



NORTH EAST INDEPENDENT SCHOOL DISTRICT

2015-2016 SUBSTITUTE TEACHER & PARA HANDBOOK



“We challenge and encourage each student to achieve and demonstrate academic excellence, technical skills, and responsible citizenship”



Welcome to North East ISD

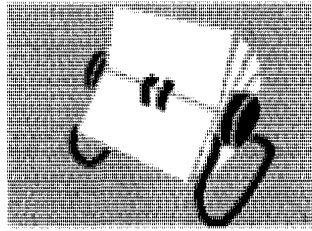
Thank you for choosing North East ISD to serve as a substitute. We recognize that substitute educators perform a vital function in the maintenance and continuity of daily education. In our public school systems, substitutes are the educational bridges when regular classroom educators are absent.

Substitutes work the same schedule as the classroom teacher and para that is absent and follow all lesson plans left for them. Paraprofessional substitutes are expected to provide support to the classroom teacher or office staff in the absence of the current employee. Substitutes will be on duty the same length of time as the employee they are replacing. When carrying out your duties, you have a responsibility to conduct yourself in an acceptable manner at all times that is appropriate for a professional setting.

This handbook is a valuable resource that should address most of your questions and help pave the way for you to have a successful school year. Please take the time to review this handbook. In addition to the resource information, there is also updated policy information. You will have the opportunity to work with thousands of children and employees from many different campuses. We hope it will be a rich and rewarding experience.

Table of Contents

Directory Information: HR and Payroll Departments	1
Substitute Payroll Information.....	2
Extended Day Rate Approval	3
Substitute Incident Report	4
Substitute Teacher and Para Evaluation Forms	5-6
Teacher Retirement System (TRS)	7
Campus Directory.....	8-9
School Hours	10
NEISD Map	11
Traditional School Calendar	12
Castle Hills School Calendar	13
Academy of Creative Education (ACE) Calendar	14
Verification of Attendance/Understanding Policies and Procedures	15
Access to Confidential Information	16
Acceptable Use Policy for Electronic Communication System	17-19
Employee Dress Code	20
Pre-Employment Agreement	21
Substitute Policies and Procedures	22-25
Schedule	
ID Badges	
Student Discipline	
Professional Conduct	
SmartFind Express - Priority List & Active Do Not Use Status	
Substitute's Active Status & Resignation Procedure	
Campus Organization/Clubs	
Substitute Para Training Requirements	
On the Job Injuries	
Safety and Security	
Evaluations	
Classroom Management	26-27
Tips for Success	28-33
Preparing to Teach	
In the Classroom	
Out of the Classroom	
Active Involvement	
Teaching in Special Education Classrooms	
DH Policy: Employees Standards of Conduct	34-40
DIA Policy: Employee Welfare: Freedom from Discrimination, Harassment and Retaliation	41-45
Substitute Paraprofessional Process	46
Kronos: Substitute Time & Attendance Procedures	47-52
SmartFind Express: Substitute User Guide	53-61
SmartFind Express: Registration Process for New Substitutes	62
SmartFind Express: Instructions for Setting up Profile	63
SmartFind Express: Substitute Quick Reference Card	64-66



DIRECTORY INFORMATION

SMARTFIND EXPRESS HELP DESK/HUMAN RESOURCES SUBSTITUTE OFFICE

8961 Tesoro Dr., Suite #200
San Antonio, TX 78217

Office Hours: Monday-Friday 7:00 am-4:45 pm

SmartFind Express System: **(210) 804-7055**

Web Access: www.neisd.net (Employees link → SmartFind Express link)

HUMAN RESOURCES DEPT:

Brian Hurley: **(210) 407-0299**
Director of Human Resources (Certified)
bhurle@neisd.net

Monica Peña: **(210) 407-0463**
Human Resources Coordinator
mpena4@neisd.net

Gina Elliott: **(210) 407-0458**
Senior Director of Human Resources
gellio@neisd.net

Mildred Balanciere: **(210) 407-0464**
Director of Human Resources (Classified)
mandre@neisd.net

Peggy Schmoekel: **(210) 407-0476**
Human Resources Specialist
pschmo@neisd.net

Shamesha Curtis: **(210) 407-0475**
Human Resources Specialist
scurti2@neisd.net

Substitute Office Fax: **(210) 804-7007**

SUBSTITUTE PAYROLL DEPT:

Melanie Sklencar: **(210) 407-0526**
Payroll Specialist
msklen@neisd.net
Payroll Dept Main: **(210) 407-0186**
Fax: **(210) 804-7066**

NORTH EAST INDEPENDENT SCHOOL DISTRICT SUBSTITUTE PAYROLL INFORMATION

Substitutes are paid twice a **month** (to be determined by Payroll Dept.); paydays vary depending on weekends and holidays. See the **payroll schedule** for the pay periods beginning and ending dates and exact pay dates.

When you sign up for **Direct Deposit** it will take approximately one month for the direct deposit to be set up with your bank. You will receive a statement with the withholding information and the job numbers for the days you worked in that pay period.

SUBSTITUTES	DAILY RATE
Degreed Substitute Teacher (Bachelor's or Master's completed)	\$80.00
Certified Substitute Teacher (Valid Teaching Certificate from Texas or Out-of-State)	\$85.00
Long Term Substitute (Certified)** (Full Day Assignment)	\$130.00
(After 10 consecutive days) (Half Day Assignment)	\$65.00
Counselor	\$125.00
Registered Nurse	\$85.00
Substitute Paraprofessional/Assistant	\$9.25 per hour

ROOSEVELT CLUSTER CAMPUSES – ONLY	DAILY RATE
Roosevelt HS, Krueger MS, White MS, Camelot Elem, Clear Spring Elem, E. Terrell Hills Elem, Montgomery Elem, Royal Ridge Elem, Walzem Elem, Wilshire Elem and Windcrest Elem	
Degreed or Certified Substitute Teacher (Bachelor's or Master's Degree completed)	\$90
Substitute Teacher (Half Day Assignment) (Note: 2 half day jobs on the same day will cap at \$90 for that day)	\$50
Substitute Paraprofessional/Assistant	\$10 per hour

****Long Term Assignments:** Substitute must be appropriately certified and highly qualified to teach the grade level/assignment of the absent teacher. After 10 consecutive days in the same position, pay will be increased to \$130.00 a day starting on the 11th instructional day for a full day assignment and increased to \$65.00 for a half day assignment. **An *Extended Day Rate Approval* form must be completed by the substitute and campus administrator, and returned to the Human Resources Dept. for approval before the increase can be received.**

All substitutes will have 6.2 % Social Security deducted from each paycheck plus 1.45 % for Medicare. Retired employees who are currently receiving a check from the Teacher Retirement System will have 1.45% for Medicare only deducted from each paycheck.

If you have signed up for direct deposit, check with your particular bank or credit union for information on the exact date of availability of your funds.

If you find that you were not paid for a day that you worked, refer to the payroll schedule. The day may be part of the next pay period. If a day has not been paid, **please contact the school where you worked** so the correction can be made before contacting the Payroll Office. Once the correction is made at the school for any missed days and sent to the Payroll Office you will be paid on the next scheduled payday.

The Payroll Dept. will not give out net pay information over the telephone. Please keep a record of jobs worked each month to have an idea of the amount you will be receiving each payday or refer to the *SmartFind Express* to review past assignments.

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
CERTIFIED SUBSTITUTE
EXTENDED DAY RATE APPROVAL**

TO BE COMPLETED BY SUBSTITUTE:

Substitute Name _____
Phone Number

****Substitute Employee ID Number Required for Payroll** _____
(Refer to Pay Stub)

CERTIFICATION FIELD** Substitute's Certification must match subjects taught in order to qualify for pay increase.

Assignment Begin Date _____
11th Day of Assignment

Assignment End Date

TO BE COMPLETED BY CAMPUS/DEPARTMENT:

This is notification that _____ was a
Substitute at _____ for _____
Campus/Department Name *Employee Name*

All Subjects & Grade Levels Taught**

***Please process this form in accordance with District policy and Payroll processing deadlines.
Fax or pony to Human Resources Dept. Substitute Office - Fax number: 804-7007
Office phone numbers: 407-0475 or 407-0476.***

Budget Manager's Signature _____
Date

Approved _____
Yes *No* _____
Human Resources' Signature _____
Date



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0475/407-0476, Fax (210) 804-7007

www.neisd.net

OFFICE OF THE
EXECUTIVE DIRECTOR
OF HUMAN RESOURCES

SUBSTITUTE INCIDENT REPORT

Substitute Name: _____

Date of Incident: _____

Phone #: _____

Employee ID # : _____

Campus Name and Phone #: _____

Person completing this form: _____

Please check all that apply:

_____ FAILURE TO REPORT TO ASSIGNMENT OR REPORTING LATE TO ASSIGNMENT

_____ LEAVING ASSIGNMENT BEFORE THE END OF THE DAY/LEAVING STUDENTS UNATTENDED

_____ FAILURE TO FOLLOW LESSON PLANS/FAILURE TO MAINTAIN CLASSROOM CONTROL

_____ INAPPROPRIATE LANGUAGE USED WITH STUDENTS

_____ INAPPROPRIATE COMMENTS MADE TO STUDENTS OR OTHER STAFF MEMBERS

_____ INAPPROPRIATE TOPICS DISCUSSED IN CLASSROOM

_____ FAILURE TO MAINTAIN CONFIDENTIALITY

_____ FAILURE TO FOLLOW DISTRICT POLICY

_____ PHYSICAL CONTACT WITH STUDENT

ADDITIONAL COMMENTS:

Remove substitute from your campus	No _____	Yes _____
Previous Incidents with this substitute	No _____	Yes _____
North East Police Notification	No _____	Yes _____ Date _____
Reported to Children's Protective Services	No _____	Yes _____ Date _____
Witness statements taken (please attach any copies)	No _____	Yes _____
Administrator needs to contact/conference with the substitute	Yes _____	Date _____

Principal/Asst. Principal's signature

Date



**NORTH EAST INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE TEACHER EVALUATION**

Substitute Teacher's Name (Print): _____

Classroom Teacher's Name (Print): _____

Campus: _____ Subject: _____ Grade: _____

Substitute's Job Assignment Date(s): _____

Instructions: For each of the items below, **circle the descriptor** that most closely represents the substitute's performance. Please include your comments below. This will provide our office with feedback, as well as assist us in understanding the reason for your ratings.

4 = Excellent 3 = Good 2 = Average 1 = Poor N = Not Applicable

1. Punctuality	4	3	2	1	N/A
2. Followed Lesson Plan and Schedule	4	3	2	1	N/A
3. Accuracy of Attendance and Other Forms	4	3	2	1	N/A
4. Handling of Student Discipline	4	3	2	1	N/A
5. Teaching Methods/Instructional Strategies	4	3	2	1	N/A
6. Knowledge of Subject Matter Taught	4	3	2	1	N/A
7. Professional Behavior With Students	4	3	2	1	N/A
8. Left Notes for Teacher at End of Day	4	3	2	1	N/A

How would you rate the overall performance of this substitute? (Please check one)

_____ Excellent _____ Good _____ Poor _____ Unacceptable

Comments: _____

Evaluator's Signature: _____ Date: _____

Please note that this evaluation may be shared with the substitute, if requested.

Original to Human Resources Dept.

Copy to Principal



**NORTH EAST INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE PARAPROFESSIONAL EVALUATION**

Substitute Paraprofessional's Name (Print): _____

Campus: _____ Grade: _____

Subject/Assignment: _____

Classroom Paraprofessional's Name: _____

Substitute's Job Assignment Date(s): _____

Instructions: For each of the items below, **circle the number** to the right that most closely represents the substitute's performance. Please include your comments below. This will be helpful in providing feedback on the paraprofessional's performance.

