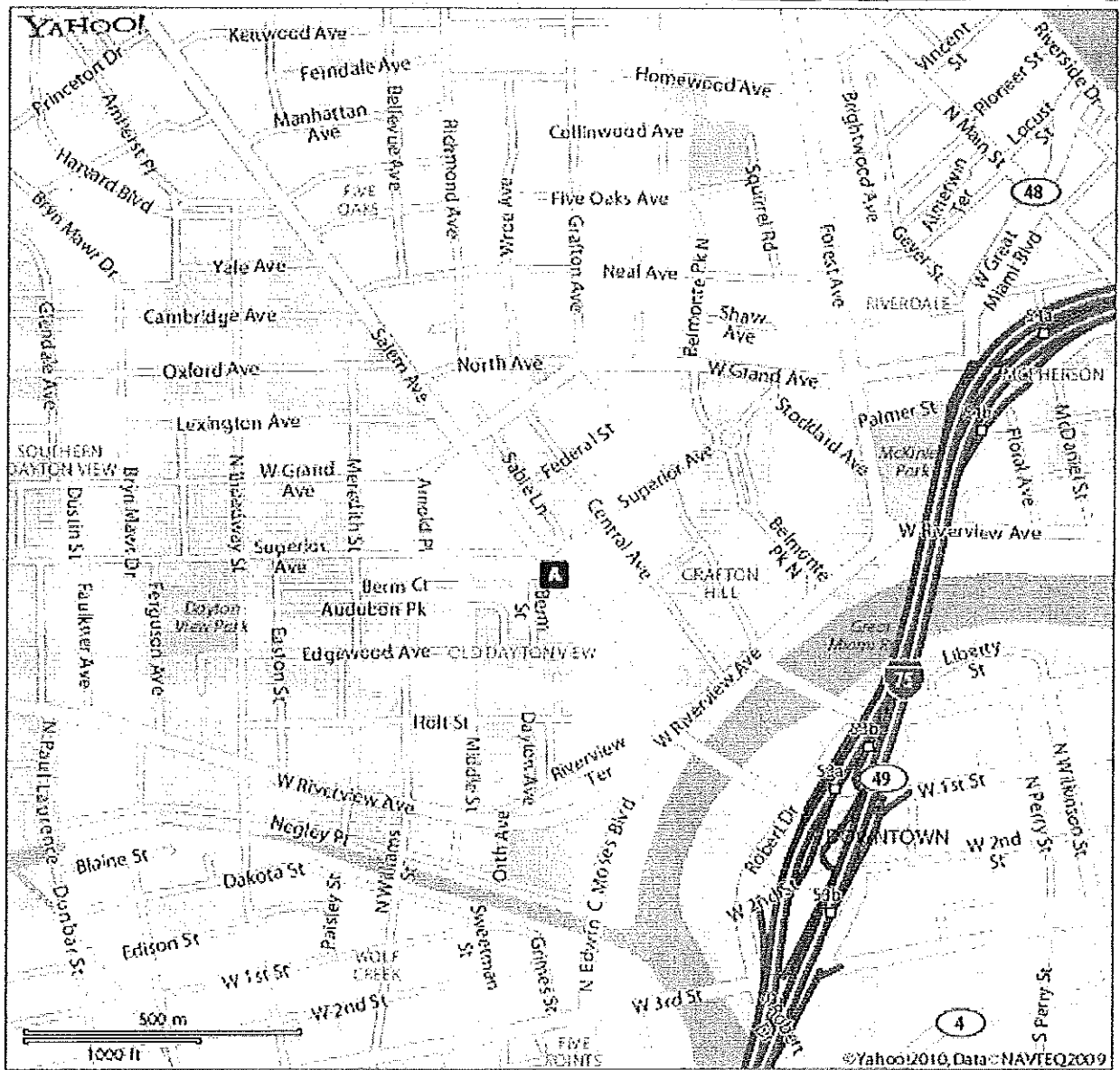
Westwood PreK-8 542-4990
2805 Oakridge Dayton Oh 45417



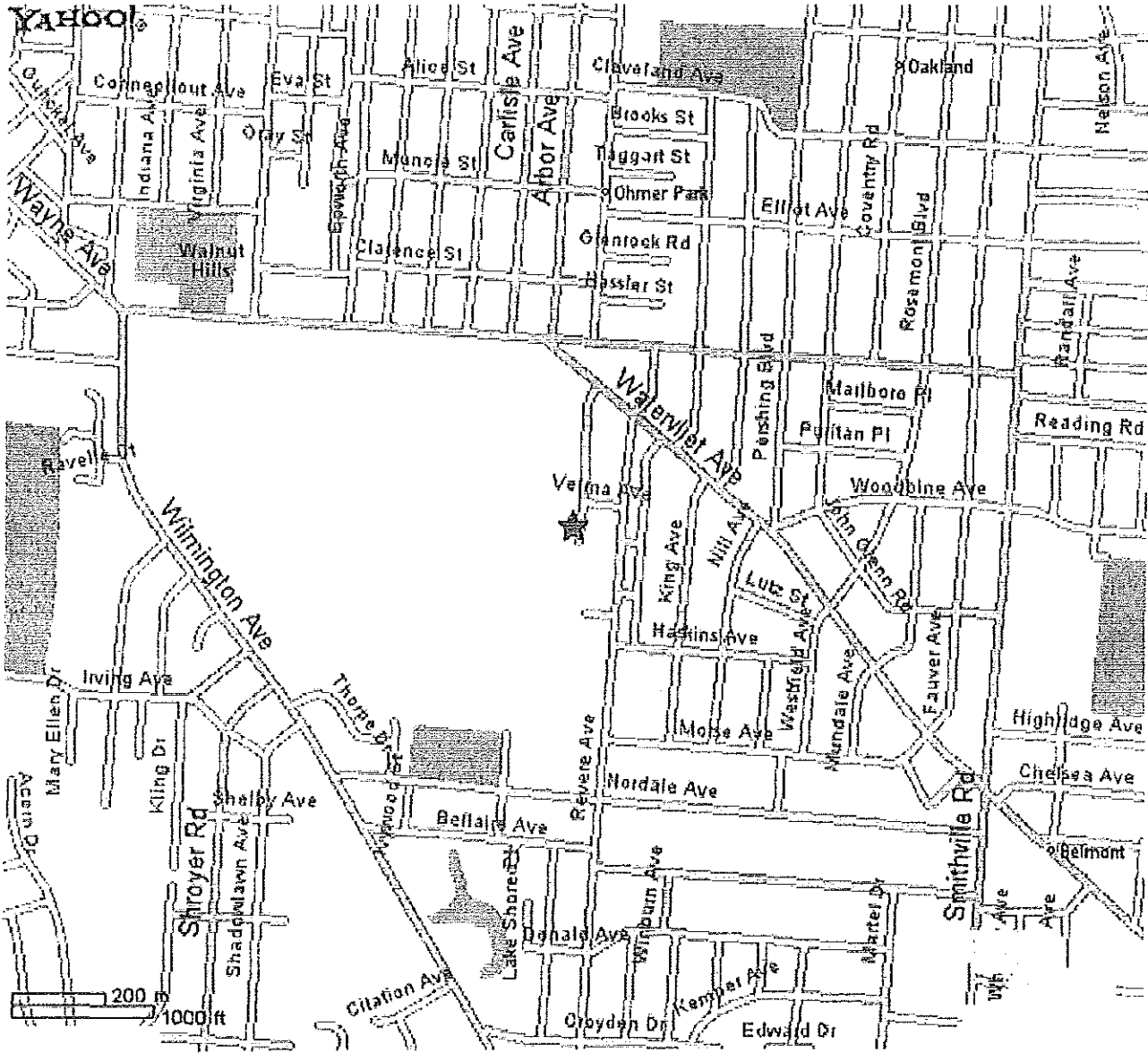
