

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

Substitute Employee Newsletter



2013 Renewal Requirements

- ⇒ All substitute teachers must work a total of 20 days during the school year.
- ⇒ All substitute teachers must receive two (2) satisfactory evaluations from two school administrators and submit to HR by May 24th, 2013.
- ⇒ Once both satisfactory evaluations are received, an approved list will be forwarded to The Office of Public Safety for ID renewal authorization.
- ⇒ Id renewals will begin July 8th, 2013 at our Public Safety Department.
- ⇒ Hours:
 - 8:00—11:45 AM
 - 1:30—4:00 PM

NOTE:

- ⇒ If your name is not on the approved list, Public Safety will not issue a new badge.
- ⇒ To avoid paying \$5.00, you must turn in your old badge.

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.

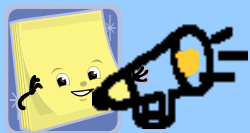


Employee Verifications

March 18 - March 22nd

Division of Human Resources
1701 Mountain Industrial Blvd.
8:30 AM—5:00 PM

Substitute Teachers will receive two blank evaluations that must be completed by an Administrator and returned to HR no later than May 24th, 2013.



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.



Remember The Three **BE'S**...

BE POLITE

BE PREPARED

BE PROFESSIONAL





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

2012-2013

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