4 = Strongly Agree 3 = Agree 2 = Disagree 1 = Disagree N/A = Not Applicable

1. The substitute paraprofessional followed the instructions that you provided. 4 3 2 1 NA

2. Assignments given were completed in a timely manner. 4 3 2 1 NA

3. The substitute paraprofessional used good judgment in carrying out assigned tasks. 4 3 2 1 NA

4. Would you request this substitute paraprofessional in the future? _____ Yes _____ No

5. Did the substitute follow district policy in regards to professional appearance and communication skills? _____ Yes _____ No

6. How would you rate the overall performance of the substitute? (Please check one)
_____ Excellent _____ Good _____ Average _____ Below Average _____ Poor

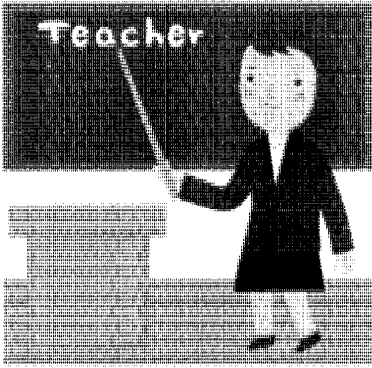
Comments: _____

Evaluator's Signature: _____ Date: _____

Original to Human Resources

Copy to Principal

Revised 08-2012



TRS RETIREES

Teacher Retirement System of Texas

DEFINITION OF SUBSTITUTE FOR EMPLOYMENT AFTER RETIREMENT

“A substitute is a person who serves on a temporary basis in the place of a current employee. Retirees may substitute an unlimited number of days during the school year. If the retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period and there is no need to call the retiree on a *daily basis* to arrange for coverage. The retiree’s pay cannot be more than the daily rate of substitute pay set by the employer. If the position is **vacant** (i.e., no other person currently holds the position) the retiree is **not** a substitute for TRS purposes and the retiree cannot work in the vacant position or forfeiture of annuity payments could occur.”

Teacher Retirement Update

If you are receiving or have received retirement benefits through the Teacher Retirement System of Texas (TRS) or any other retirement program (Retirement Benefits), you acknowledge the following:

1. The District cannot and does not make any guarantee regarding your continue right to receive the Retirement Benefits.
2. You are relying on your own investigation and understanding of the law and upon the guidelines, rules and regulations regarding employment after retirement of the program(s) under which you retired. You are not relying on any statements made by the District regarding the effect of District employment on your Retirement Benefits.
3. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of your Retirement Benefits.
4. If you retired under the TRS, the District must report your employment to the TRS. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District based on such reports.

For further information please contact the Teacher Retirement System of Texas at (800)223-8778.

Information obtained from the TRS web site at www.trs.state.tx.us

**NEISD
CAMPUS DIRECTORY**

ELEMENTARY SCHOOLS – 47

	<u>Telephone</u>	<u>Address</u>
142 Bulverde Creek	407-1000	3839 Canyon Pkwy, 78259
118 Camelot**	407-1400	7410 Ray Bon, 78218-2840
140 Canyon Ridge	407-1600	20522 Stone Oak Pkwy, 78258
101 Castle Hills	407-1800	200 Lemonwood, 78213-2409
145 Cibolo Green	407-1200	24315 Bulverde Green, 78261
132 CIC	407-0739	3736 Perrin-Central, Bldg. 1, 78217
119 Clear Spring**	407-2000	4311 Clear Spring, 78217
102 Coker	407-2200	302 Heimer Rd., 78232
103 Colonial Hills**	407-2400	2627 Kerrybrook Court, 78230
104 Dellview**	407-2600	7235 Dewhurst Road, 78213
105 East Terrell Hills**	407-2800	4415 Bloomdale, 78218
121 El Dorado**	407-3000	12634 El Sendero, 78233
129 Encino Park	407-3200	2550 Encino Rio, 78259
130 Fox Run	407-3400	6111 Fox Creek, 78247
136 Hardy Oak	407-3600	22900 Hardy Oak Blvd., 78258
106 Harmony Hills	407-3800	10727 Memory Lane, 78216
123 Hidden Forest	407-4000	802 Silver Spruce, 78232
135 Huebner	407-4200	16311 Huebner Road, 78248
107 Jackson-Keller**	407-4400	1601 Jackson-Keller, 78213
108 Larkspur**	407-4600	1818 Larkspur, 78213
146 Las Lomas	356-7000	20303 Hardy Oak Blvd, 78258
134 Longs Creek	407-4800	15806 O'Connor Road, 78247
122 Montgomery**	407-5000	7047 Montgomery Dr., 78239
127 Northern Hills	407-5200	13901 Higgins Road, 78217
109 Northwood	407-5400	519 Pike Road, 78209
110 Oak Grove**	407-5600	3250 Nacogdoches, 78217
131 Oak Meadow	407-5800	2800 Hunter's Green, 78231
111 Olmos**	407-6000	1103 Allena Drive, 78213
128 Redland Oaks	407-6200	16650 Redland Road, 78247
120 Regency Place**	407-6400	2635 MacArthur View, 78217
112 Ridgeview**	407-6600	8223 N. McCullough, 78216
139 Roan Forest	407-6800	22710 Roan Park, 78259
138 Royal Ridge	407-7000	5933 Royal Ridge, 78239
113 Serna**	407-7200	2569 NE Loop 410, 78217
125 Stahl	407-7400	5222 Stahl Road, 78247
141 Steubing Ranch	407-7600	5100 Knoll Creek, 78247
133 Stone Oak	407-7800	21045 Crescent Oak, 78258
126 Thousand Oaks	407-8000	16080 Henderson Pass, 78232
144 Tuscany Heights	407-8200	25001 Wilderness Oak, 78260
147 Vineyard Ranch	356-7200	16818 Huebner Road, 78258
114 Walzem**	407-8400	4618 Walzem Road, 78218
115 West Avenue**	407-8600	3915 West Ave., 78213
137 Wetmore	407-8800	3250 Thousand Oaks, 78247
143 Wilderness Oak	407-9200	21019 Wilderness Oak, 78258
116 Wilshire/AES**	407-9400	6523 Cascade, 78218
117 Windcrest**	407-9600	465 Faircrest, 78239
124 Woodstone	407-9800	5602 Fountainwood, 78233

** TITLE I SCHOOLS

revised May 2014

**NEISD
CAMPUS DIRECTORY**

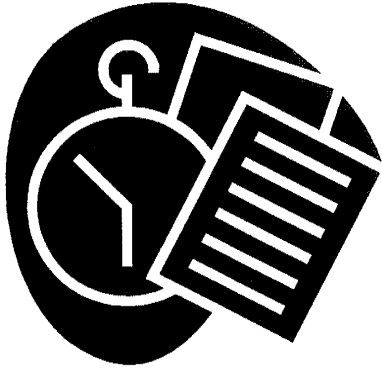
MIDDLE SCHOOLS – 13

	<u>Telephone</u>	<u>Address</u>
048 Bradley	356-2600	14819 Heimer Road, 78232
050 Bush	356-2900	1500 Evans Road, 78258
049 Driscoll	356-3200	17150 Jones-Maltsberger, 78247
041 Eisenhower	356-3500	8231 Blanco Road, 78216
042 Garner**	356-3800	4302 Harry Wurzbach, 78209
058 Harris	356-4100	5300 Knoll Creek, 78247
059 Hill	356-8000	21314 Bulverde Road, 78259
045 Jackson**	356-4400	4538 Vance Jackson, 78230
043 Krueger**	356-4700	438 Lanark Drive, 78218
057 Lopez	356-5000	23103 Hardy Oak Blvd., 78258
044 Nimitz**	356-5300	5426 Blanco Road, 78216
056 Tejada	356-5600	2909 E. Evans Road, 78259
046 White**	356-5900	7800 Midcrown, 78218
047 Wood**	356-6200	14800 Judson Road, 78233
061 Adolescent Int. Ctr.	407-0739	3736 Perrin-Central, Bldg. 1, 78217
053 Alt. MS/MSRC	356-7400	103 W. Rampart, 78216

** TITLE I SCHOOLS

HIGH SCHOOLS – 9

	<u>Telephone</u>	<u>Address</u>
003 Churchill	356-0000	12049 Blanco Road, 78216
014 Johnson	356-0400	23203 Bulverde Road, 78259
001 Lee	356-0800	1400 Jackson-Keller, 78213
009 ISA	356-0900	1400 Jackson-Keller, 78213
002 MacArthur	356-7600	2923 MacArthur View, 78217
005 Madison	356-1400	5005 Stahl Road, 78247
007 Reagan	356-1800	19000 Ronald Reagan, 78258
004 Roosevelt	356-2200	5110 Walzem Road, 78218
008 ACE	407-0740	3736 Perrin-Central, Bldg. 2, 78217
012 Alternative Center/HSRC	356-7400	103 W. Rampart, 78216
006 NEISD Transitions Svcs. (NETS)	356-7520	8438 Ahem Drive, 78216



School Hours

In the SmartFind Express System there will be **30 minutes** added to the student start time and **15 minutes** added to the student end time. These are the hours that the substitutes are required to work. The substitute will follow the same schedule as the employee who is absent unless otherwise directed by the campus administration.

Elementary Schools:

7:30 am to 2:30 pm

Cibolo Green	Dellview	Larkspur	Northwood
Ridgeview	Stahl	Vineyard Ranch	West Avenue
Wetmore			

7:40 am to 2:40 pm

Bulverde Creek	Camelot	Canyon Ridge	Castle Hills
Clear Spring	Coker	East Terrell Hills	El Dorado
Encino Park	Fox Run	Hardy Oak	Hidden Forest
Huebner	Las Lomas	Montgomery	Northern Hills
Olmos	Roan Forest	Royal Ridge	Serna
Steubing Ranch	Stone Oak	Tuscany Heights	Walzem
Wilderness Oak	Wilshire	Windcrest	Woodstone

8:00 am to 3:00 pm

Colonial Hills	Harmony Hills	Jackson-Keller	Longs Creek
Oak Grove	Oak Meadow	Redland Oaks	Regency Place
Thousand Oaks			

Middle Schools





8:20 am to 3:25 pm

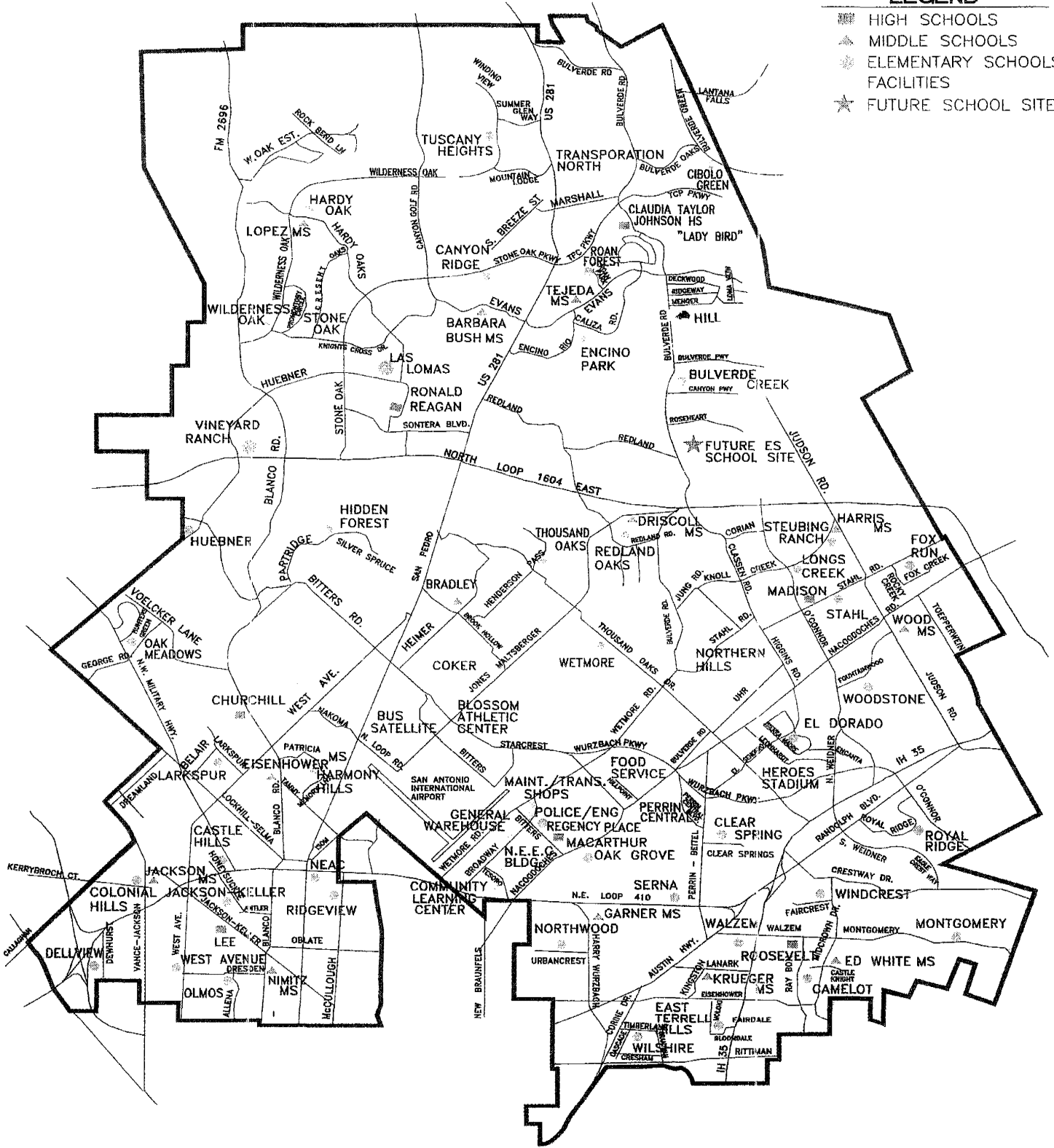
High Schools

8:45 am to 4:05 pm

NORTH EAST INDEPENDENT SCHOOL DISTRICT SAN ANTONIO, TEXAS BEXAR COUNTY

LEGEND

-  HIGH SCHOOLS
-  MIDDLE SCHOOLS
-  ELEMENTARY SCHOOLS FACILITIES
-  FUTURE SCHOOL SITE





North East ISD 2015 - 2016 Traditional School Calendar

Grading Periods

August 24 - October 16	38 days
October 19 - December 18	40 days
1 st Semester	78 days
January 4 - March 11	48 days
March 21 - June 2	51 days
2 nd Semester	99 days
Total	177 days

