

Apache Junction Unified School District

SUBSTITUTE TEACHER/AIDE HANDBOOK

2020-2021



APACHE JUNCTION UNIFIED SCHOOL DISTRICT #43

GOVERNING BOARD

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Mission

AJUSD provides our students with a caring and inclusive educational experience that fosters academic excellence, social and emotional development and provides a challenging learning environment that will prepare them for a productive and fulfilling future.

Vision

AJUSD empowers students by providing them with the knowledge, skills, and ingenuity to pursue their dreams and make a positive difference in the world.

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WELCOME!

We wish to extend a most cordial welcome to you as a member of the Apache Junction Unified School District staff. You, as a substitute, fulfill an integral function with your service to the students and the community of Apache Junction.

Serving as a substitute is a challenging task. We are depending on you to ensure that the time students spend with you are productive and beneficial. We are proud of our District and the people who work here. We feel a strong commitment to our students and to high standards of performance. We ask you to join with us in this commitment and to share our pride.

We hope this handbook will be helpful to you. We encourage you to contact the Human Resources Department if you have any questions.

Sincerely,

Dianna Storms
Human Resources Assistant

NOTICE TO SUBSTITUTES

It is your responsibility to read and know the information contained in your Substitute Teacher Handbook. Changes in District policies and procedures have been noted in several areas. Please read it at your earliest convenience. Any questions in regard to the information contained in this handbook should be directed to the Human Resources Assistant or Human Resources Department.

The information contained in this handbook applies to all substitutes of the Apache Junction Unified School District. It is presented as a matter of information only and its contents should not be interpreted as a contract or work agreement between the District and any of its substitutes, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede Governing Board Policy. Any verbal or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

OUR SCHOOL DISTRICT

Welcome to the Apache Junction Unified School District #43. The Apache Junction Unified School District encompasses 217 square miles in Northern Pinal County. The District serves a population of more than 60,000 people living in the City of Apache Junction, Gold Canyon, Peralta Trail, Queen Valley, and the unincorporated areas of the Superstition Mountain foothills. Located approximately 30 miles east of Phoenix, Apache Junction is situated at the base of the famed Superstition Mountains and is considered the "gateway" to Central Arizona's recreation lakes area. On the back page, you will find a map of the District. Please note the map is not to scale.

Although a rapidly growing community, Apache Junction has retained a quality of life inherent with scenic vistas, open spaces and small-town friendliness. The year-round population of about 41,000 swells to over 70,000 each winter with the influx of winter visitors and part-time residents.

In 1952 the Apache Junction Unified School District was formed with 16 students who met in the home of a local resident. Since then we have experienced considerable growth. Currently, the District has one high school, one junior high school and three elementary schools. At present, about 4,000 students are enrolled in our schools. The District employs approximately 550 Certified and Classified staff members plus an additional 90 substitute staff members to ensure that we provide the best education for our children.

The K-12 district provides a quality education to its students and is proud of the variety of educational programs offered. AJUSD has a reputation for innovative approaches to education and features a '1-to-1' technology opportunity for Grades 7-11. The guiding philosophy of the school district is to put all students in the best position to succeed academically, emotionally, and physically. The focus of AJUSD is 'College and Career Readiness for All.'

NOTICE OF NONDISCRIMINATION

The Apache Junction Unified School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment or employment in its policies, procedures or practices, in compliance with Title VI, Title VII, Title IX, Section 504 and the Americans with Disabilities Act.

SCHOOL DIRECTORY

Call the main number (480) 982-1110, and then dial extension number.

