

Mr. Michael L. Thurmond, Superintendent
Dr. Tekshia Ward-Smith, Chief Human Resources Officer



Please be reminded of the following...

- ⇒ All Sub Employees must adhere to the New Time Management System which allows a Substitute Employee to work a maximum of 16 days per month.
- ⇒ TRS retired substitutes are allowed to work without restrictions.
- ⇒ Sub Employees may only accept assignments for which they have been authorized for.
- ⇒ Non-certified subs may not accept long term sub assignments.
- ⇒ Placement of sub teachers is always at the discretion of the Principal and is dictated by the needs of the school.
- ⇒ When your sub assignment has ended, please contact your HR Sub Manager so that your name can be placed on the available list.
- ⇒ If you would like to be removed from the Sub List, please send an email to hrinfo@fc.dekalb.k12.ga.us

Have you checked your FIRSTCLASS today?

FirstClass is the primary method of communication between staff at DeKalb County School District.

Please check your FirstClass email regularly for District updates, requirement deadlines and general information. If you have not registered your FirstClass account, please contact computer assistance at (678) 676-1188.



Nepotism survey

Please complete the mandatory Nepotism Survey on-line by clicking on the link below.

<http://staffsvc.hr.dekalb.k12.ga.us/relative/index.php>

Deadline to Complete is December 20th



EFFECTIVE IMMEDIATELY

- ⇒ All teacher/school requests for SUBS **must** be entered into the SubFinder System. The SubFinder System will produce a unique job number. Please do not accept a SUB assignment without a valid job number.
- ⇒ If you are contacted directly by a school for a sub assignment, please ensure that the absence has been entered into the SubFinder System, otherwise there will be a delay in pay.
- ⇒ It is the responsibility of the Substitute Employee to maintain an accurate record of ALL job numbers for work performed.
- ⇒ All Subs who continue to decline assignments will receive an exclusion. Three exclusions equates grounds for disciplinary action up to and including removal from the Sub List and termination from the District.

Coming Soon...

Update Your Preferences

We need to know which Region(s) in DeKalb County you prefer to work in!!

Help us to ensure that every assignment is filled!

Help us to support our 100,000 students!

Help us make working in DeKalb a joy for you by ensuring you are making a difference in your preferred Region(s)!

We will be sending out a survey to your FirstClass email.

Please complete and submit within five (5) business days!



REGISTRATION IS REQUIRED IN ORDER TO TAKE FULL ADVANTAGE OF SUBFINDER SUBBING OPPORTUNITIES.!

To register with SubFinder

1. Dial the system (678) 874-SUBS.
2. Enter your pin (8 digit Employee ID #).
3. Record your name when instructed.
4. Press the pound (#) button when finished.



Long Term vs. Short Term

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 Staffing Manager. Exceptions will be made for hard to staff positions.

Remember...

ALL long-term assignments require a pre-approved, signed Long-Term Substitute Agreement!!!



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.

HOW TO AVOID A SUBSTITUTE EXCLUSION

Don't- Accept a job and not show up

Don't- Berate or belittle children

Don't- Act in a cold or indifferent manner

Don't- Criticize the absent teacher

Don't- Get physical with a child

Don't- Violate confidentiality

Don't- Lose control

Important Information

Dress Code

According to Board Policy GBRL-R(2), all DeKalb County School District employees are expected to dress in a professional manner and style. Employees are expected to be clean, neat, and appropriately dressed at all times during the employee's regular hours of work.

District ID Badges should be clearly visible at all times.

Examples of Professional dress:

- *Business suits/pants suits
- *Dresses or skirts with blouse or sweater
- *Pants and khakis with appropriate top
- *Capri length pants
- *Collared shirts with and without ties
- *Professional, safe, & non-distracting footwear

Telephone Numbers and Web Addresses

SubFinder
(678) 874-7827

SubFinder Assistance
(678) 676-0352

WebConnect
www.dekalb.k12.ga.us/administrator/humanresources/subfinder

General HR Questions
(678) 676-0005

Payroll
(678) 676-0025

2013-2014 Pay Rates



Sub Teacher	\$80 per full day / \$10.00 per hour
Long-term Sub	\$90 per full day / \$11.25 per hour
Sub Para	\$58 per full day / \$7.25 per hour
Clerical Sub	\$10.00 per hour



Remember The Three
BE'S...

BE POLITE

BE PREPARED

BE PROFESSIONAL