The 2015 - 2016
Student Assessment
Testing Calendar
may be accessed via
www.neisd.net
under Calendars

Teacher/Student Holidays

September 7
November 25 - 27
December 21 - January 1
January 18
March 14 - 18
March 25
April 22
May 30

Staff Development/ Teacher Preparation Days/ (Student Holidays)

August 10 - 14 - New Teacher Orientation
August 17-21-Teacher Staff Development
October 12
November 23 - 24 - Teacher Choice Days
February 15
June 3

August 2015						
S	M	T	W	T	F	S
						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 2015						
S	M	T	W	T	F	S
		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 2015						
S	M	T	W	T	F	S
				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 2015						
S	M	T	W	T	F	S
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 2015						
S	M	T	W	T	F	S
		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		

January 2016						
S	M	T	W	T	F	S
					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 2016						
S	M	T	W	T	F	S
	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 2016						
S	M	T	W	T	F	S
		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 2016						
S	M	T	W	T	F	S
					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 2016						
S	M	T	W	T	F	S
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 2016						
S	M	T	W	T	F	S
			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		

July 2016						
S	M	T	W	T	F	S
					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						

Holidays for Students and Employees

Teacher Staff Development/Teacher Preparation Days (student holiday)

First/Last Day of Classes; First/Last Day of Semester

New Teacher Orientation

Beginning and Ending of Grading Period

Regularly scheduled meeting of NEISD Board of Trustees
(Changes may be made. Please call 407-0553 to confirm dates and times prior to meetings.)

Severe weather makeup days

Early Dismissal for Conferencing and/or Professional Development for Elementary and Middle Schools

Early Dismissal for High Schools for Professional Development and/or campus activities

Graduation Dates

Churchill June 3, 2016 - 2:30	MacArthur June 6, 2016 - 7:00
ISA June 3, 2016 - 7:00 @ Laurie Auditorium, Trinity University	Madison June 4, 2016 - 7:30
Johnson June 7, 2016 - 7:00	Reagan June 5, 2016 - 7:30
Lee June 4, 2016 - 2:30	Roosevelt June 5, 2016 - 2:30




SHOULD EMERGENCY SITUATIONS OCCUR, SUCH AS SEVERE WEATHER, an announcement will be released from the Office of the Superintendent to local radio and television stations. If classes are canceled, makeup days may be held February 15 and June 3. If two inclement weather makeup days are needed, the teacher preparation day scheduled for June 3 will be held on June 4. If February 15 is used as an inclement weather day, it will be designated as the third Teacher Choice Day for affected staff.

North East ISD

2015-2016 Year-Round Calendar

Castle Hills Elementary



Grading Periods	
July 21 - September 25	46 days
September 28 - December 17	43 days
1 st Semester 89 days	
January 5 - March 4	42 days
March 21 - May 25	46 days
2 nd Semester 88 days	
Total	177 days

The 2015 - 2016 Student Assessment Testing Calendar may be accessed via www.neisd.net under Calendars

Teacher/Student Holidays	
July 17, 24, 31	January 1, 18
September 7	March 7-18, 25
October 5-16	April 22
November 23-27	May 30
December 18-31	

STUDENT INTERSESSIONS:
 October 5-16
 March 7-18

INTERSESSION CLASSES:
 October 5-October 8

Staff Development/Teacher Preparation Days/(Student Holidays)

July 14,15,16,20
 October 19
 November 23-24 – Teacher Choice Days
 January 4
 February 15
 May 26

July 2015						
S	M	T	W	T	F	S
			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 2015						
S	M	T	W	T	F	S
						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 2015						
S	M	T	W	T	F	S
		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 2015						
S	M	T	W	T	F	S
				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 2015						
S	M	T	W	T	F	S
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 2015						
S	M	T	W	T	F	S
		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		

January 2016						
S	M	T	W	T	F	S
					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 2016						
S	M	T	W	T	F	S
	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 2016						
S	M	T	W	T	F	S
		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 2016						
S	M	T	W	T	F	S
					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 2016						
S	M	T	W	T	F	S
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 2016						
S	M	T	W	T	F	S
			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		

-  Holidays for Students and Employees
-  Elementary Early Dismissal for Conferencing
-  Teacher Staff Development/Teacher Preparation Days (student holiday)
-  Regularly scheduled meeting of NEISD Board of Trustees (Changes may be made. Please call 477-0640 to confirm dates and times prior to meetings.)
-  First/Last Day of Classes; First/Last Day of Semester
-  Severe weather makeup days
-  Beginning and Ending of Grading Period



Castle Hills Elementary School
 200 Lemonwood
 San Antonio, TX 78213

Phone: 210-407-1800
 Fax: 210-442-0607

  SHOULD EMERGENCY SITUATIONS OCCUR, SUCH AS SEVERE WEATHER, an announcement will be released from the Office of the Superintendent to local radio and television stations. If classes are canceled, makeup days may be held February 15 and May 26. If two inclement weather makeup days are needed, the teacher preparation day scheduled for May 26 will be held on May 27. If February 15 is used as an inclement weather day, it will be designated as the third Teacher Choice Day for affected staff.

North East Independent School District Academy of Creative Education

2015 - 2016 Extended School Calendar



■ Holidays for Students and Employees

■ Regularly scheduled meeting of NEISD Board of Trustees (changes may be made. Please call 407-4540 to confirm dates and times prior to meetings.)

■ Teacher Staff Development/Teacher Preparation Days (student holiday)

▼ Severe weather makeup days.

★ First/Last Day of Classes

Graduation Dates
Academy of Creative Education
Mid-December, 2015
Mid-June, 2016

**The 2015 - 2016
Student Assessment
Testing Calendar
may be accessed via
www.neisd.net
under Calendars**

July/August 2015						
S	M	T	W	T	F	S
	27	28	29	30	31	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 2015						
S	M	T	W	T	F	S
		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 2015						
S	M	T	W	T	F	S
				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

Teacher/Student Holidays
September 7
November 23-27
December 21 - January 1
January 18
March 14 - 18
March 25
April 22
May 30
July 4

November 2015						
S	M	T	W	T	F	S
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 2015						
S	M	T	W	T	F	S
		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		

January 2016						
S	M	T	W	T	F	S
					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						

**Staff Development/
Teacher Preparation Days/
(Student Holidays)**
July 29, 30, 31
August 19
October 12
November 23-24 – Teacher Choice Days
January 4
February 15
June 24

February 2016						
S	M	T	W	T	F	S
	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 2016						
S	M	T	W	T	F	S
		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 2016						
S	M	T	W	T	F	S
					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



SHOULD EMERGENCY SITUATIONS OCCUR, SUCH AS SEVERE WEATHER, an announcement will be released from the Office of the Superintendent to local radio and television stations. If classes are canceled, makeup days may be held (June 24 and February 15). If two inclement weather makeup days are needed, the teacher preparation day scheduled for June 24 will be held on June 27. If February 15 is used as an inclement weather day, it will be designated as the third Teacher Choice Day for affected staff.

May 2016						
S	M	T	W	T	F	S
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 2016						
S	M	T	W	T	F	S
			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		

July 2016						
S	M	T	W	T	F	S
					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						

NEISD Substitute Orientation

Verification of Attendance and Understanding of Policies and Procedures

I HAVE ATTENDED THE MANDATORY SUBSTITUTE ORIENTATION REQUIRED BY NEISD. THE FOLLOWING INFORMATION WAS REVIEWED WITH ME AT THE ORIENTATION AND HANDOUTS WERE PROVIDED. I UNDERSTAND THAT ANY VIOLATION OF THESE POLICIES ARE GROUNDS FOR TERMINATION.

1. **Discipline:** I understand that under no condition am I to ever exercise corporal punishment towards students. At no time am I permitted by the District to touch a student(s) in an effort to discipline them or get their attention. This includes, but is not limited to pinching, touching with rulers/supplies, prodding with feet, hands or arms, and the use of any type of paddle. **Use of any physical discipline or corporal punishment will be grounds for immediate termination of employment with the District and will result in a notification to Children Protective Services (CPS).**
2. **Employee Standards of Conduct:** Sexual harassment policies DH (Local & Exhibit) and DIA (Local) were reviewed and given to me during orientation. Sexual harassment of any nature will not be tolerated by the District.
3. **Access to Confidential Information:** Violation of confidentiality may result in termination of employment. *Refer to "Access to Confidential Information" in the substitute handbook.*
4. **Computer Access:** All District employees must conduct their use of the Internet/network resources in a manner consistent with NEISD policies. The Acceptable Use Policy was reviewed and given to me during orientation. *Refer to "Employee Agreement for Acceptable Use of the Electronic Communications System" in the substitute handbook.*
5. **Professional Performance:** Professional conduct is expected at all times. Reports of any misconduct or performance concerns will be evaluated by the Human Resources Department. In the event that a campus administrator requests that you do not return as a substitute to their campus, you will not be able to accept future assignments at that particular campus. NEISD reserves the right to terminate your employment as a substitute if it is believed to be in the best interest of the District.
6. **At-Will Employment:** Nothing contained herein construes an employment contract. **Your employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason except for legally impermissible reasons. At-will employees are free to resign at any time for any reason.** Substitute employment makes you **ineligible for unemployment compensation** benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter and spring breaks.
7. **Dress Code:** Business casual dress is recommended (may vary depending on the assignment). Refer to the *Dress Code* section in the Substitute Handbook.
8. **Payroll:** Payroll schedule and information including the rate of pay for substitute teachers and paras/assistants are provided in the Substitute Handbook/folder.

I understand the above information that has been reviewed with me. I have received a copy of the Substitute Handbook.

NORTH EAST INDEPENDENT SCHOOL DISTRICT ACCESS TO CONFIDENTIAL INFORMATION

Confidentiality: Substitute teachers have an important responsibility to ensure that confidentiality is used concerning *sensitive and student record information*. Student personal information, student behavior, performance and achievement levels (to include grades) are not subjects of general conversation and should not be discussed outside of the school setting. **Taking pictures of students without parent permission is not permitted.** This includes pictures taken with cell phones or other technology-related devices. When working with special needs' students, substitutes must exercise an even greater degree of caution when discussing the children that are assigned to them. Substitutes should not discuss medically-related or other sensitive information with those outside the school setting or who do not need to know such information.

As a requirement of my job duties, I may have a school business need to access student and/or district information. I understand that information concerning any district employee or a student is to be held in the strictest of confidence. (See GBA Legal)

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 Code of Federal Regulations (CFR) Part 99. FERPA is specifically incorporated into the Texas Open Records Act as an exception to records, which are subject to disclosures to the public.

In addition, I understand that any data files or output reports that I may generate with an individual employee or student data are confidential. I will not disclose to any unauthorized person any data files or reports which I am given or devise. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of password(s).

I also understand that failure to observe these restrictions constitutes a "breach of computer security" as defined in the Texas Penal Code, Chapter 33 Sec. 33.02, B, and that such an offense constitutes a Class A Misdemeanor and may result in immediate termination of employment.

Employee Agreement for Acceptable Use of the District Electronic Communications System

I have read the Employee Acceptable Use Guidelines of the Electronic Communications System and agree to abide by the provisions contained within the document. I understand that I can be disciplined if I violate the Employee Agreement for Acceptable Use of the Electronic Communication System. Such discipline may consist of the revocation of Internet/network access up to and including termination, based on the seriousness of the violation.