Wogaman PreK-8 542-5890
920 McArthur St Dayton Oh 45408



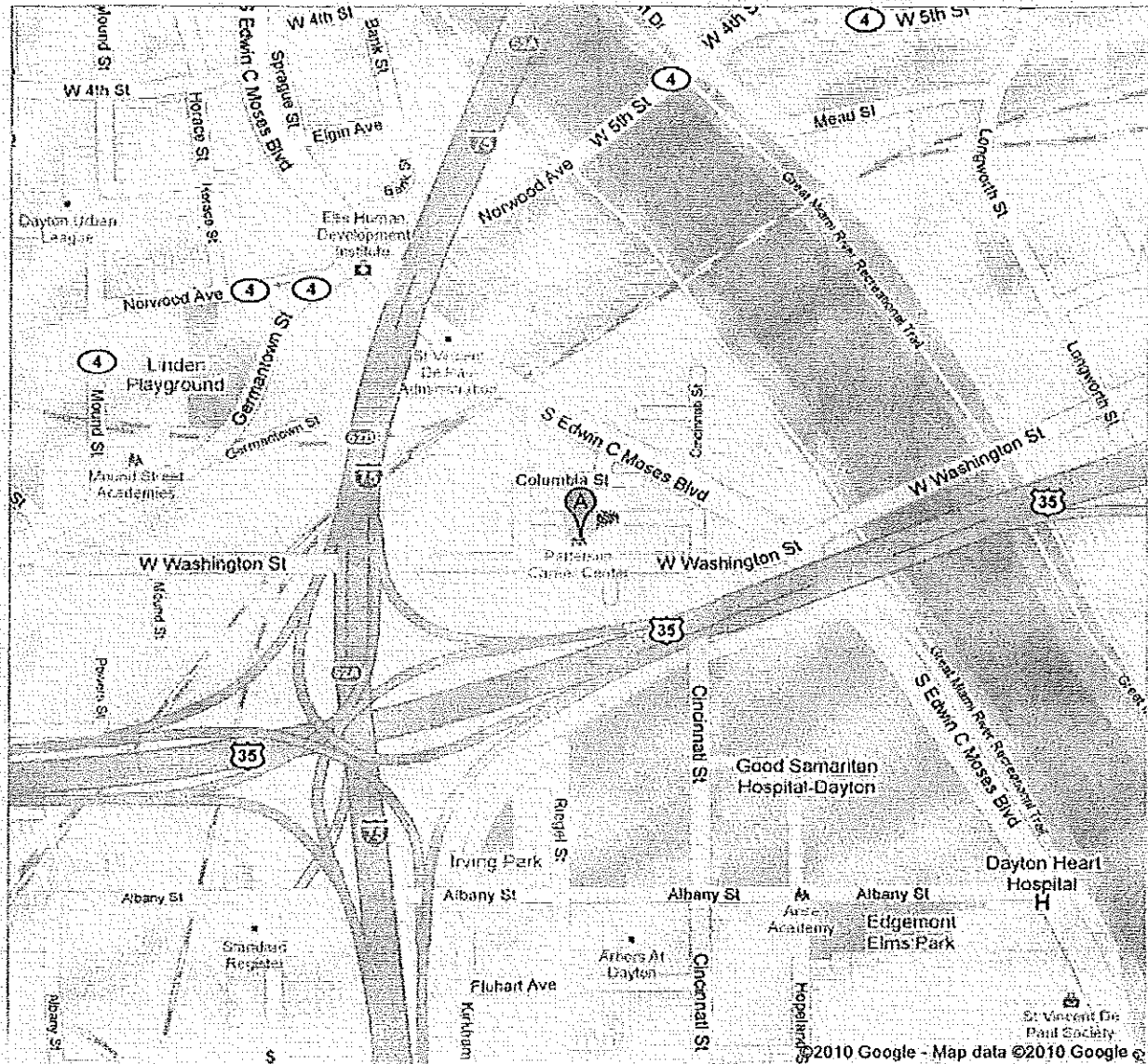
Longfellow Alternative 542-6910
