

SUBSTITUTE TEACHER HANDBOOK

*Educating today's students to succeed in tomorrow's world.
Broward County Public Schools (BCPS) is committed to educating all students to reach their highest potential.*

Contact Phone Numbers

SmartFind Express

Phone# 754-212-8164 (Available 24/7)
Website <https://broward.eschoolsolutions.com>

Talent Acquisition Instructional

Phone# 754-321-2320 (M-F, 8am– 4:30 pm)
Website <http://www.browardschools.com/teacher>
Subcentral email SUBCENTRAL@BROWARDSCHOOLS.COM

SmartFind Express

Phone# 754-212-8164 (Available 24/7)
Website <https://broward.eschoolsolutions.com>

Personnel Records

Phone# 754-321-0100

Broward County Public Schools

Phone# 754-321-0000
Website www.browardschools.com

When can I begin?

- ✓ You can begin as soon as the day following your orientation if all the required documents have been completed including the TERMS Agreement.
- ✓ **Registering in ESS and SmartFind are two separate processes**
- ✓ Substitute teachers are issued ID badges. All substitute teachers **must have** a district issued badge.
- ✓ State issued Photo ID (i.e. driver's license) required

Marketing Yourself

- Market yourself to the schools where you want to substitute teach.
- Create a resume, business cards, etc. Include your personnel number (which will be emailed after processing).
- Dress Professionally
- Visit the school during non-peak times (i.e. do not go when students are arriving or being dismissed).

Reporting for an Assignment

- Each school has a Sub Coordinator who will assist you with information about your assignment and the school
- Report to the Administrative Office at least 15 minutes prior to the start time. School campuses are large and parking could be far from the office.
- Check-in with the Substitute Coordinator for pertinent school information. The coordinator will give you information regarding the school's policies and regulations, emergency procedures, bell schedules, etc.
- Remember to bring your district identification badge. Each school has a security system that requires your ID to be swiped.
- Punch-in and out using the KRONOS Time Clock. You may also be required to sign in/out.
- It is recommended that you bring your own "Bag of Tricks." There may be occasions when the teacher lesson plans are not enough to fill up the time.
- You must dress professionally and comfortably (i.e. business casual).

Substitute Teacher Responsibilities

- Wear a identification badge at all times.

- Follow the lesson plans provided by the teacher. **This will assure continuity of instruction for the students.**
- Perform other duties as assigned by the principal. (I.e. cover classes during the teacher's planning period.)
- Report to school on-time and be prepared to work the assigned hours. Schools run on a very tight schedule; therefore tardiness may result in loss of job assignment.
- If an emergency arises, cancel the job assignment in SmartFind immediately and contact the school. You are paid based upon the hours worked, not the number of classes taught. Substitutes who constantly decline jobs or system receives a "no answer" may be removed from the substitute teacher list.
- Stay on campus during the entire assignment, including your lunch period.
- Ensure the students are safe. **NEVER LEAVE STUDENTS UNSUPERVISED.** If an emergency occurs and you must leave the room, the principal or principal's designee must be notified to provide temporary supervision.
- Notify the office of any accidents, injury or student illness. You may be required to complete an incident report. It is imperative that complete and accurate information be included. You do not have to observe an accident to complete the form.
- Keep student attendance records. (Look for a seating chart that might be provided by the teacher.)
- Maintain and update your schedule in SmartFind
- Keep your School Locations updated by accessing SmartFind Express to make changes to your list of locations.

NOTE: Smartfind Express will also be used to request a Teacher/Classroom Assistant substitute. In most cases, this will be for an ESE student. As an ESE Teacher Assistant substitute you may be asked provide assistance to include but not be limited to:

- Assisting with restroom functions, which could include diapering
- Providing assistance to the student while walking or in a wheelchair.
- Assistance with feeding.

Basic Rules of Conduct

As a substitute you will not be asked to provide services for which special training has occurred with the Teacher Assistant. Substitutes may not dispense any medication.