Name (Print) _____ Employee ID Number _____

Signature _____ Date _____

Title/Position _____ Department/Campus _____

Substitute Copy

Employee Acceptable Use Guidelines of the Electronic Communications System

When a school district establishes Internet/network services, the District's specific purpose is to enhance the learning process and improve administrative services. All District employees must conduct their use of Internet/network resources in a manner consistent with NEISD policies. Acceptable use falls into several categories:

Safety of Self and Others:

- System users will report to their supervisor/administrator any message received that is inappropriate or makes them feel uncomfortable.
- System users will not reveal personal information about themselves or others, such as: phone number, address, password, or username.
- System users will follow appropriate etiquette for both the NEISD network and the Internet to include but not limited to the following:
 - Will not use the system to harm the reputation, harass, or threaten others.
 - Will use appropriate language for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language).
 - Will not transmit (send or receive) obscene pictures or messages

Access and Uses:

- System users will use the Internet/network mainly for work-related uses, but some limited personal use is permitted as long as this use does not interfere with the employee's job responsibilities nor imposes costs on the district.
- System users will not use the District's group email settings to send email unless it is to their campus/department groups or is necessary to fulfill an individual's job responsibilities. All

other use will require approval of the appropriate Associate Superintendent.

- System users will not send messages under a false identity.
- System users will not access personal email accounts.
- System users will not access email of other users.
- System users will not access files and/or documents of other users without permission.
- System users will not use the District's email, network, or Internet access for financial gain or for political or commercial activity.
- System users will not use the system for purchasing products or services.
- System users will not access inappropriate content for any purposes.

Copyright Laws:

- System users will not download and/or install unauthorized software or digital media.
- System users will strictly adhere to copyright laws, including Fair Use Guidelines (<http://www.copyright.gov/fls/fl102.html>).
- It is the system user's responsibility to obtain any necessary written permission granting the authority to publish any copyrighted materials, including but not limited to: photographs, images, cartoons, logos, digital sound, and music files.

Illegal Activities:

- System users will not use the system for illegal purposes or any other activity prohibited by the District policy.
- System users will not download and/or install illegal or illegally obtained software, or personally owned software to include but not limited to: freeware, shareware, hackware, etc. on NEISD equipment.

System Security:

- System users will not attempt to harm, vandalize, or destroy equipment or materials.
- System users will not attempt to delete or modify system data or software.
- System users will not intentionally infect a computer or network with a virus.
- System users will not engage in activities that disrupt the performance of the network.
- System users will not disclose passwords, except to authorized NEISD Network system administrator personnel.
- System users will always report any known violations of the NEISD Acceptable Use Guidelines to a supervisor/administrator.
- System users will not access remote systems outside the NEISD network to include but not limited to ftp, personal websites, personal remote email accounts, proxy servers, anonymizers, etc.
- System users will not gain unauthorized access to system passwords in an attempt to obtain District resources and information.
- System users will not attempt to circumvent NEISD network security including but not limited to hackware, freeware, and unauthorized shareware.
- System users will not transmit any information which contains employee or student identification over a wireless connection without encryption.
- System users will not download files with student or employee data to their computer(s) without encrypting or password protecting them.

- CQ (EXHIBIT A)

- System users will not use technology equipment in a manner which allows others to "shoulder-surf" and, in so doing, attempt to view work on an open screen.
- System users will not use networking products (wireless cards and software) that have not been approved by District technology departments.
- System users will not leave technology equipment turned on for extended periods of time while not in use.

Respect for System Limitations:

- System users will not download large files from outside the NEISD network without permission from a district/campus administrator.

EMPLOYEE DRESS CODE

North East Independent School District Board Policy DH (Local) addresses the issue of dress and grooming by district employees. The Policy states:

“The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent.”

All employees should subscribe to and follow a daily *minimum* dress code that exceeds that of students and can be best described by the phrase **“dress business casual.”** The general philosophy is that we are professionals and will present a professional image at ALL times. We should dress the part (i.e. no shorts, baseball caps, multiple earrings and flip flops). Faded and torn jeans, and t-shirts are not appropriate. Tattoos must be covered and earrings should be limited to one earring in each earlobe.

All employees are role models and should dress accordingly. Occasionally there may be situations that warrant an exception, such as a unique medical condition. Sound professional judgment should be used in these instances.

The following specific rules are to be followed by all students in the North East Independent School District:

1. Hair must be neat and clean. Unconventional hairstyles that are considered to be distracting and/or disruptive to the educational environment are prohibited. Students may wear natural hair colors only. For further clarification on what is unconventional, please consult with your student’s administration.
2. Halter tops, exposed midriffs, strapless and/or low cut tops, exposed backs, spaghetti straps, see-through clothing, and tanks with oversized armholes are not permitted. **Undergarments shall not be visible or exposed.**
3. Clothing with inappropriate advertising or statements that are offensive or inflammatory (alcoholic beverage, profanity, sex, tobacco, drugs, gang, promoting violence, etc.) is prohibited. Certain colored items of cloth (shirts, hair decorations, shoe laces, etc.) may be prohibited at the discretion of the campus principal.
4. Appropriate footwear is required. Footwear that has toes and/or soles reinforced with steel, hard plastic or similar materials is prohibited. Footwear with wheels is prohibited.
5. Shorts will be permitted provided that the shorts are neatly hemmed, conservative and modest in appearance. Campus administration will determine appropriate length. Bicycle shorts, gym shorts, form fitting and skin-tight shorts or pants of spandex or other similar materials worn alone are prohibited.
6. Pants shall be worn securely at the waist. Sagging pants are prohibited. Excessively worn, torn, frayed, oversized or long clothing is not permitted. **Undergarments shall not be visible or exposed.**
7. Dresses, skirts, skorts and split-skirts will be permitted provided that they are neatly hemmed, conservative, and modest in appearance. Campus administration will determine appropriate length. Excessively high slits in skirts and tight spandex/leggings will not be permitted.
8. **Body piercing** ornaments & other similar ornaments will be worn on the ear only (not other exposed body parts).
9. **Tattoos and similar body painting(s)** will not be exposed or visible while on District properties (including visible through your attire) as this detracts from an appropriate image. Especially visible tattoos and body painting(s) that are considered offensive, inflammatory, disruptive to the learning environment, promote violence or reflect gang activity are prohibited.
10. Hats, caps, or other head apparel are not permitted. Hoods on hooded sweatshirts, shirts, and jackets may not be worn during instructional, passing periods, or while in the building.
11. Any apparel or attire that is considered to be distracting and/or disruptive to the educational environment. (ex: pajamas, slippers/house shoes) or is considered a safety concern is prohibited.

A review of dress and grooming policies will be made periodically and changes will be made, as needed.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress and grooming, the final determination will be in the judgment of the building principal or department supervisor. An employee who does not comply with this dress code may jeopardize his or her job.



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0475 & 407-0476 * Fax (210) 804-7007

www.neisd.net

OFFICE OF THE
EXECUTIVE DIRECTOR
OF HUMAN RESOURCES

REGULAR EDUCATION TEACHER ASSISTANTS AND SPECIAL EDUCATION TEACHER ASSISTANTS PRE-EMPLOYMENT AGREEMENT

I, _____ have reviewed the regular education
Name

and special education job descriptions for the position of instructional assistant and special education assistant including physical and mental demands. I understand that I must meet the physical and mental requirements of the job prior to accepting any substitute assignments on a North East Independent School District campus.

Regular Education Instructional Assistant: Assist teacher in preparation and management of classroom activities and administrative requirements. Works under supervision of certified teacher or teaching team. Paraprofessionals may provide instruction as long as they are working under the direct supervision of a *highly qualified teacher*.

Special Education Assistant: Help meet the physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP) including behavior management and instructional programs. Work under general supervision of principal and immediate direction of certified teacher. Paraprofessionals may provide instruction provided they are working under the direct supervision of a *highly qualified teacher*.

Physical Requirements: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift 50 lbs alone and to lift or move up to 100 lbs with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position requires the lifting of students.

Mental Requirements: While performing the duties of this position, the employee is required to demonstrate an above average degree of concentration, and understanding of verbal instructions. The employee must also exercise above average emotional control and maintain a very high level of confidentiality. Average skills are required in communication (verbal and written) interpretation, analyzing, differentiating, memorizing, reading and computing. Moderate skills are required in coordinating and compiling. While performing the duties of this job, the employee is occasionally required to work in a confined space, exposed to outside weather conditions and risk of electrical shock. The employee is regularly biologically exposed to bacteria and communicable diseases. The noise level in the work environment is usually moderate.

Substitute Copy

SUBSTITUTE POLICIES AND PROCEDURES

Schedule: Substitutes are to follow the schedule of the regular classroom teacher. This includes reporting to duty at least **30 minutes before the start of school** in order to allow time to prepare for the day. The exact beginning and ending times for substitutes may vary from job to job depending on the duties for that particular teacher. Listen to the special instructions on the SmartFind system when they are given. When in doubt, call the school and verify the start time and get directions, if needed.

The care and supervision of the students assigned to the substitute should be of paramount importance. **At no time during the day should the substitute leave the campus unless authorized to do so (need prior permission from administration).** Occasionally, a **substitute teacher may be asked to perform duties in addition to those of a substitute teacher.** Also, a substitute may be asked to teach in a classroom other than the assignment they accepted or to **teach during a conference period.** The substitute should **demonstrate flexibility and cooperation** with the school administration and staff in its attempts to meet the instructional needs of the students.

After completing the substitute assignment, substitute teachers are to **remain on campus an additional 15 minutes** to allow time to restore the classroom in the manner found, walk students to the bus/parent pick up area and leave a detailed note to the teacher about how the day progressed, how students behaved, etc. Finally, the substitute should always check in with the Substitute Coordinator (may have possible sub jobs the following day/week) then sign out at the front office when leaving for the day.

ID Badges: Substitute ID badges will be issued by the Substitute Office. All substitutes must **wear their badge at all times** when working at our campuses and district offices. The badge must be prominently displayed on your body. If your ID badge is lost or stolen, please report this to the Substitute Office immediately and arrangements will be made for a replacement.

Student Discipline: When students cause behavior problems that are disruptive to the learning environment, the substitute should attempt to maintain discipline in the classroom using acceptable behavior management strategies. Sometimes even the most effective classroom management strategies will fail, and individuals or groups of students may need to modify their behavior in order to resume effective teaching. **Substitutes must never administer corporal punishment, physically discipline or place their hands on/touch a student in any way.** This includes verbal abuse. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students. **Be friendly without befriending the students.** Under no circumstances may a substitute teacher engage in a romantic or other inappropriate relationship with a student. **In addition, substitutes are not allowed to accept campus assignments for classes where their children are enrolled.**

Professional Conduct: The substitute should never leave the classroom unattended. **If the substitute needs to leave the room for a personal reason or emergency, a nearby teacher and administration should be notified so that the classroom will be supervised.** At all times and in all matters related to substitute teaching, the substitutes should never hesitate to seek help when needed. Help is only a few steps or a call away to the office at any time. Most classrooms have an intercom system if you feel the need to contact the office for immediate assistance.

Principals are asked to notify Human Resources of any concerns or misconduct involving substitutes. In the event a principal requests that a substitute not return to their campus, North East ISD reserves the right to exclude them from working at that campus. If circumstances warrant, a substitute will be removed from service to the District if it is believed to be in the best interest of the school and/or the District. Substitutes must adhere to the following:

- Employees, visitors, substitutes and students are prohibited from bringing firearms, illegal knives, or other weapons onto school property or any grounds or building where a school-sponsored activity takes place.
- Cellular phones should be off and out of sight during the school day. No personal calls should be made or received during the instructional day with the exception of personal calls made during lunch, before or after school. **Taking pictures of students with any device is not permitted.**
- Videos and social networking sites are not to be accessed or shown unless it is part of the teacher's lesson plan.
- District policy prohibits the use of tobacco products anywhere on school property, as well as school sponsored events.
- NEISD is a Drug-Free Workplace. Employees of the District are prohibited from using, possessing, manufacturing, dispensing, distributing, or being under the influence of alcohol or alcoholic beverages, prohibited drugs, or narcotics.
- **Personal questions/conversations of a sensitive or private nature not included in the teacher's lesson plans are to be avoided.** These include questions about religious beliefs, sexuality, substance abuse and family life.
- Substitute teachers should also **refrain from discussing their personal lives with students**, especially as it pertains to religion, sexual preferences and other aspects of their personal life of no relevance to the instructional content being presented or reviewed.