APACHE JUNCTION HIGH

2525 South Ironwood Drive
Apache Junction, AZ 85120
Principal: Dr. Chris Lineberry
Office Manager: Kathy Allyn, ext. 2303
Nurse: ext. 2307
Grades: 9 - 12
Classes: 7:15 AM - 2:00 PM
Early Release: 11:40 AM

CACTUS CANYON JUNIOR HIGH

801 West Southern Avenue
Apache Junction, AZ 85120
Principal: Mr. Chad Cantrell
Office Manager: Sharon Williams, ext. 2403
Nurse: ext. 2407
Grades: 7 - 8
Classes: 7:15 AM - 2:00 PM
Early Release: 11:40 AM

DESERT VISTA ELEMENTARY

3701 East Broadway Avenue
Apache Junction, AZ 85119
Principal: Mrs. Patricia Smith
Office Manager: Lori Thomas, ext. 2903
Nurse: ext. 2907
Grades: Kindergarten - 6
Classes: 8:25 AM - 3:00 PM
Early Release: 12:45 PM

FOUR PEAKS ELEMENTARY

1785 North Idaho Road
Apache Junction, AZ 85119
Principal: Mrs. Phyliss Bellemare
Office Manager: Kelli Stimson, ext. 2803
Nurse: ext. 2807
Grades: Kindergarten - 6
Classes: 9:10 AM - 3:45 PM
Early Release: 1:30 PM

PERALTA TRAIL ELEMENTARY

10965 East Peralta Road
Gold Canyon, AZ 85118
Principal: Mrs. Natalie Clement
Office Manager: Lut Kusy, ext. 3203
Nurse: ext. 3207
Grades: Kindergarten - 6
Classes: 8:00 AM - 3:05 PM
Early Release: 12:50 PM

TLC

2805 South Ironwood Drive
Apache Junction, AZ 85120
Coordinator: Amanda Wood
Registrar: Ana Baez, ext. 3300
Nurse: ext. 6331
Grades: K-8
Classes: 7:15 AM - 2:00 PM
Early Release: 11:40 AM

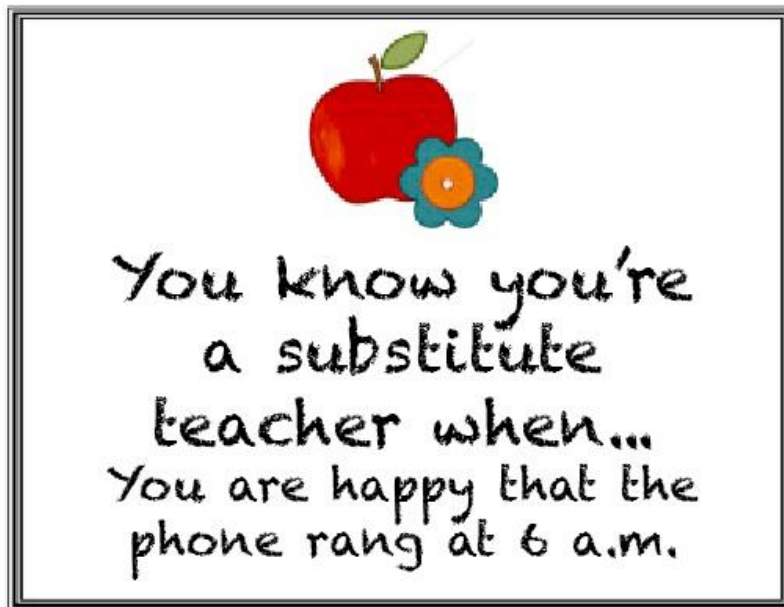
Preschool - SPED (AM and PM)

Classes: 9:30 AM - 11:30 AM
12:30 PM - 2:30 PM

GETTING STARTED and RETURNING ANNUALLY

Each school year it is your responsibility to read the new handbook on-line or pick one up at the District Office. You will be expected to abide by the guidelines contained herein. Please make sure you read your handbook thoroughly.

Substitutes hired in AJUSD must fulfill the required 10 days substituting if they wish to continue the following year. If you have been a substitute during the school year and you wish to return for the **following year**, you will need to complete a few forms and access a new handbook. These are available in the District Office reception area or you have the option to go online at www.ajusd.goaj.org.org, click, Departments, Human Resources, Substitute Services, Returning Substitute Packet. Please print your packet and complete. You may return it by fax 480-671-0191, scan and return to my e-mail or drop it off at the District Office. When Substitute Services receives your completed packet, you will receive an e-mail from Safe Schools. Details are on page 17 of this handbook. Substitute Teachers, re-employment will be contingent upon your having and maintaining a current AZ Certificate and DPS Fingerprint Card. If you are a Substitute Aide and have been gone for more than 6 months, you will be required to be fingerprinted. New and returning substitutes will not be able to work in the classroom until they have signed and returned a signature page and completed the Safe Schools modules each year.