- Review the Department of Education Code of Ethics and Principles of Professional Conduct. Available on-line: <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.shtml>

- Review the BCPS Code of Student Conduct Handbook. Available online: <http://www.browardschools.com> Icon for the Code of Conduct is located toward the bottom of the page.
- Remember, school employees (Including substitutes) who know or reasonably believe that a student has been neglected, or physically or sexually abused, shall immediately notify the appropriate school personnel and agency. Substitute teachers are mandatory reporters.
- Use verbal praise and positive reinforcement.
- Handle routine disciplinary problems. If problems escalate, contact school administration or security.
- Keep the classroom door open when speaking with a student.
- Respect students' differences. Remarks you may think are humorous may in fact be considered cultural bias or harassment.
- Treat students, parents & co-workers with dignity & respect.
- Refer students to the appropriate personnel for counseling.

Use professional judgment and common sense.

Do Not...

- Do NOT administer medication to students
- Do NOT use personal technology while in the classroom or with students.
- Do NOT flirt, call, text or use social networks to contact students
- Do NOT discuss your personal relationships or situations with students
- Do NOT show inappropriate videos, websites, etc.
- Do NOT transport students in your personal vehicle
- Do NOT allow students to leave during the school day
- Do NOT solicit students for outside businesses or clubs/groups.
- Do NOT sleep! As a substitute your responsibility is to supervise students at all times. Eyes closed is not supervision.
- Do NOT solicit students for outside businesses, jobs or any other entities.
- Do NOT touch the students
- Do NOT use CORPORAL PUNISHMENT
School Board Policy 5301 prohibits the use of corporal punishment. Staff members may not use rulers, paddles, or any other instruments for the administration of corporal punishment, no matter how lightly administered, or even as a threat to administer corporal punishment.

Classroom Behavior/Management Tips

Adapted from the Florida Department of Education’s Start with Success website, a resource for beginning teachers.

- Be organized to minimize opportunities for disruption.
- Walk around the room.**
- Remember that you are the leader and in control.
- Set rules early and clearly.
- Create a standard set of classroom rules and begin each class with reviewing them
- Be consistent and fair in implementing rules.
- Let students know what you expect of them.
- Let students know what they can expect of you.
- Strive to earn respect not to be a friend.
- Use your personality strengths to your best advantage.
- Use humor to diffuse situations when you can.
- Demonstrate leadership by managing well.
- Be aware of what is happening in the classroom.**
- Do not argue with students.

Positive feedback and interaction with students will also minimize behavioral disruptions in the classroom. Use the following phrases to recognize and encouraging good behavior, as well as to show interest in what the students are doing and their progress. Try to use different phrases to avoid sounding practiced and insincere.

Good work!	Good retention!	That’s clever.	Thank you!
Exactly right!	Cool!	Superior work.	Excellent point!
Congratulations!	Awesome!	Fantastic effort!	Excellent effort.
I knew you could do it!	You’re getting better and better.	Wonderful!	You’ve got that down pat
Way to go!	You’re doing fine.	Good Job!	You are learning fast.
You’ve just about got it.	Good thinking.	Keep up the good work!	Great!
Sensational!	That’s a real work of art.	Excellent teamwork!	Much better!
You’re really improving	All of you make a great team!	That’s a good point.	Give yourself a hand

Checking Out After an Assignment

- Document the day’s activities for the classroom teacher, especially any deviations from the notes left by the teacher. Communicating with the teacher will avoid any misinterpretations or misunderstandings.
- Leave all assignments collected for the teacher.
- Leave the classroom orderly and clean.
- Return to the administrative office to check out.
- Return keys, substitute folders and an other documents you may have received on arrival.

Substitute Teacher Concerns

- Incidents or concerns are reported by the location’s principal, or designee and will be submitted to the Sub Central administrator. The administrators will take whatever action is appropriate based upon each individual case.
- As stated on the Substitute Teacher Terms Agreement, three or more incidents or concerns may result in employment termination. Not showing up for an assignment or canceling an assignment right before or after it begins are also considered a concern and are documented as such.
- Any referral for an investigation made to the Broward Schools Police or Child Protective Services will result in the substitute being placed on “HOLD” and all future jobs canceled until the concern has be resolved and a determination of continued employment has been made.
- Serious incidents may result in immediate termination

Salary Schedule

Daily Substitute Teachers - Substitute teachers who have completed substitute teacher training or have experience as a full time teacher, with a satisfactory evaluation.