SmartFind Express - Priority List & Active Do Not Use Status:

Principals may exclude a substitute from the campus at any time. Removal from the active substitute list may occur due to the reasons below but are not limited to the following:

- Using profanity or discussing inappropriate topics in the presence of students
- Making sexually or racially inappropriate verbal/written comments, displaying inappropriate pictures, physical conduct or subjecting students, staff or parents to racial or sexual harassment
- Willful refusal to follow instructions and/or lesson plans left by the classroom teacher
- **Classroom management concerns**
- Using alcohol or illegal drugs on school property or reporting to work intoxicated
- **Endangering students by leaving them unattended at any time**

- **Frequently arriving late or leaving early and asking to leave during conference periods**
- **Using personal cell phone or teacher's computer during instructional time** (unless lesson plan states to use their computer)

Substitute's Active Status & Resignation Procedure: Substitute teachers work as "at-will" employees from school year to school year. In June, at the close of the current school year, notices are sent to substitutes' email addresses informing them that they can continue their active substitute status with our district unless they choose not to do so. In addition, our substitutes are notified in the same email that if they decide not to substitute the following school year, they need to resign themselves through Employee Space in Lawson (located at our HR Dept. website). **Substitutes will need to ensure that their contact information is always current in Lawson.** Substitutes who are not performing satisfactorily will be notified by our HR Dept. that they will be resigned from a campus and/or our district.

By attending Substitute Orientation, you are **agreeing to work 5 days per month** which includes at least **one Monday and one Friday**. In order to remain an active substitute, you must meet this requirement each school year. If not, you will be resigned as a substitute due to inactivity. We encourage you to accept as many jobs as your schedule will permit.

Campus Organizations/Clubs: Employees of the District cannot serve in a financial capacity of booster club or parent organization. Financial capacity includes holding positions of president, treasure, fund-raising chairperson or serving as a check signer. Additionally, a District employee should not be a member of the audit committee.

Substitute Para Training Requirements: Paraprofessionals who work alongside teachers are instructional assistants. Instructional assistants also work in Special Education classrooms with special needs' students. It is very important that our substitutes have the training that is required to work in the classrooms with special need's children. In an effort to better protect our substitutes and our students, our district offers Special Education training. Refer to the Pre-Employment Agreement on page 19.

On the Job Injuries: If a substitute is injured while on the job, they must report the injury to the campus office immediately. The Principal and/or Administrative Assistant/Secretary should give them guidance and assistance on necessary procedures and paperwork.

Safety and Security: The schools will require substitutes to sign in each day they substitute. Even when they are in a long-term assignment, they need to check in at the office first. Substitutes must wear their ID badges when on campuses at all times. If the lesson plan folder does not have the **school's emergency procedures**, contact the Substitute Coordinator or front office staff for direction. **Substitutes need to familiarize themselves with their surroundings, nearest exits and fire extinguishers, and what to do when they are asked to participate in drills.** They will need to **take the class roster** if the students need to evacuate the building. **Substitutes can seek guidance from neighboring teachers or the front office staff, as needed.**

Evaluations: When a substitute completes an assignment, the classroom teacher will complete and submit a Substitute Evaluation Form to their campus Substitute Coordinator. This evaluation is sent to the Substitute Office and becomes a part of the substitute's electronic file. The substitute may request to view the evaluation instruments by calling the Substitute Office staff and making an appointment in advance.

Substitutes who wish to respond to their evaluation may do so in writing. This response should be forwarded directly to the Substitute Office HR Coordinator. Copies of the response will be sent from our Substitute Office to the campus principal where the evaluation originated.

CLASSROOM MANAGEMENT

The San Diego County Office of Education provides a series of brief guides for substitute teachers on topics such as classroom management, legal responsibilities for substitute teachers, and basic expectations for substitute teachers. The *Classroom Management* guide provides an excellent overview of some keys to ensuring a productive classroom, including the following examples:

- It is important for substitute teachers to **establish their classroom expectations and consequences at the beginning of the day**. It is essential for teachers to be perceived by students as confident, as being in charge, and as being fair.
- It is extremely important for the **teacher not to lose his/her temper or control**. Teachers should model appropriate behavior even under highly stressful situations. When teachers lose self control, it becomes more difficult to make proper decisions and to retain the respect of students. When teachers lose self control, their behavior often becomes the focus of attention rather than the student's behavior.
- Direct eye contact and nonverbal communication are effective classroom management tools, provided that the nonverbal communication doesn't become threatening or intimidating to students.
- Using different voice inflections in the classroom is appropriate if it has a legitimate educational purpose, doesn't result in yelling (which is ineffective and abusive), and doesn't demean students.
- Letting the entire class know your expectations in advance is key to having a successful educational day. "Establishing standard" should be done as early in the day as possible. Teachers need to be firm, fair, and consistent. Setting reasonable standards and consequences and consistent enforcement of these standards is essential in maintaining a safe and orderly learning environment.
- Students need to understand that if they chose to follow or violate classroom expectations, a correlation exists between their choice and the consequence. Negative student consequences should be logical and in proportion to the seriousness of the violation. Rewards should have a legitimate educational purpose, and the reward offered should be sufficient to motivate students to want to continue making correct choices.
- 1. **Students, like adults, respond to *positive* reinforcement better than to sarcasm or use of the negative. Praising desired behavior is much more effective than punishing undesired behavior.** Preventive discipline is more effective than reactive discipline.
- It is more appropriate to correct students one-on-one no matter the grade level. Students who are corrected in front of their peers often respond by acting out even more. Often the student who is being publicly disciplined will have their peer group rush to their support at the expense of the teacher. A general guideline at the elementary level is "**to correct privately and to praise publicly**". At the elementary level, it is generally acceptable to praise a particular student in front of other students. At the middle school and high school levels, individual praise

normally needs to be done privately, while group praise is done publicly. Praise should always be genuine and never contrived.

- Students need to expect clear direction and predictability. Clear direction and teacher predictability provide a safer and more secure learning environment for students. A disciplinary surprise is usually not only ineffective; it often results in the students perceiving the teacher as being unfair and unreasonable.
- **There is a high correlation between the difficulty of assigned work and student behavior.** If the assigned work is too difficult, students may become frustrated and begin to act out. If the assigned student work is too easy, students may easily become bored and also begin to act out. **The teacher needs to constantly monitor student learning by walking around the classroom and checking for student understanding.** Assisting students who are having difficulty and adjusting the level of difficulty of the work will go a long way to ensure proper classroom management. Increasing the difficulty of the work or providing alternative learning assignments will help to prevent boredom and classroom disruptions.
- **Unoccupied and non-directed student time often results in classroom management difficulties.** Teachers should provide learning activities for students to begin working on immediately upon entering the classroom and upon concluding their regular classroom assignments.
- Minor unacceptable student behaviors are often best dealt with by using a technique known as **extinction (ignoring minor negative behavior so it is not reinforced by providing desired attention)**. This technique usually results in minor unacceptable student behavior disappearing. If the undesired behavior persists, the teacher will need to use more direct disciplinary intervention strategies.
- **It is important to listen carefully to students and to consider their point of view before disciplinary action is taken. Listening to students is particularly important when there is a situation where the teacher may not have all the information. The process of listening will not only assist the teacher in making proper decisions, but will often result in a teachable moment for that student** (*San Diego County Office of Education Undated*)

*Adapted from: Developing an Effective Substitute Teacher Program
Educational Research Service*

TIPS FOR SUCCESS

Preparing to Teach:

The following are suggested best practices used by effective instructors to prepare to substitute teach:

- Ensure that you arrive 30 minutes prior to the campus start time. Punctuality is imperative!
- Review the teacher's lesson plan, student discipline plan/form, bell schedule and seating chart to familiarize yourself with the students' names. Substitutes may be assigned to a "floating" teacher assignment; this means that the teacher that you are substituting for doesn't have their own classroom and "floats" to various classrooms to teach their students.
- If you are a long-term substitute, confirm with the Principal if you will be given temporary filing cabinet and/or drawer keys. Also, Principals may ask their custodial staff to unlock and lock your classroom door so you may not need a classroom key.
- If time permits, familiarize yourself with the physical layout of the school using the school map, including classrooms, entrances/exits, department offices, cafeteria, gymnasium, library, auditorium, restrooms and staff lounges.
- Obtain information regarding campus emergency plans and fire drill procedures. These rules should be posted in each room. If not, check with the Substitute Coordinator or a neighboring teacher for instructions.
- If time permits before class, **introduce yourself to the teachers in the surrounding area.**
- **Anticipate classroom challenges and plan strategies to meet them (always refer to the teachers' lesson plans when in doubt, or contact an administrator).**
- Relate to students in a positive manner and expect the best from all students.
- Address student concerns individually and in a private manner, if possible.
- **Remain objective and be patient.**
- Adhere to the established classroom routine and ask for a student helper to assist you with locating supplies, lesson assignments, etc.
- Follow the designed lesson plans at **ALL** times.

In the Classroom:

Arriving to your assignment on time will ensure a good start and enable you to do the following:

- Read through the daily lesson plans that the teacher has left and verify that you have all the materials you need. **FOLLOW THE LESSON PLANS** left by the teacher to the best of your ability.
- Meet the teachers around you. They may help if you have questions about the lesson plans.

- Substitutes should introduce themselves to each class throughout the day, if applicable. The substitute's name should be written on the board to avoid any confusion during the day. Present your expectations to the class.
- **NEVER leave students unsupervised at any time.** Always have a good view of all students at all times; don't turn your back to the class. Constantly scan the room monitoring around you, and walk up and down the aisles around the students' desks, as well.
- Expect good behavior from the students. In order to be successful in the treatment of students you need to be **fair, firm, friendly and consistent**. Be professional at all times. Fairness and consistency are key issues with students. Don't choose favorites when dealing with student behavior or performance. Use the intercom system or telephone located in the classroom to call the office if you need assistance from an administrator.
- **Don't make inappropriate statements because students will remember. Students may inform their teachers, parents, principals, etc.**
- Make sure once you state the goal and the reward, you stick with it. The reward must be in the perimeter of the school guidelines.
- **Give positive reinforcement at ALL times.** Say something positive about the class. (For example: When I arrived today, your principal told me that you are a wonderful class and we will have a good day.) Also, give positive feedback to individual students. (For example: Thank you for raising your hand.)
- Adhere to the teacher's lesson plan; establish classroom expectations and consequences at **beginning of period (praising desired behavior is more effective than punishing undesired behavior; preventive discipline is more effective than reactive discipline)**
- **Do not reinforce negative behavior.** Diffuse difficult situations and then redirect.
- Move about the room frequently during the day to check on students' work and keep students on task. Give students individual help if they need it.
- Be respectful to all students and expect it in return. Don't talk down to the students.
- Reprimand in private and reward in public.
- Respect each student's individual strengths and weaknesses. Handle wrong answers without criticizing students.
- Wait until you hear the dismissal bell before letting students leave the classroom. Before you leave make sure all students have left the room then turn off the light and close the door behind you.
- Organize any papers the students turned in before you leave for the day and place them on the teacher's desk.
- Complete thorough notes to the teacher at the end of the day. Your goal as a substitute teacher is to provide continuity to the students while the teacher is absent. Write down anything you think the teacher should know in terms of students' work completion, problems/concerns, significant incidences and successes. Teachers really appreciate knowing what went on in their class while they were out. This allows the teacher to

follow through with any discipline that may need to occur. If warranted, compliment the students for their good behavior. Give the classroom a final check before you leave; making sure all computers and monitors are turned off and things are in order.

- Do not leave until the appropriate time (at least 15 minutes after the bell rings to end the day). The principal has the right to expect substitute teachers to be available for students after school (example: drop off students at the bus and parent pick up area).
- Report to the office to check out with the Substitute Coordinator to inform them that you are leaving for the day then sign-out at the front desk.
- If you are substituting in a long-term assignment, make sure you attend all scheduled teacher meetings, parent/teacher conferences, etc. When in doubt, ask the principal.

Out of the Classroom:

- Teachers will have other duties that you will need to perform while they are absent. Sometimes it may be necessary to perform routine tasks such as **hall duty, lunchroom duty, playground supervision or other duties assigned by the principal**, in addition to regular classroom responsibilities. **If you are asked to fill in for another classroom or assist in tutoring students during the teacher's conference period, you are required to help out. Always check in with the Substitute Coordinator during the beginning of the conference period to confirm if you are needed to assist elsewhere on campus.**
- Supervision of the halls or corridors is a responsibility of all teachers—especially when students are passing to their next class period during bell times. Substitutes should stand at the door to greet students as they enter the classroom.
- **Substitute teachers are not permitted to leave the campus during their lunch time or conference period.** If there is an emergency and the substitute needs to leave the campus, the Principal/Asst. Principal and Substitute Coordinator should be contacted.
- Only remove mail from the regular teacher's mailbox that pertains to the day you substitute.