RECEIVING ASSIGNMENTS

The Apache Junction Unified School District utilizes a computerized scheduling system called **AESOP**. It begins calling for substitutes at 5:00 a.m. each day. You could receive calls until 15 minutes after school starts for that particular day's assignments (times vary from school to school). The other call-out times are evenings, weekends and holidays 4:00 p.m.-10:00 p.m. Future assignments can be offered at these times.

Accepting Late Assignments

If the system calls you late for an assignment (example: school starts at 8:30 a.m. and you receive the call at 8:00 a.m.) please accept the assignment and call the secretary of the school as soon as possible to #1 let them know that the assignment was a late call and #2 what your anticipated time of arrival will be.

Cancel an Assignment

Should you be unable to report for work as expected, please contact **AESOP** and cancel the assignment **immediately** and then contact the school so they are aware of the open assignment. When you cancel the assignment in the **AESOP** system it allows the system to contact another substitute in a timely manner. Do not cancel to accept a different assignment unless it is approved through Substitute Services.

Aesop also provides you with the opportunity to view future prospective assignments by logging on to <http://www.frontlinek12.com/aesop> or call 1-800-942-3767. When you log on or call please have your 10digit identification number and PIN ready. Refer to your **AESOP** Quick start guide for Substitutes for details of how to use this system. You can find this on your home page under help (upper right corner).

Please notify us of any address or phone number changes, or when you will no longer be available. **Your name badge must be returned to Substitute Services if you are no longer available to sub for our district.** If you will be out of town or if you have a long-term assignment elsewhere and are unavailable to sub for a period of time please notify Substitute Services. When you are available to sub again, call 480-982-1110 ext. 2047 to see what steps will be necessary to be reinstated. The state allows persons on a substitute certificate to work 120 days in any one school per school year. Substitutes with a temporary, provisional or standard teaching certificate have no limit.

PAYROLL

The District has implemented a five day work and school week starting the 2018-2019 school year. **Substitute teachers** are paid \$105 per day or \$52.50 for 4.5 hours or less. For any long term assignment your pay is raised to \$125 per day on the 21st day retroactive to the first day of that assignment. Any full day orientation for a long term assignment or to shadow a sub for the day will be paid at \$90. **Substitute aides** are paid \$90 per day or \$45 for 4.5 hours or less. Please fill out and sign a time slip for the correct amount each time you work and include your Social Security Number. If you work more than 1 day at the same school you must initial each day worked on the time slip.

Occasionally, there are last-minute changes; therefore, if a substitute is requested and then not needed after arrival at the school, he/she will be reassigned (this could be a different campus) or paid ½ day's pay.

Paydays are every other Thursday; refer to the schedule on the next page for exact dates. All checks for substitute teachers are mailed unless the substitute is working in the School District on the day checks are issued. In this case, the check will be delivered to the school where the substitute has been assigned. Direct deposit is available for substitute employees. **Please contact the Payroll Department, ext. 2019 or ext. 2016, for assistance.**

Tax Withholding Notice

As a substitute employee of the Apache Junction Unified School District, you may be in a unique tax situation concerning your federal and Arizona withholding tax. In order to assist you in withholding the appropriate amount of tax, the following information is presented to you.

Due to the nature of substitute employee work assignments, full time employment is not guaranteed and there may be pay periods when the amount of your gross income will fall below the amount exempted from withholding tax. The amount of tax withheld is determined by the marital status and the number of exemptions you designate on your W-4 Federal withholding form and the percentage of tax you designate on your A-4 Arizona withholding form. If you are planning to work in another district as a substitute, have other employment, are retired and receiving social security, or married and reporting your income jointly for tax purposes, you may wish to make adjustments to your withholding tax. This may ensure adequate taxes are withheld.

You have three options in completing your W-4 and A-4 forms to adjust the tax amount withheld to prevent under withholding your tax.

