

**HUNTINGTON BEACH CITY SCHOOL DISTRICT
(714) 378-2024 (Sub Desk)**

SUBSTITUTE TEACHING - IMPORTANT INFORMATION

REPORT/DISMISSAL TIME: Job start time is 30 minutes prior to school start time and please plan on staying until all grade levels are dismissed--regardless of the time your class is dismissed.

CHECKING IN AND OUT: Report to office and sign in. You will be given keys and a substitute folder or told where to locate one. At the end of the day, report to the office and turn in keys, etc. This is very important--you will be paid based on the sign-in sheet from the school each day. There is no time card to complete.

FIRST ASSIGNMENT AT EACH SITE: Take a few minutes to look over the procedures for discipline, earthquake, fire drill, etc. Also, if it is a middle school assignment, check out the procedures for sending a student to ALC (Alternative Learning Center). Basically, this is a study hall; however, there are procedures for sending a student and there is follow-up at the end of day.

RATE OF PAY: \$120/full day - \$49.11/minimum - \$16.37/hourly

PAY PERIOD: The 11th of one month through the 10th of the next month. Payday is the last working day of the month (except for December). You can pick up your check from the receptionist at the District Office after 10:00 a.m. on payday. If you do not pick up your check, it will be held in Payroll for you. You may also sign up for direct deposit.

COMPLAINTS: The primary complaints we receive regarding substitute teachers are:

- not arriving 30 minutes prior to start time;
- not following lesson plans;
- not leaving teacher a note as to what was or was not accomplished;
- not grading students' papers;
- lack of discipline--too much noise (classroom management);
- lack of confidentiality; and
- not straightening up the room at the end of the day.

AESOP: An automated system is used to fill our vacant teaching positions. After you are hired and given a log in for Aesop, the system will call to offer you job assignments. Using your touch-tone telephone key pad or online, you can review jobs in the future you may want to accept, change your telephone number, enter dates you are available to work, and much more. For example, you may wish to change your telephone number in the system when you are at a temporary location for the evening (and you still want to receive calls). However, you must remember to change the phone number again when your visit is over.

The **call-out times** for the system are:

Same-day assignments - 5:30 a.m. until 30 mins after the start time of the assignment

Next-day assignments - 3:00 p.m. to 9:00 p.m.

You can job shop twenty-four hours a day. Once you have accepted an assignment, if you need to cancel for any reason, you must do so a **minimum of ten hours prior to the start time of the assignment**. Each absence is assigned a job number. When you accept an assignment, you will receive the same **job number**. **Make sure you make a note of this number**. Jobs must be accessed by job number for review or cancellation. Also, if two substitutes show up for one assignment, the substitute with the job number is the one that will stay and get paid for the day.

When you are job shopping or receiving calls, if you hear “**supplemental employee**” for an assignment, this means that the position is a rover or extra person for the day. You may be working for several teachers throughout the day or working on a special assignment.