Requirements	Hourly
Minimum of 60 college credits hours	\$15.00

Pool Substitute Teachers - Guaranteed work every day. Must be recommended by a principal.

Requirements	Hourly
Minimum of 60 college credits hours	\$15.00

Interim Substitute Teachers - Must be recommended by a principal. Substitute assumes all of the responsibilities of the classroom teacher. Must be in the position for a minimum of 20 days and cannot be used in a vacant or unfilled position.

Requirements	Hourly
Bachelor's degree. Official transcripts conferring degree status must be on file.	\$32.31
Minimum of 60 college credits hours	\$20.00

Higher Rate Locations - Substitutes who accept assignments at schools categorized as an Emotionally & Behaviorally Disabled (EBD), Intellectually Disabled (IND), Adult High and Disciplinary Centers are eligible to receive a higher rate of pay.

Hourly
\$15.49

Sample Paycheck

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Pay Date & Period

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Location’s Position

Each location has a position number assigned to the school. A listing is available on line at:

<https://www.browardschools.com/teacher>

Select “Current Substitute Teacher” on the left side of page.

Under “Quick Links” find the document “Location Position Numbers”

QUICK LINKS

Substitute Emergency Code Information

2019-2020 Payroll Schedule (AA)

Employee Self-Service

Higher Rate Schools - Substitute Rates

KRONOS Substitute Punching Guide

Location Position Numbers

+ SmartFind Express

Employee Self Service (ESS)

EMPLOYEE
AND
EXTERNAL
SELF-SERVICE
(ESS)

Employee and
External Self-Service
(ESS)

Employee Portal



<http://www.browardschools.com> > Staff > Employee and External Self-Service (ESS)

Overview

Employee Self Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.



Contact Information

Search for employees by name and find basic information about colleagues and their position in the company. Maintain your contact information and manage your addresses.

Quick Links
[Who's Who - SBBC Directory](#)



Vacation and Sick Balances

View vacation and sick leave quota balances and estimated dollar values. Access information regarding sick leave bank membership status and enrollment, and sick leave buy back.



Benefits

Display the plans in which you are currently enrolled, and view or update dependents and beneficiaries. New - request written Employment & Income Verifications from CCC Verify.

Quick Links
[Employment & Income Verification](#)



Payment

Opt-out of printed pay advices, display salary statements (pay checks), maintain bank details, create or revise charitable donation deductions and/or update your W-4 tax withholding information. Submit a request for Classroom Supplies Assistance Funds. Also, review information regarding the Year Round Pay Option and Pay for Performance Plans.

Quick Links
[Charitable Donation Selection](#)



Career and Job

View and change your own skills profile. View Education and Instructional Information. Review and acknowledge your teacher contract.



Professional Development

Search course catalog. Book, prebook, and cancel courses. View training activities and run Inservice Report.

Employee Self Service (ESS) is an application that allows employees to access, change or view information 24/7. The following information can be updated/viewed:

- Contact Information: Update Personal Information (address, phone, email, etc.)
- Payment: Update W-4 deductions View paychecks
- Register for training/Professional Development
- Employment & Income Verification

ESS is accessible by accessing <http://www.browardschools.com> > Staff > Employee Self-Service (ESS)

Logging on to ESS

After you have been processed, you will receive an email from “Workflow System”. The email will include your initial log in information. This log-in information is different than your SmartFind log-in.

Login ID

- Your personnel identification number (PIN)
- 8 digits and begins with a “P”

Password

- You will be sent an initial password, but must log-in to update it.
- Must be at least 8 characters
- Must contain at least one uppercase and one lowercase letter
- Contain at least one special characteristic Example: # * @ ! () “ &
- Must be reset every 45 days

If you forget your SAP password, on the Welcome page of ESS click the “Reset Password” button and follow the prompts on the screen.