245 Salem Ave Dayton Oh 45406



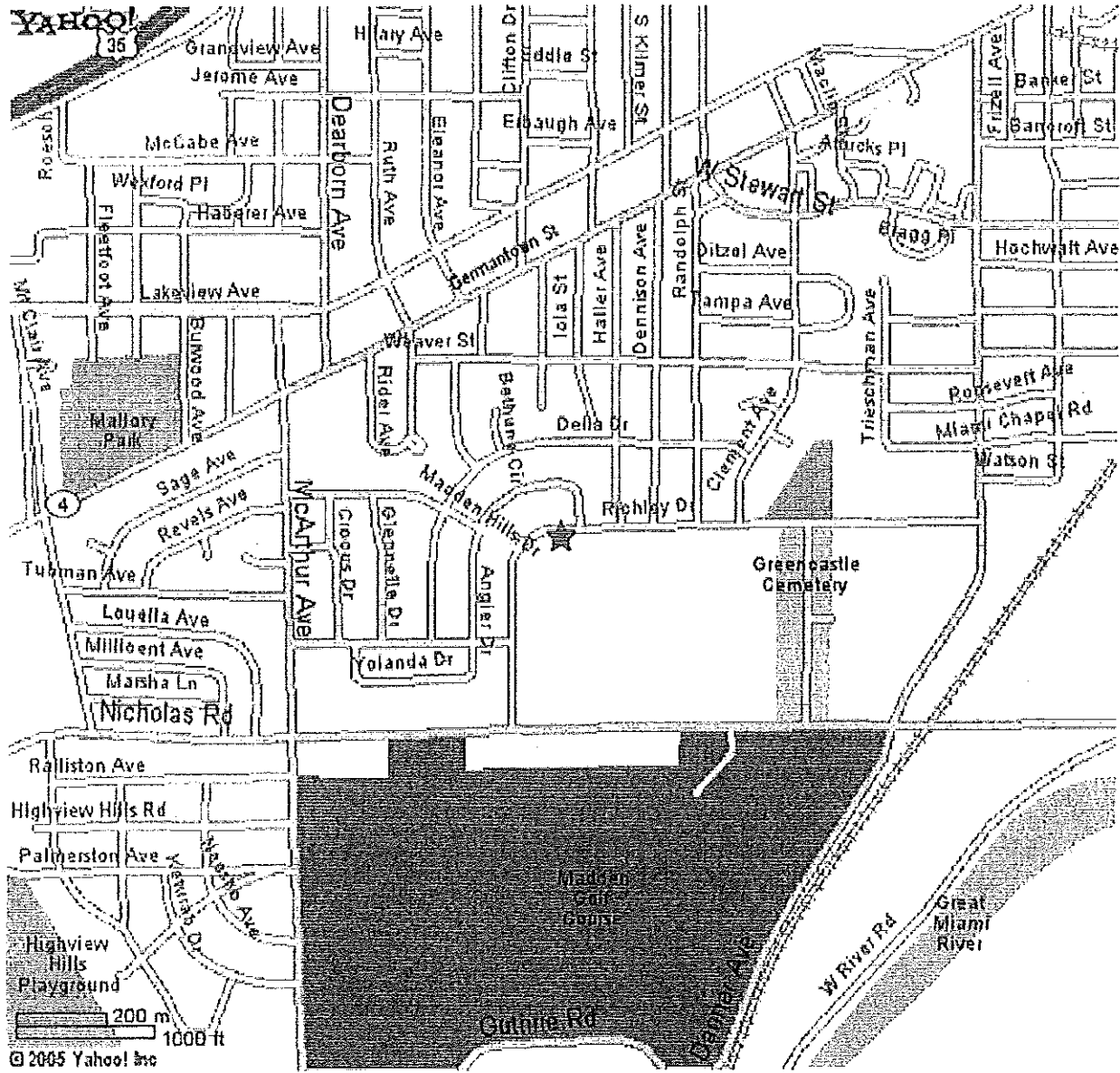
Belmont High School 542-6460
2323 Mapleview Ave Dayton Oh 45420