Active Involvement:

- The successful substitute teacher is actively involved with instruction. This includes moving around the classroom, checking students' work and assisting with assignments. The expression, "Be on your feet and not on your seat" is good advice for the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students.

Teaching in Special Education Classrooms:

Special Education Roles:

- A special education teacher is a college degreed education professional who has been certified by the Texas Board of Educator Certification as having the required credentials

and passed the appropriate licensing exams to be a certified teacher in Texas of students with disabilities.

- A paraprofessional provides students with disabilities with instructional or other direct services and they are supervised by a certified education professional.

Code of Ethics:

- Educators working with students with disabilities will...
 - Interact with students in a manner that demonstrates dignity and respect.
 - Interact with other education staff and parents in a manner that demonstrates respect and professionalism.
 - Maintain confidentiality.
 - Raise questions and concerns in a professional manner and through appropriate channels.
 - Demonstrate a commitment to learning.

Guidelines to Talking About Persons with Disabilities:

- Use “person first” language. For example: a student with autism, a child who uses a wheelchair, a student who is deaf. Keep the focus on the person, not the disability.
- Avoid overdramatic language like “afflicted with” or “suffers from”.
- Don’t generalize when talking about students. Talk about individuals not generic terms for groups of people.
- Be direct and focus on the positive.
- Never say retarded! It is disrespectful and offensive.
- Treat others as you would want your own child treated. Be kind, courteous, and patient.
- Dignify others by giving them opportunities to be as independent as possible.
- Be courteous when physically moving or prompting someone. No one wants to be surprised.
- Make others aware of your intentions and ask for their input or suggestions.

Family Education Rights and Privacy Act (FERPA):

- Student information is protected as private under federal law.
- Only persons with educational need-to-know have access to student records.
- Don’t discuss students outside of the classroom.
- Student information is confidential.
- More information can be found at:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Keeping Confidentiality:

- Be careful with whom you share information. Is that person directly involved in the student's education?
- Don't point out or identify students when out in public.
- If asked about your job, don't mention student names.
- Any questions from others should be directed to the teacher or other school professionals.
- Never gossip or joke about a student.

Special Education Eligibility:

- To qualify for Special Education, a student must have both a disability and an educational need for services that cannot be met in general education.
- Eligibility Criteria include:
 - Autism (AU)
 - Intellectual Disability (ID)
 - Visually Impaired (VI)
 - Auditorily Impaired (AI)
 - Deaf-Blind (DB)
 - Eligibility Criteria continued
 - Orthopedic Impairment (OI)
 - Other Health Impairment (OHI)
 - Serious Emotional Disturbance (ED)
 - Multiple Disabilities (MD)
 - Specific Learning Disabilities (LD)
 - Speech/Language Impairment (SI)
 - Traumatic Brain Injury (TBI)

SPED Acronyms:

- ARD – Admission, Review, and Dismissal meeting, held annually to plan for student educational needs.
- IEP – Individualized Education Program
- IDEA – Individuals with Disabilities Education Act
- ADA – Americans with Disabilities Act
- 504 – Section of the ADA regarding accommodations
- LEP – Limited English Proficient
- LRE – Least Restrictive Environment
- RTI – Response to Intervention
- TEA – Texas Education Agency
- NCLB – No Child Left Behind Act
- FAPE – Free Appropriate Public Education

- PECS – Picture Exchange Communication System
- PLAAFPs – Present Levels of Academic Achievement and Functional Performance
- AYP – Adequate Yearly Progress
- ELL – English Language Learner

What's the Plan?

- If you are a substitute teacher in ALE or Redirection, ask the paraprofessionals in the classroom for guidance. They know students' needs, communication, likes and dislikes – follow their lead. Most importantly, other staff can provide guidance on maintaining routines, systems, and procedures.
- If you are a substitute teacher in another type of setting, pick up lesson plans from the office (SPED Coordinator or Substitute Coordinator) and follow the lead of the teachers you will be working with during the day.
- If you are a substitute paraprofessional, always follow the direction of the certified teacher who you are supporting.
- Always follow the teacher's directions. You are not at liberty to make changes to the lesson plans or classroom procedures. There is a limited amount of time to accomplish everything in a school year – the day cannot be spent on activities outside the curriculum.
- **If you are not sure what to do, just ask.**

Discipline:

- Follow the campus rules and Code of Conduct
- Follow the individual student's Behavior Intervention Plans (BIPs)
- Restraint
 - Texas Behavior Support Initiative (TBSI)
 - Only as a last resort when a student is in imminent danger of serious physical harm to themselves or someone else.
 - **Substitutes should NEVER restrain a student!**
- Discipline Procedures
 - **If a student misbehaves, report the infraction to permanently employed school staff.**
 - If you don't know what to do next, ask the SPED Coordinator or an administrator.
 - If you don't understand why something is being done a certain way and you are concerned, ask the SPED Coordinator or an administrator.
 - If you see something that you believe is unprofessional or harmful to a student, tell the SPED Coordinator (at the secondary campus) or an administrator immediately.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p>Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]</p> <p>Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.</p> <p>An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]</p>
VIOLATIONS OF STANDARDS OF CONDUCT	<p>Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]</p>
ELECTRONIC MEDIA	<p>Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.</p>
USE WITH STUDENTS	<p>In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:</p> <ol style="list-style-type: none">1. Exceptions for family and social relationships;2. The circumstances under which an employee may use text messaging to communicate with students; and3. Other matters deemed appropriate by the Superintendent or designee. <p>Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]</p>
PERSONAL USE	<p>An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or</p>

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p>federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.</p>
SAFETY REQUIREMENTS	<p>Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
HARASSMENT OR ABUSE	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none">1. Other employees. [See DIA]2. Students. [See FFH; see FFG regarding child abuse and neglect] <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
RELATIONSHIPS WITH STUDENTS	<p>An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]</p>
TOBACCO USE	<p>An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]</p>
ALCOHOL AND DRUGS	<p>An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:</p> <ol style="list-style-type: none">1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.2. Alcohol or any alcoholic beverage.3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p>An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.</p>
EXCEPTIONS	<p>An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.</p>
NOTICE	<p>Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p>
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	<p>An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:</p> <ol style="list-style-type: none">1. Crimes involving school property or funds;2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or4. Crimes involving moral turpitude, which include:<ul style="list-style-type: none">• Dishonesty; fraud; deceit; theft; misrepresentation;• Deliberate violence;• Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;• Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;• Felony driving while intoxicated (DWI); or• Acts constituting abuse or neglect under the Texas Family Code.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

DRESS AND
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

EDUCATORS' CODE OF ETHICS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against District employees, Board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

EMPLOYEE STANDARDS OF CONDUCT

DH
(EXHIBIT)

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

EMPLOYEE STANDARDS OF CONDUCT

DH
(EXHIBIT)

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District de-

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

signates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Joel S. Trevino
Position: Executive Director of Human Resources
Address: 8961 Tesoro Drive, San Antonio, TX 78217
Telephone: (210) 407-0188

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Melissa Gonzales-Graves
Position: Human Resources Hearing Officer
Address: 8961 Tesoro Drive, San Antonio, TX 78217
Telephone: (210) 407-0188

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

SUBSTITUTE PARAPROFESSIONAL PROCESS

At the beginning of the 2007-2008 school year, the District's paraprofessional substitutes began using the Kronos system to record their work hours. In utilizing the Kronos system, the District was able to effectively comply with wage and hours laws that required non-exempt positions, such as paraprofessional substitutes, to be paid for hours worked.

Below is an overview of the process:

- All absences requiring a substitute must be entered into SmartFind Express. Requests to fill positions for absent employees or vacancies will be satisfied using SmartFind Express.
- Substitutes will be using a process called "PIN" punching to enter their **Employee ID number** at the clock to record their punches (the badge issued to substitutes is only for ID purposes and not for Kronos' PIN punching)
- The substitute will be required to approve their timecard daily and to submit to the Sub Coordinator a punch change form to correct any discrepancies.
- Substitutes will be assigned a schedule in Kronos and their punches will not be rounded. The substitute should be instructed to clock in/out as close to the start and end of their work schedule as possible.
- The campus/department will be responsible for notifying the substitute if they should clock for lunch. As a general rule, the lunch period should be based on the practice for that position.

If you have any questions, please feel free to call one of the following Payroll contacts:

- | | | |
|--------------------|--|----------|
| • Melanie Sklencar | Payroll Specialist, Substitute Payroll | 407-0526 |
| • Christa Ayala | Assistant Payroll Manager | 407-0509 |
| • Emma Jackson | Senior Payroll Manager | 407-0506 |

NORTH EAST I.S.D.



Workforce Central®

PARAPROFESSIONAL SUBSTITUTE TIME AND ATTENDANCE WORK INSTRUCTIONS

PIN PUNCHING AT TIMECLOCK

ON BLACK COVER CLOCK (4500 MODEL)

2:03 ^{PM} Fri 24 - Aug - 2001	
Welcome to NEISD	
VIEW LAST PUNCH	Sub Para
VIEW TIMECARD ONLINE	BANK TIME
APPROVE TIMECARD	SUPPLEMENTAL HOURS
PUNCH	MORE: >

(Exhibit 1)

To record punch:

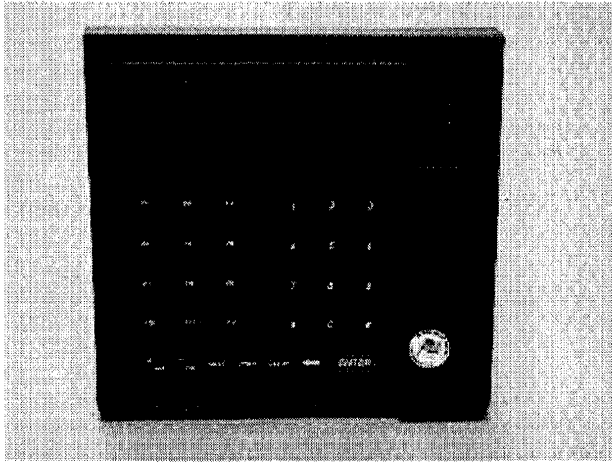
1. Depress the **Sub Para** button (Use for *IN* punch only; for Campus substitutes skip to #3)
2. Select department working for by depressing the **List** button at bottom right. (see exhibit 2)
Depress the Up/Down arrow keys to locate the department. Depress the **Enter** key after selecting the department and then depress the **Enter** button.
3. Enter employee ID number at the **Enter Badge** prompt and then depress **Enter** key. To clear an incorrect entry, use the ESC button and re-enter employee ID number.
4. To record punches for the remainder of the day enter the employee ID number and depress **Enter** key.
5. To review total hours worked depress the **View Total Hrs** soft key and then enter employee ID number.

2:03 ^{PM} Fri 14 - Jan - 2005	
Welcome to NEISD	
Labor Transfer	
Org Number Campus	_____
Enter Badge	<input type="text"/>
	<input type="button" value="List"/>

(Exhibit 2)

Kronos Substitute Guide 8-08

ON RED COVER CLOCK (480 MODEL)



1. To record punch depress the “*” key and enter employee ID number, then depress the **Enter** key. (This clock should only be used for lunch and end of the day punches.)
2. To review total hours worked depress the **F2** key, depress the “*” key and then enter employee ID number.
3. To clear an incorrect entry, use the **CLEAR** button and re-enter employee ID number.

LUNCH

The substitute should check with the campus or department to determine whether or not to clock for lunch.

CORRECTING ERRORS

A Punch Change/Absence from Duty form should be completed to correct the timecard for missed or incorrect punches. The Punch Change/Absence from Duty form can be obtained from the campus office or the Payroll Forms page on the Intranet. The completed form should be turned into the campus/department contact before leaving the campus assignment. Manual paychecks will not be issued for errors that result in the failure to complete and submit the Punch Change form in a timely manner.

APPROVE TIME – EMPLOYEE

The Approval acknowledges acceptance of the Timecard information and that the Timecard is ready to be sent to the Budget Manager/Supervisor. Timecard approval must be done on a daily basis, before leaving the campus. Falsification of the timecard is subject to disciplinary action to include recommendation of termination and removal from the Substitute call list.