Other Employment Opportunities

- If you are interested in salaried or part time positions, access the district's vacancy listing. Non-instructional and instructional positions are available. Interim and Pool Substitute positions are often posted on the employment vacancies. The listings are available at www.browardschools.com under Careers> Employment Vacancies.
- **Full-time Instructional/Teaching positions**
 - Broward is always looking for highly qualified teachers in most subject areas. If you are seeking a full-time teaching position, submit your resume to the appropriate recruiter.

<https://www.browardschools.com/Page/34214>

- Interested candidates must edit on-line Instructional Application even if one was completed for substitute teaching. The application can be accessed at www.browardschools.com/teacher.

SmartFind Using the Telephone 754-212-8164

**You must register in SmartFind using the phone.
You can NOT register on-line**

NOTE: Registering for ESS and SmartFind are two different processes.



After you have been processed (15 days from orientation), you will receive an email from “WorkFlow System”. The email will contain your SAP Personal Identification number (PIN). This number is required for you to access SmartFind. Follow the instructions below to register in SmartFind.

1. Call SmartFind 754-212-8164.
2. Enter Access ID (SAP Personnel # without the “P” or leading zeros) then press the star key (*) on the telephone keypad.
3. Enter PIN, this will be your SAP Personnel # without the “P” or leading zeros, when prompted.
4. Record your First and Last Name Clearly!
5. System will then verify primary (callback) phone #, which you may change at this point.
6. System will then prompt you to create a new PIN. Enter in your own PIN (up to 9 digits) and then press the star key(*)
 - You must use your PIN when using the internet as this will be your password.
7. You are now registered and can review and accept jobs using the phone or internet.

SmartFind Using the Phone

- You will be prompted to enter your Access ID and then PIN
 - Your Access ID is your SAP Personal Identification Number
- Listen to the menu and select the correct option:

You Call SmartFind....

*Press 1..... Review or Cancel Assignments
Press 2..... Hear Available Jobs
Press 3..... Change Callback #
Press 4..... Review/Modify Do Not Call Times
Press 5..... Review/Modify Unavailability Dates
Press 6..... Review/Modify Daily Availability
Press 7..... Change PIN or Re-record name
Press 9..... Exit and Hang up*

SmartFind Calls You...

*Enter your Access ID and PIN
Press 1.....Accept the Job
Press 2.....Hear the Job Again
Press 3..... Decline the Job*

SmartFind Call-Out Times

SmartFind calls substitute teachers during the times listed below. If you want to be called at a later time, you must update SmartFind using the “Do Not Call Until” option. See the SmartFind Manual for instructions.

	AM Period	PM Period
Weekdays	5:30 – 10:30	3:00 – 10:30
Saturday and Sunday	10:00 am – 10:30 pm	
Holidays	10:00 am – 10:30 pm	

**Morning calls will be for the day you receive the call
You must maintain your availability in SmartFind.**

SmartFind Using the Internet

**You must register over the phone before you can access the system online.
You can NOT register on-line.**

Review the SmartFind Manual for instructions on using the internet options. The manual is available on-line at <https://www.browardschools.com/teacher> , select “Current Substitute Teacher” find manual under Quick Links. Once you have registered by PHONE, you may access the website at: <https://broward.eschoolsolutions.com>.
Only use Google Chrome as your browser.

- 1** **User ID:** is the same as the Access ID which is your SAP Personal Identification number (PIN). Do not include the “P” or the leading zeros.
- 2** Your password is the six (6) digit number you have created when you registered on the phone.

SmartFind Internet Options

To access SmartFind via the internet you must use Google Chrome as your browser.

It is your responsibility to maintain SmartFind. When you log in, there are several options for you to view.

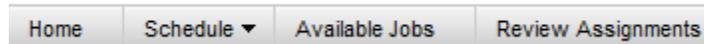


Select **Help** to access the user guide or view tutorial videos.