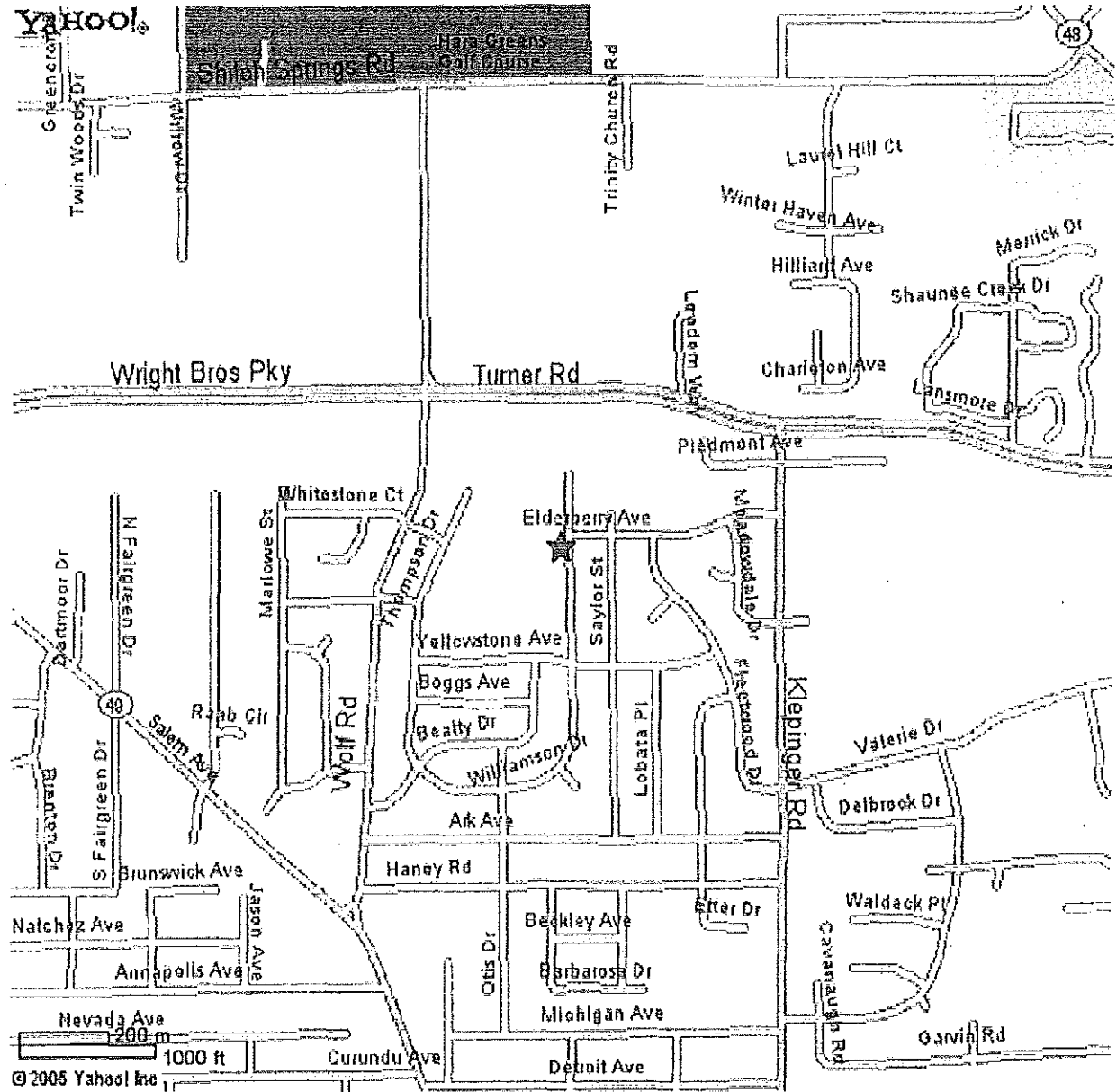
David Ponitz Career Center 542-7180
741 Washington St Dayton Oh 45402



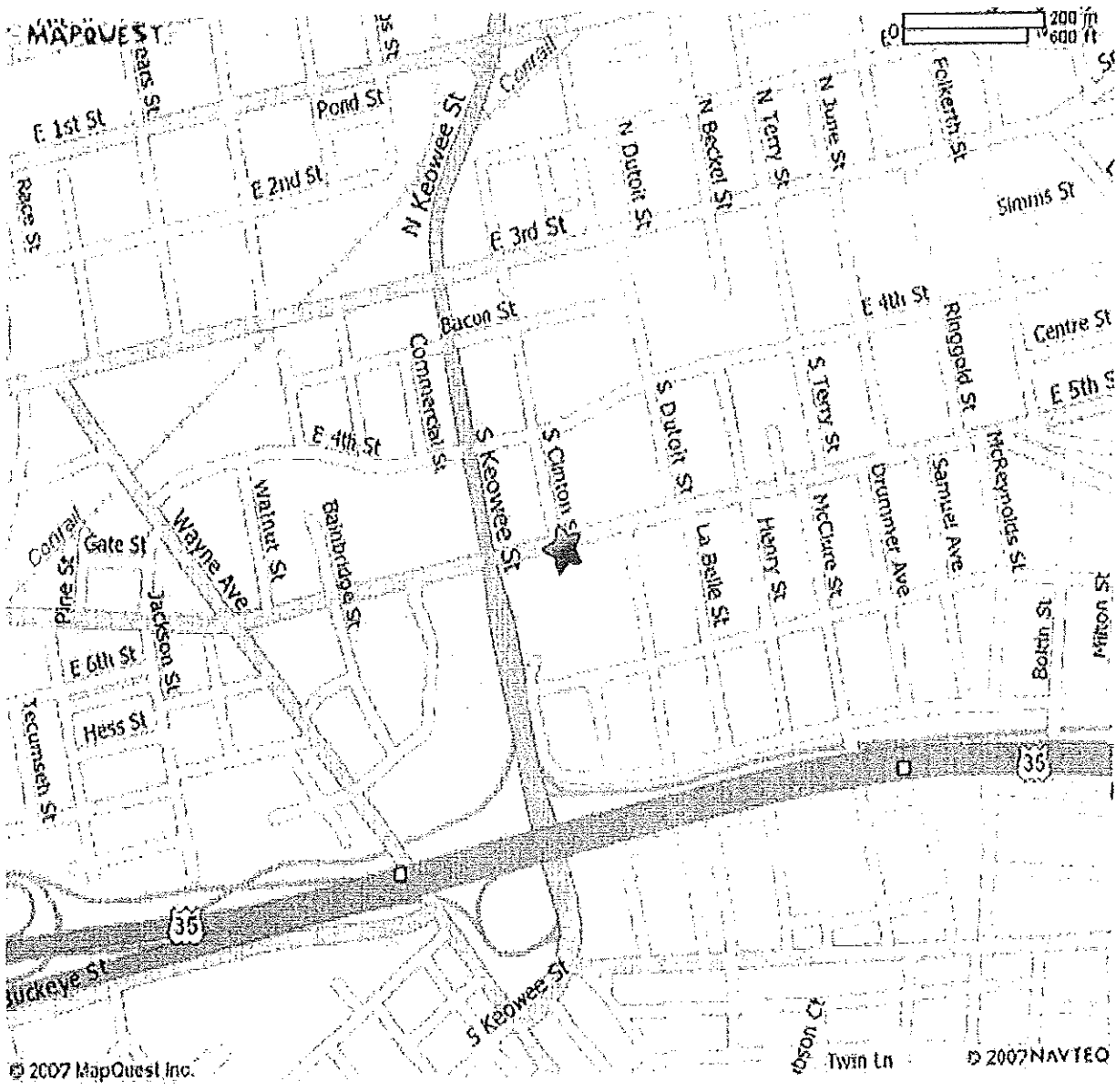
Dunbar High School 542-6760
1400 Albritton Dr Dayton Oh 45408



Meadowdale High School 542-7030
3873 WHITE STONE CT Dayton Oh 45416



Stivers High School 542-7380
1313 E Fifth St Dayton Oh 45403



Thurgood Marshall High School 542-6610
4535 Hoover Ave 45417