1. If married, check the box for married but withholding at the higher single rate.
2. Reduce the number of dependents claimed on line #5 of your W-4 form.
3. Combine any of the above options.

Certificate Renewal

It is your responsibility to keep a record of when your teaching or substitute certificate expires and to complete the renewal process prior to expiration. Fingerprint clearance cards are now required to renew certification. Allow 6-8 weeks to receive your card. Renewal forms may be obtained from the Arizona Department of Education. **IMPORTANT NOTE:** Each time a certificate is renewed, the original must be submitted to Substitute Services so it can be recorded by the Pinal County School Office. Failure to submit your certificate may result in delay of your pay check(s), as the county will not release them until the certificate is recorded. Your certificate will be returned to Substitute Services and stored in your personnel file until you pick it up.

2020 - 2021 PAYDATES

Pay #	Days Worked	Will be Paid
3	07/16/20 to 07/29/20	08/07/20
4	07/30/20 to 08/12/20	08/21/20
5	08/13/20 to 08/26/20	09/04/20
6	08/27/20 to 09/09/20	09/18/20
7	09/10/20 to 09/23/20	10/02/20
8	09/24/20 to 10/07/20	10/16/20
9	10/08/20 to 10/21/20	10/30/20
10	10/22/20 to 11/04/20	11/13/20
11	11/05/20 to 11/18/20	11/27/20
12	11/19/20 to 12/02/20	12/11/20
13	12/03/20 to 12/16/20	12/26/20
14	12/17/20 to 12/30/20	01/08/21
15	12/31/20 to 01/13/21	01/22/21
16	01/14/21 to 01/27/21	02/05/21
17	01/28/21 to 02/10/21	02/19/21
18	02/11/21 to 02/24/21	03/05/21
19	02/25/21 to 03/10/21	03/19/21
20	03/11/21 to 03/24/21	04/02/21
21	03/25/21 to 04/07/21	04/16/21
22	04/08/21 to 04/21/21	04/30/21
23	04/22/21 to 05/05/21	05/14/21
24	05/06/21 to 05/19/21	05/28/21
25	05/20/21 to 06/02/21	06/11/21

Substitute Teacher Guidelines

Substitute teaching is one of the most difficult jobs in education. It is also one of the most important. It takes a remarkable person to be able to adapt effectively to all the situations that will be thrown at them as a substitute teacher.

Flexibility and adaptability are probably the two most important characteristics that a substitute teacher must possess. They must be flexible due to the fact that they are often not called until the morning of the day they are needed. They must be adaptable because they could be subbing in a second-grade classroom one day and a high school English class the next. There are even times when their assignment will change from the time they are called to the time they actually arrive.

Although it is beneficial for a substitute to be a certified teacher, it is not a requirement or necessity. A person without formal training in education can be a successful substitute. Being a good substitute teacher starts with an understanding of what you are expected to do and also knowing that the students are going to test the waters to see what they can get away with and be equipped to deal with any obstacles.

Always try to obtain a copy of the school's student handbook. Have a solid understanding of what the school expects from their students and teachers. Some schools may even have a substitute policy designed to protect substitutes from poor student behavior. Carry the student handbook with you and refer to it when necessary. Don't be afraid to ask the principal or a teacher for clarification. It is essential to understand that every district has its own unique student handbook.

While there will be similarities, there will also be significant differences. It is essential that you learn each school's procedures for emergency situations such as fire, tornado, or lock-down. Taking the time to have a firm understanding of what is expected of you in these situations can save lives. In addition to knowing the overall protocol for an emergency situation, it is also vital that you have knowledge of emergency routes specific to the room you are subbing in as well as how to lock the door if necessary.

Being professional starts with how you dress. Make sure that you know the district's dress code for teachers and adhere to it. It is equally crucial to understand that you are working with minors. Use appropriate language, don't try to be their friends, and don't get too personal with them. Be firm, but kind. Do not engage in power struggles or the use of sarcasm.

Arriving early is a key component of your day. Refer to AESOP for arrival/departure times. They will show on your assignment screen. Additionally, check your calendar for early release dates. Be sure to report to the appropriate place to check in, then spend the remainder of your time before school starts looking over the daily schedule and the lesson plans, making sure there is a clear understanding of the material you will be required to teach that day.