The **Profile** selections will allow you to:

- Update email; remember to also update Employee Self Service (ESS)
- Change Password
- Callback Number

Other options available:



Schedule

- General
 - Update specific days you are available
 - Set days when you do not want to receive a call
- Temporary Do Not Call
 - Update “Do Not Call Until”
- Classifications: set specific subjects you ONLY want to receive assignments
- Locations: select the school(s) where you want to work
- Unavail Dates: enter/review a specific date(s) you are unavailable to work

Available Jobs

- Search for Jobs

Review Assignments

- Review Assignments Accepted
- Cancel Assignments

Access via the web

Profile Screens

- *Update your Password, email, or call back number*
- *Do Not Call Until.....(set the time the system can call you)*
- *Update days you are available MTWTHF*
- *Set a period of unavailability*

Available Jobs Screen

- *Search for Jobs*

Review Assignments Screen

- *Review Assignments Accepted*
- *Cancel Assignments*

Frequently Asked Questions

- *Why am I not receiving many calls for assignments or seeing assignments online?*

Substitute teaching is temporary employment there is no guarantee of daily assignments.

There could be several factors which are contributing to the level of calls a substitute receives. One may be the time of year; absences are low during the beginning of the school year and then increase as the holidays approach. Absences decrease again at the beginning of the calendar year due to testing preparations for the students and then they'll increase after the testing is completed. Another contributing factor may be how many locations you selected. Limiting yourself to only a few locations will definitely decrease the available opportunities for assignments.

- *I have the required 60 college credits to be a substitute and have cleared, but I was told I did not qualify for an interim sub position. Why?*

You must have a conferred Bachelor's Degree on file to qualify for an interim substitute position. Upon completing your degree please make sure that your official transcripts are sent to Sub Central to update your degree status.

- *The school will only pay me for 6.5 hours because the principal sent me home when the students left. Why don't I get paid for the entire day?*

As indicated on your clearance form, you are paid on an hourly basis not by how many classes you teach. If you worked at the school for 6.5 hours than you will be paid for the hours you actually worked.

- *I have worked at several Higher Rate Locations since graduating with my Bachelor's Degree last month, but I'm still getting paid at the lower rate (\$14.08). What do I need to do to get the higher rate?*

Your official transcripts confirming your degree completion must be sent to Sub Central. Upon receipt of the transcripts your degree status will be changed and any assignments worked from that point on will be paid at the higher, \$15.49, rate. The pay increase will not be retroactive back to the graduation date, only to the date the transcripts were received.

- *What do I have to do to remain an active substitute teacher?*

You have reasonable assurance of re-employment as a substitute teacher as long as you work a minimum of 90 hours during the school year. Your name may be removed from the approved substitute teacher list when three or more schools have negatively evaluated your performance or for not showing up after accepting a position. Substitutes that are referred to Broward Schools Police will be placed on hold and all future jobs will be cancelled.

Resources

Resource/Reference Books

- ❑ *Substitute Teacher Handbook K-12 – Sixth Edition* by Geoffrey G. Smith, Max L. Longhurst, Glenn Latham, Michelle Ditlevsen
- ❑ *Substitute Teaching: A Handbook for Hassle-Free Subbing* by Barbara Pronin
- ❑ *Classroom Management for Substitute Teachers* by S. Harold Collins
- ❑ *The Substitute Teacher's Organizer: A Comprehensive Resource to Make Every Teaching Assignment a Success* by Jan Herbst
- ❑ *How to be an Effective Teacher: The First Days of School* by Harry K. Wong and Rosemary T. Wong (Excellent resource for classroom/behavioral management information)

Internet Websites

- ❑ Substitute Teaching Institute at Utah State University <http://subed.usu.edu>
- ❑ Education World website offers articles, reference materials, and resourceful links <http://www.educationworld.com/>
- ❑ Discovery Channel has a section that has several fun activities/games which can be used to fill up extra time. <http://kids.discovery.com>
- ❑ CPALMS is an online toolbox of information, vetted resources, and interactive tools that helps educators effectively implement teaching standards. <http://www.cpalms.org/Public/>