To approve the timecard at the timeclock: (Must be done at black cover model 4500 clock)

1. Press the *Approve Timecard* soft key. (Exhibit 3)
2. At the Enter Badge prompt, enter the employee ID number and press the ENTER key.
3. Use the appropriate soft key to select the Time Period (Today or Previous pay period are the only selections that should be used. Exhibit 4).
4. Use the blue arrow buttons underneath the timeclock display and scroll through Timecard. If there is a missing punch it will denoted as **E Missed Out Punch** or **M** (exhibit 5)
5. The timecard will appear with a button labeled Approve (or Remove Approval if the timecard was already approved) (Exhibit 6 & 7)
6. Review the timecard carefully and if the hours are correct press the ENTER key. DO NOT approve the timecard if it is incorrect. Speak with a department or campus representative immediately.
7. Press the “ESC” button when finished.

2:03 PM		Fri 24 - Aug - 2001	
Welcome to NEISD			
<input type="button" value="VIEW LAST PUNCH"/>	<input type="button" value="REQUEST TIME OFF"/>	<input type="button" value="VIEW TIMECARD ONLINE"/>	<input type="button" value="BANK TIME"/>
<input type="button" value="APPROVE TIMECARD"/>	<input type="button" value="SUPPLEMENTAL HOURS"/>	<input type="button" value="PUNCH"/>	<input type="button" value="MORE: >"/>

(Exhibit 3)

2:03 PM		Fri 14 - Jan - 2005	
Welcome to NEISD			
<input type="radio"/> Previous Pay Period	<input type="radio"/> Current Pay Period	<input type="radio"/> Next	<input type="radio"/> Today
<input type="radio"/> Yesterday	<input type="radio"/> Week to Date	<input type="radio"/> Last Week	<input type="radio"/>

Exhibit 4

View Timecard Online	
Monroe, Christopher	
Previous Pay Period	
Mon 8/23	6:48 Manufacturing/Plant A/Mfg. Line 2/702 E Missed Out Punch
Mon 8/23	9:00AM 9:12AM
Mon 8/23	9:12AM 10:59AM
Shift total:	3:45
Mon 8/23	5:00PM 11:34PM
Shift Total:	6:30
Daily Total:	10:15
Tue 8/24	8:00AM

Exhibit 5

Approve Timecard Online		
Monroe, Christopher Previous Pay Period		
Fri 8/23	7:30	12:30 Manufacturing/Plant A/Line 2////7 02
Fri 8/23	1:35AM	5:00AM
Shift total:	8:50	
Daily Total:	8:50	
<input type="button" value="Approve"/>		

Exhibit 6

Approve Timecard Online		
Monroe, Christopher Previous Pay Period		
Fri 8/23	7:30	12:30 Manufacturing/Plant A/Line 2////7 02
Fri 8/23	1:35AM	5:00AM
Shift total:	8:50	
Daily Total:	8:50	
Remove Approval		

Exhibit 7

To approve the paper timecard: (should only be done if timeclock is down)

1. Contact the Principal's Secretary or Substitute Coordinator and ask for Timecard report.
2. Review the timecard carefully and sign the timecard if it is correct.
3. **DO NOT** approve the timecard if it is incorrect. Obtain a Punch Change form and complete the form indicating the necessary corrections. Forward the form to a department or campus representative before leaving the campus.

To view timecard online:

1. Press the **View Timecard Online** soft key. (Exhibit 3)
2. At the Enter Badge prompt, enter the employee ID number.
3. Select the correct Time Period from the list you wish to view. (Exhibit 4)
4. Use the arrow buttons to scroll through Timecard to view punches. (Exhibit 5)
5. Press the "ESC" (escape) button when finished.


Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Registering with the System

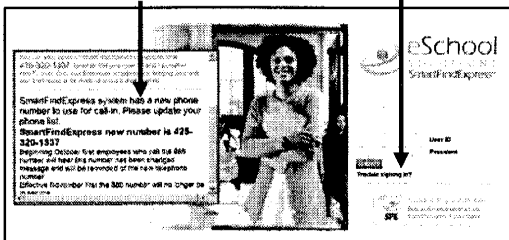
1. Call the main system number.
2. Enter your Access ID, followed by the star (*) key.
3. When the system asks for your PIN, enter your Access ID again, followed by the star (*) key.
4. Create your PIN. Enter the PIN you want to use followed by the star (*) key. The PIN must be numeric, must meet the minimum length requirements for your system and cannot be more than 9 digits.
5. You will be asked to record your name. Record your name and when you have finished recording, press the star (*) key.
6. Next you will hear your callback number. This is the telephone number the system will use to call you. If this number is incorrect, enter the correct number now.

Logging into SmartFindExpress

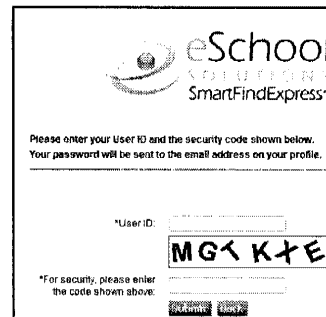
1. Open your Internet browser and access the SmartFindExpress site. The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID and Password. Click *Submit* to access the system.
3. If you have forgotten your password, click the **'Trouble signing in?'** link.
4. Follow the instructions on the screen and then click *Submit*. Your password will be sent to the email address on your profile.

 *You must be registered with the system to use this feature.*

District-wide Announcements



} Enter User ID and Password.

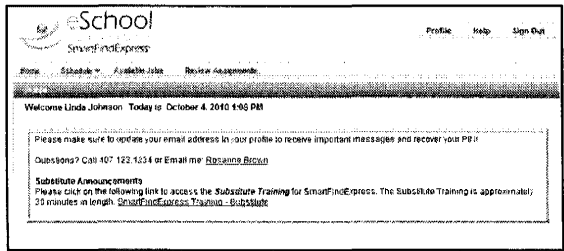


1. Enter User ID.
2. Enter Security Code.
3. Click *Submit*.

- Upon successful login, the Substitute home page is displayed. From the home page, substitutes can manage personal information, review their work schedule, search for available jobs, and review assignments.

From your Home Page you can:

- ✓ **Modify Profile Information**
- ✓ **Get Help While You Work**
- ✓ **Review Announcements**
- ✓ **View/Modify Work Schedule**
- ✓ **Access Available Jobs**
- ✓ **Review Assignments**

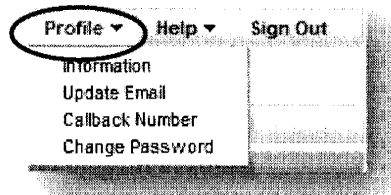


Managing Profile Information

The **Profile** menu lets you view profile information, update your email address and passwords, and view/modify callback information.

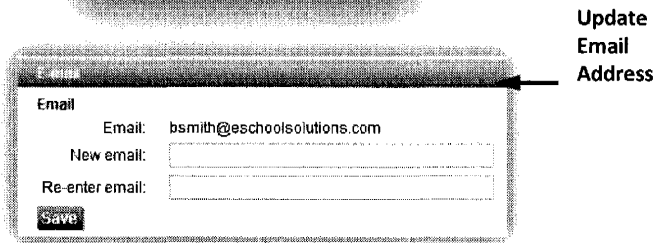
View Profile Information

The system displays your current status and address. Contact your system administrator with any changes.



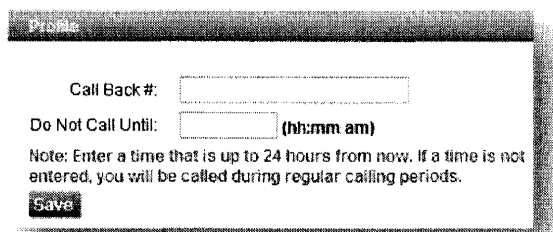
Update Your Email Address

You can easily update your email address. The system automatically sends Job Creation and Job Cancellation emails (if your district uses this feature). For more information, contact your System Operator.



View/Modify Call Back Information

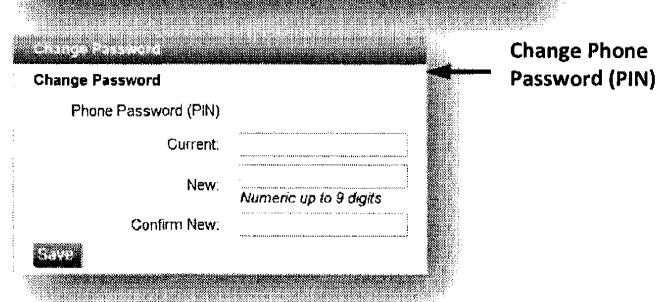
View/update your callback number or specify a temporary 'Do Not Call Until' time.



Change Password

Enter your current password and the new password. You can enter up to 9 digits. Click Save.

Note: *If your district is configured to use Web Passwords, the Change Password feature will include an option to change the Web password.*



Help

Getting Help While You Work

Click the Help tab to access Help guides and How-to videos.

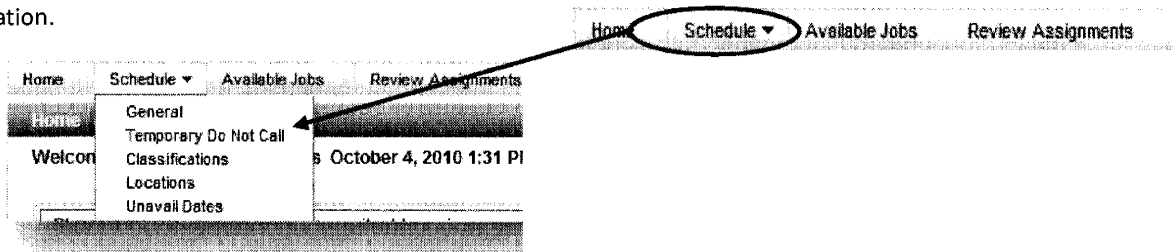
Sign Out

Exiting the System

Click the Sign Out tab to exit the system.

Schedule

Click **Schedule** to review or update work schedule information.



General

1. Click **General** from the Schedule menu to display your daily work schedule.
2. Click **New** to make changes to your schedule.
3. On the New Schedule screen, make any modifications to the days and times that you are available for work. The start and end times of the job are displayed.
4. If desired, set up Temporary Do Not Call times.

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	07:00 AM - 06:00 PM
<input type="checkbox"/>	Tuesday	Available	06:00 AM - 09:00 AM
<input type="checkbox"/>	Tuesday	Available	12:00 PM - 05:00 PM
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

Available for assignments: All Day - or - * Start Time * End Time
 The system will NOT call: - or -

Save Return To List

You will not receive calls for assignments during the time period you specify.

5. To delete a schedule, click the box next to the day you want to remove from your schedule and then click Delete.

Temporary Do Not Call

(This feature is also available from the Profile drop-down menu on your home page.)

1. View/Update your call back number. The number should include the long distance indicator and area code (if required) for the system to call from its location.
2. Specify a temporary 'Do Not Call Until' time if you do not want to be called by the system during the regular calling periods. T

The following characters can be used in the Call Back # field: (), -, *, #.

Classifications

Click Classifications to see the Classifications you have indicated you will work. If enabled by your district, this page will contain a New and Delete button for modifying your Classifications.

Select	Code	Name
<input type="checkbox"/>	123	ART

Code	Name
003	CLASSIFICATION 003
005	CLASSIFICATION 005

Locations

Click Locations to see the Locations you have selected to work. If enabled by your district, this page will contain a New and Delete button for modifying your Locations.

Delete	Code	Name
<input type="checkbox"/>	101001	EMERSON ELEM

You will not receive job offers from any other locations unless you are specified.

Code	Name
101	Adelphi Elementary
102	TEST LOCATION 102
103	TEST LOCATION 103

Unavail Dates

1. To add unavailable periods for when you are not available to work, click New.

- Specify the date(s) and time that you are unavailable. If unavailable all day, click "All Day." Multiple unavailability times can be entered for a single day. All unavailability times are shown on the Calendar.

- To receive calls for future assignments during the date/time specified for unavailability, check the "Call for future assignments" box.

- To modify an unavailable date, display the Unavailable Date List. Click the Start Date link for the date you want to modify.

New

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	09/08/2010	09/08/2010	All Day

Delete

- Make any updates to the unavailable date on the Modify Unavailable Date screen. Click Save.

Modify Unavailable Date

Note: Times apply to every un-available day in the date range.