Do not deviate from the teacher's plans. The teacher leaves specific assignments that they fully expect to be completed when they return. Ensure that you follow those plans to support both the teacher and the students. Finally, don't be afraid to ask questions of teachers and administration. Make it a great day!

DISTRICT POLICIES

The following are a few of the District policies which could affect your day. **If you ever have any question on these or any School Board Policy, please contact the Human Resources Office at ext. 2002.**

APPROPRIATE ATTIRE GUIDELINES (GBEB)

Apache Junction Schools do not have a formal dress code for employees. Professional or business-like dress is expected. Substitutes should be clean and well-groomed. Keep in mind, children react better and are more positive to individuals in proper attire. The more appropriately you dress, the easier discipline and control of the class will be for you. Occasionally a Friday will be a spirit day. School colors with good jeans may be acceptable; check with the school office first. If you have any questions on what is considered acceptable dress, please check with the school office or the Human Resources Department.

CHILD ABUSE – MANDATORY REPORTING GUIDELINES (JLF)

All school personnel (certified employees, administrators, classified employees, nurses, counselors and psychologists) have a legal obligation to report a child's non-accidental injury, abuse or neglect. Arizona's reporting statute is intended to protect children as its first priority. Child abuse may take on many forms, including physical (injury that was not accidental in nature), neglect (basic needs such as food, clothing, medical attention or shelter are not provided), or sexual (physical contact, exploitation, prostitution, etc.).

Individuals making a report are protected from liability if the report ultimately turns out to be unfounded. The law does not require the school employee to conduct an investigation before making a report. It is the responsibility of CPS and the Police to investigate the allegations. A verbal report must be made to Child Protective Services or the Police Department immediately when abuse is suspected; a written report must be made no more than 72 hours later.

District employees who have witnessed or suspect child abuse shall:

- ❖ Contact the appropriate authorities.
- ❖ Contact their principal or director to notify him/her that a report has been made. The principal or director will then contact the Superintendent's Office.

CONFIDENTIALITY

As a substitute traveling from school to school, you will observe many situations and modes of operation. Rather than discuss differences with other teachers, we hope you will keep in mind that teachers do not all work in the same way. Understanding, not criticism, will go far to make your teaching assignment more pleasant for you and the others around you. Learning and "borrowing" ideas as you travel from classroom to classroom will enhance your teaching experience and enrich the lives of the children in your care. Instead of expressing comparisons among classrooms, teachers and schools, you should make every effort to carry out the program of the regular teacher and to fit with the existing schedule.

All records, reports and information regarding the children in your room are to be kept in the strictest confidence. If you feel you need specific information about a child or need to share information in regard to a student's well-being, talk to the principal or the school nurse.

EMERGENCY RESPONSE PLAN (EBC)

Make sure that you are prepared to handle an emergency. For complete information, refer to the District Emergency Response plan found in each room. Before you begin the day, be sure to find the following: the Principal's Office; the Nurse's Office and the fire extinguishers, fire evacuation routes and fire drill

procedures. Take the attendance book out with you on a fire drill. Once you have the students in their designated area, you are required to take roll.

EMPLOYEE CONDUCT AND ETHICS (GBEA/GBEB)

All employees are expected to maintain high standards in their professional relationships. These standards must be idealistic and at the same time practical, so they can apply reasonably to all staff members.

Employees acknowledge that the schools belong to the public they serve; however, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. Staff members are responsible for:

- ❖ Acquainting themselves with the provisions, rules, regulations and applicable information contained within the policies of the Governing Board Policy Manual.
- ❖ Maintaining order and carrying out all orders given by the Superintendent concerning maintenance of order.
- ❖ Conduct in a manner consistent with effective and orderly education.
- ❖ Dressing appropriately and maintaining a general appearance to reflect their position.

