



Board of Education

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DEKALB COUNTY SCHOOL DISTRICT

Substitute Employee Newsletter



**2012 Renewal Requirements**

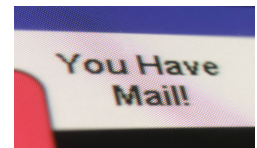
- ◆ All substitute teachers must receive two (2) satisfactory evaluations from two school administrators
- ◆ All evaluations must be submitted by May 25, 2012
- ◆ Once two satisfactory evaluations are received, an approved list will be forwarded to The Office of Public Safety for ID renewal authorization (beginning July 9, 2012)



***Have you checked your FirstClass today?***

*Annual Online Policy Acceptance Training*

Each year you are required to review and accept the DeKalb County School District Board Policies as well as the Georgia Professional Standards Code of Conduct. Each year you will complete this process via your First Class email account. All employees must accept the new/updated policies annually. Please check your email regularly for updates and requirement deadlines.



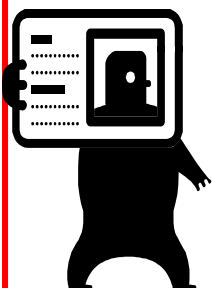
**PLANNING PERIODS**

Teacher planning periods are designated for regular classroom teachers to utilize in preparation for instructional lessons. Daily substitute teachers are not required to plan lessons and therefore are required to work cooperatively with school leaders who may require them to assist in other areas during planning periods.



**Mandatory ID Badge Renewal**

An updated ID badge is required to enter any DeKalb County School. ID renewal is scheduled for July 9th– August 3rd. Please visit the Office of Public Safety between the hours of 9AM-12 PM and 1:30-4:00 PM. Employees who do not have an updated badge will not be allowed to work.





All Substitutes, (retirees included) with an expired teacher certificate are asked to contact Mrs. Beonka Anthony in the Certification Unit at (678) 676-0255.

## WORKDAY REQUIREMENTS

The annual 20-day minimum workday requirement is still in effect. Remember you must work at least ten (10) days as follows:

August - December (10 days)

January - May (10 days)

## Do You Know Your Employee Identification Number???

Your Employee Identification Number is required to log into SubFinder/ Web Connect. Your Employee Identification Number can be found on your pay-check stub in the bottom row of the center column titled "Taxes/Retirement".

## LONG-TERM vs. REGULAR

A long-term substitute teacher position is defined as an assignment that will exceed 10 consecutive working days. To be eligible for a long-term assignment, the substitute must be certified to teach in the content area for which the absence or vacancy is requested. Additionally, a signed long-term agreement is required.

Expired certificate holders and those without a current teaching certificate may substitute in the same classroom for no more than ten (10) consecutive days unless approved by the Substitute Administrator. Exceptions will be made for hard to staff positions.

Remember.....ALL long-term assignments require a pre-approved, signed Long-Term Contract Request Form!!

## Substitute Teacher Requirements :

- √Get a job number for every assignment
- √Show up for scheduled assignments
- √Arrive on time
- √Work the required number of hours
- √Cover all duties and assignments
- √Remain at the school until the end of the workday
- √Remain at the school during assigned planning periods
- √Be flexible...Work wherever assigned by an administrator
- √Contact the school immediately if changes occur that will affect your assignment

## REMEMBER THE THREE B'S...

- BE POLITE
- BE PREPARED
- BE PROFESSIONAL



## Substitute Exclusions

It is the expectation of our school system that ALL substitute employees maintain a positive working relationship with students, teachers, and staff. Exclusions are cumulative and become part of a substitute's permanent substitute file. Once two exclusions are received, the substitute will be required to complete a professional development class to remain employed. Information regarding the class will be communicated with the substitute. Upon receipt of a third exclusion notification, termination of employment is processed and is effective immediately.

### IMPORTANT

Telephone Numbers/ Web Addresses:

☛SubFinder  
(678) 874-7827

☛SubFinder Assistance  
(678) 676-0352

☛Web Connect  
[www.dekalb.k12.ga.us/administrator/humanresources/subfinder](http://www.dekalb.k12.ga.us/administrator/humanresources/subfinder)

☛General HR Questions  
(678) 676-0005

☛Payroll  
(678) 676-0025



DISTRICTWIDE  
SUBSTITUTE  
LIAISONS  
AND  
MENTORS

## SUBSTITUTE LIAISONS

In each DeKalb County school, substitutes can now contact the administrator who serves as a point of contact for issues regarding their assignment including payroll, job assignments and classroom management problems that may occur.

## MENTORS

Every school has been asked to identify a teacher mentor whose role is to assist substitute teachers with classroom responsibilities including the implementation of lesson plans and other daily tasks.

If you need assistance while serving in one of DeKalb County's schools, please contact the designated school liaison or mentor.



Monday, August 13, 2012