* Date Range

Start: (MM/DD/YYYY)

End: (MM/DD/YYYY)

* Time

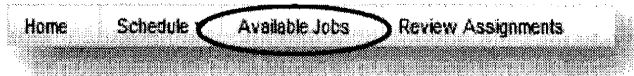
- of - All Day

Call for future assignments

Save **Return To List**

Available Jobs

Click the **Available Jobs** Menu.



- Click Search to display all available jobs, or enter a date range for your search.



When the system calls out in the morning, the available jobs presented on the Web and the IVR are jobs for that day. You may be able to review available jobs for future dates if allowed by your district.

Available Jobs

* Search From: (MM/DD/YYYY)

* To: (MM/DD/YYYY)

Search

The list of available jobs can change at any time as other substitutes are accepting assignments and jobs are being created.

2. The system displays the list of available jobs. Job listings are preceded by a "Details" or "In Callout" link.

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
Details	09/15/2010 08:00 AM 09/15/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Wed	None No
Details	09/17/2010 08:00 AM 09/17/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Fri	None No

3. Click the Details link for a job to display the job details.

4. View the details of the job on the Available Jobs Detail page. You can also accept the job, decline the job, or return to the jobs list.

Available Jobs Detail

Job Status: Open/Open
 Employee in for: SMITH, JANE
 Location: WASHINGTON ELEMENTARY SCHOOL
 Address: 100 WASHINGTON LANE
 ANYTOWN, FL 33333
 Telephone: 407-333-3333
 Classification: TEST CLASSIFICATION 101
 Voice Instructions: None
 Text Instructions: None
 Date: 09/15/2010 - 09/15/2010
 Weekly Schedule: Wednesday 08:00 AM - 03:00 PM

Select a reason for Declining before pressing Decline Job
 Decline Reason:

[Accept Job](#) [Decline Job](#) [Return to List](#)

Review job details

5. To accept a job, click Accept Job. The Available Jobs Confirmation screen displays. If the system determines that a substitute is in the process of accepting the job on the IVR, the job will not be assigned. If the job assignment is successful, a job number is displayed.

Available Jobs Confirmation

Job Number: 225
 Employee in for: SMITH, JANE
 Location: WASHINGTON ELEMENTARY SCHOOL
 Address: 100 WASHINGTON LANE
 ANYTOWN, FL 33333
 Telephone: 407-333-3333
 Classification: TEST CLASSIFICATION 101
 Voice Instructions: None
 Text Instructions: None
 Date: 09/17/2010 - 09/17/2010
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

[Return to List](#)

6. To decline a job, click Decline Job. You may be required to enter a reason for the decline. A Decline message displays on the Available Jobs screen.

Assignment declined successfully.

* Search From: 09/05/2010 To: 09/17/2010
MM/DD/YYYY MM/DD/YYYY

[Search](#)

When you click Return to List, the following changes may be occurred on the jobs list:

- Details links may show as In Callout for those jobs that are now available and in callout.
- In Callout links may show as Details links for those jobs still available, but no longer in callout.
- Additional jobs may have become available and now display on the list.
- Jobs that are no longer available have been removed from the list.

- To review the details of a job currently being called on by the IVR, click the "In Callout" link for the job. The following message is displayed, "This job is currently being offered to a substitute. You may retry later." Click Return to List to return to the jobs list.

Available Jobs

* Search From: * To:
 (MM/dd/yyyy) (MM/dd/yyyy)

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
Details	10/07/2010 05:30 AM 10/07/2010 02:00 PM	French Prairie - Nutrition Services Agriculture/Biology	Vacancy Thu	None No
Details	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
In Callout	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
Details	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No

Available Jobs
 This job is currently being offered to a substitute. You may retry later.
 Available Jobs Detail
 Job Status: Open/Open
 Employee in for: Vacancy
 Location: Shared Services - High School Campus - other
 Address: 1785 N. Front St
 Woodburn, OR 97071
 Telephone: 15039812600
 Classification: Agriculture/Biology
 Voice Instructions: None
 Text Instructions: None
 Date: 10/07/2010 - 10/07/2010
 Weekly Schedule: Thursday 07:30 AM - 03:30 PM

Review Assignments

- Click the Review Assignments Menu.
- To review all assignments, click Search, or enter a date range or job number to display specific assignments. Select List or Calendar format.
- The default is to display results in List View. Click the Calendar radial button to display your assignments in Calendar format. The start and end times of the job are displayed.

Home Schedule Available Jobs **Review Assignments**

Display Format: List Calendar

Search From: To:
 (MM/DD/YYYY) (MM/DD/YYYY)

Job Number: Note: Search by job number will not use the date range

Calendar View

List View

Job #	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days
141	11/21/2013 08:00 AM 11/21/2013 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Thu

3. Click on the job number link for the assignment you want to review. The Review Assignment Detail screen is displayed.
4. If cancelling an assignment, the cancellation reason must be selected from the drop-down menu. Once the Cancel Assignment button is pressed, a "cancelled successfully" message is displayed.

Review Assignment Detail

Job Number: 225
 Job Status: Active/Web Sub Search
 Employee in for: SMITH, JANE
 Location: WASHINGTON ELEMENTARY SCHOOL
 Address: 100 WASHINGTON LANE
 ANYTOWN, FL 33333
 Telephone: 407-333-3333
 Classification: TEST CLASSIFICATION 101
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Date: 09/17/2010 - 09/17/2010
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

A Cancellation Reason is required to cancel this assignment

Cancellation Reason:

24350	05/14/2010 07:30 AM	ZZ TEST LOCATION	ZZ Test Employee.
Cancelled	05/14/2010 03:30 PM	ZZ Test Classification	Fri

Finding and Accepting Jobs over the Telephone

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Call-in

From the main menu, select one of the following options.

- 1. Review or Cancel Assignments**
 Job information is played. Current and future jobs are played in job number order. After each job is played, you may be allowed to cancel the job. If this option is not played, contact the system operator. To cancel a job, enter a reason from the list of decline/cancellation reasons. Canceling an assignment on the day of the job may result in being disqualified from being offered other jobs for today.
- 2. Hear Available Jobs**
 If feature is enabled, listen to available jobs. During morning callout, only jobs for today are played.

- 3. Review or Modify Callback number**
 The number currently in your profile is played. Enter all digits that will be required to call you from the location of the system. Include the long distance code and/or area code.
- 4. Review or modify Temporary Do not Call Time**
 If feature is enabled, enter a time that the system can resume calling you.
- 5. Review or Modify Unavailability dates**
 Your current and future unavailability dates are played in start date order. You are not offered jobs that occur during this period. The unavailability period does not restrict you from calling the system and hearing jobs for any date.

Call-in (continued)

6. Review or Modify Daily Availability

- Review or delete time periods you are available to work.
- Enter a new time period you are available to work.
- Review or delete a time period you do not want to receive calls.
- Enter a new time period that you do not want to receive calls. When entering a time period, select the days/times.

7. Change PIN or Name Recording

Job Offers

When the system calls you about an open job, the job information will play, including the absent employee's name, the location, classification, and dates and times of the job. Also, if special instructions were recorded for the job, they will be played. You can accept or decline the assignment. If you decline the assignment you will be asked to enter a reason for the decline and you may be disqualified from other job offers for that day during the morning callout.

Assignment Cancellations

Substitute cancelled assignment notification calls are made once an hour during callout periods. The details of the cancelled job are played. You will automatically be made available for other jobs during the time period that was held by the canceled job.

Call-out

Substitutes are called and offered jobs. The system may also call to inform a substitute of an assignment cancellation.

A substitute can:

- **Press the star (*) key for the system to wait up to 2 minutes**
When the system calls, if someone else answers the telephone and has to locate you or you have to locate your login information, the system can be told to wait for approximately two minutes. If, at that time no Access ID is entered, the system will disconnect and record that the result of the call was a no answer.
- **Access the system**
Enter your Access ID and PIN, both followed by the star (*) key.

SMARTFIND EXPRESS
REGISTRATION PROCESS
for
NEW SUBSTITUTES

First Time Users must register with the system by phone only and assign a PIN

To register with the system for the first time:

1. Dial the system phone number at **804-7055**
2. When prompted to enter your *Access ID #*, enter your *Employee ID #* followed by the asterisk (*) key
3. When prompted to enter your *PIN*, enter your *Employee ID #* again followed by the asterisk (*) key
4. At this time you can continue the registration process and you will be prompted to enter a PIN at least six (6) digits of your choice. (*Your PIN cannot begin with a zero*)
5. Press 9 to EXIT the system and hang up

**** NOTE:** Must wait 24 hours before setting up your substitute profile

SMARTFIND EXPRESS

INSTRUCTIONS FOR SETTING UP A PROFILE IN SMARTFIND EXPRESS

To obtain your PIN, you must first register by dialing 804-7055 and follow the instructions on the green Quick Reference Card for registration.

Go to the website at www.neisd.net

Choose the Employees link then the SmartFind Express link

Log into SmartFind by entering your User ID (same as the Employee ID) and PIN

Select the link under the heading **Substitute Profile (in red)**

Login into the Profile System by entering your User ID (Employee ID) & PIN

- If you have a mailing address, phone number or email address change, you can enter your new personal information in our HR Department's online Lawson system. Please contact our Substitute Office staff about changes to your personal information so SmartFind can be updated. Our Substitute Office phone nos. are 407-0475 or 407-0476.
- Choose Next
- Choose the schools where you want to be called to substitute
- Choose Next
- Choose the subject areas/classifications
- Choose Next
- If the information is correct, choose submit

**** *Note:*** *If you do not have access to the Internet, there are computers available for your use on the 1st floor of our NEEC Building at 8961 Tesoro Drive.*

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE QUICK REFERENCE CARD
SmartFind Express**

System Phone Number: **804-7055**

Substitute Office/HR: 407-0475 or 407-0476 Mon - Fri 7:00 am to 4:45 pm

Access (Employee) ID: _____ **PIN:** _____

Web Site: www.neisd.net *Links: Employees → SmartFind Express then login*

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 am and continues until jobs are assigned	6:00 pm - 10:00 pm
Saturday	None	3:00 pm - 10:00 pm
Sunday	None	3:00 pm - 10:00 pm
Holidays	None	3:00 pm - 10:00 pm

CANCELLATION REASONS

- | | |
|-----------------------------------|-----------------------|
| 1. Personal Illness | 10. Accepted in Error |
| 2. Family Illness | 20. Operator Cancel |
| 3. Car or Transportation Problems | |
| 4. Another Job | |
| 5. Job Interview | |
| 6. Death in Family | |
| 7. Personal Emergency | |
| 8. School/Class | |
| 9. Jury Duty | |
-

REGISTRATION

1. Enter Employee ID followed by the star (*) key
 2. When prompted for PIN repeat Employee ID followed by star(*) key
1. Record your name followed by the star (*) key
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang-up
 2. 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 (Change Pin#)
 3. 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
-

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Employee ID, followed by the star (*) key
2. Enter your PIN, followed by the star (*) key
(If you do not have a PIN follow the Registration Instructions)

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

THE SYSTEM CALLS (Log in using Telephone Access Instructions)

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and hang-up
 2. 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
 3. 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
 4. 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

1. Hear "This assignment has been cancelled" and the job information
 2. **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 or Re-record Name
- 9 - Exit and hang-up

1 - REVIEW OR CANCEL ASSIGNMENTS

1. 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 OR RE-RECORD NAME

- PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options
- If you **pressed 1** to Change your PIN
Enter a new 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 to menu options
- If you **pressed 2** to Change the recording of your name
Record your name; press the star key (*) when finished
PRESS 1 to Accept
PRESS 2 to Re-record name
PRESS 9 to Exit to menu options

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your web browser and access the SmartFind *Express* Sign In page. Review the messages above the Sign In. Enter your Employee ID and PIN. Review additional announcements on your home page, if any.

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**
 - o Select *New* button
 - o Select days of the week for the schedule by leaving boxes checked by that day
 - o 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
 - o Select *Save* button
 - o To Exit without saving changes, select the *Return to List* button
- **Modify an Availability Schedule**
 - o Choose day or days of the week you want to delete by checking the boxes by that day
 - o Select the *Delete* button
 - o 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**
 - o Select the *New* button
 - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
 - o Select the *All Day* check box or enter the time range in HH:MM am or pm format
 - o 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
 - o Select *Save* button
- **Delete Unavailability Schedule**
 - o Place a checkmark in the desired date range box
 - o Select the *Delete* button

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
 - o 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.**
 - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - o Select the *Return to List button* to return to the job listing

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

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 SmartFind *Express*. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind *Express*.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind *Express* 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 SmartFind *Express* screens, such as the *Return to List* and *Continue* buttons.