HARASSMENT (SEXUAL) (ACA)

All individuals associated with the District, including, but not necessarily limited to, the Governing Board, administration, staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission (EEOC), state regulations and District policy. It will constitute a violation of these policies for any employee or participant of a school-related activity to engage in any of the acts or behaviors defined below. Employees who engage in this misconduct will be subject to corrective action, up to and including immediate discharge. Sexual harassment consists of one or more of the following:

- ❖ Unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature.
- ❖ Making threats of reprisal explicitly or implicitly, a term or condition of employment.
- ❖ Using coercive sexual behavior to control or affect the career, salary or performance review of another employee.
- ❖ Unreasonably interfering with work performance or creating an otherwise offensive working environment.

These criteria apply when made by a member of the school staff to a student or to another staff member or when made by one student to another student or to a staff member.

Employees who feel they have been discriminated against on the basis of sex, sexually or in any manner harassed, should immediately report such incidents following District procedure, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. Complaints should be addressed utilizing one or more of the following options:

- ❖ Contacting the immediate supervisor (or teacher).
- ❖ Contacting the next higher level of management above the immediate supervisor (or building principal).
- ❖ Contacting the Human Resources Department.

HAZARDOUS MATERIAL/CHEMICALS

All chemicals brought to school MUST be accompanied by an MSDS and checked in at the school office. No hazardous chemicals are to be brought on to campus.

SAFE SCHOOLS

Safe Schools is a software service that ensures that employees have proper training to provide a safe environment. It is extremely user friendly. All substitutes of AJUSD will be required to log on to this program and take online training sessions.

Returning substitutes are required to complete the training each year **in the first 30 days** from completing the “Returning Substitute Packet” and receipt of an e-mail from Safe Schools in order to continue to be active in AESOP. *Boundary Invasions* is the mandatory training for returning substitutes that completed their training the previous year.

Newly hired substitutes are required to complete the training **in the first 30 days** of your hire date and receipt of an e-mail from Safe Schools.

An e-mail with instructions on how to log on to Safe Schools will be sent to. Some of the subjects that will be covered are listed below. You are welcomed to complete any of the sessions offered, but you must complete the mandatory ones.

- Blood borne Pathogens Exposure Prevention (Mandatory for *All* Substitutes)
- Sexual Harassment: Staff-to-Staff (Mandatory for *New* Substitutes to the District)
- Boundary Invasions (Mandatory for *New* Substitutes to the District)

- Disruptive Student Behavior (Optional)
- Special Education: Safety in the Classroom (Optional)

Please familiarize yourself with the following form. You will be using it in the classroom each time you are substitute teaching.

SUBSTITUTE FEEDBACK TO THE TEACHER

School _____ Date _____

Teacher _____

Substitute _____ Grade/Subject _____

(Please fill out at the end of the day. Attach a separate sheet of paper if necessary.)

1. Were there lesson plans? Yes No

2. Did you follow the lesson plans: Yes No

If no, why not? _____

3. Student behavior: _____

4. List of absent students: _____

5. The work completed by the students may be found: _____

Optional information to the teacher

6. The thing I liked best in the classroom was: _____

7. My job would have been easier if: _____

8. Comments: _____

Substitute's Signature: _____ **Date:** _____

All substitute teachers, aides and nurses will be evaluated on a periodic basis. The following forms will be used by the teacher and the principal.

SUBSTITUTE TEACHER EVALUATION

School _____ Date _____

Substitute _____
Teacher _____ Grade/Subject _____

Part One: TEACHER ASSESSMENT

1. Did the substitute accomplish all the work you had planned? Yes No

2. Did the substitute have good control of the class?
 1 – Superior 2 – Above Average 3 – Average 4 – Weak

3. Rate the overall effectiveness of the substitute:
 1 – Superior 2 – Above Average 3 – Average 4 – Weak

4. Would you like this substitute in the future? Yes No

If no, why not? _____

5. Brief general evaluation comments: _____

Teacher Signature: _____ **Date:** _____

Part Two: PRINCIPAL ASSESSMENT

1. Rate the overall effectiveness of the substitute:
 1 – Superior 2 – Above Average 3 – Average 4 – Weak

2. Would you like this substitute in the future? Yes No

If no, why not? _____

3. Number of times the Principal observed the substitute during the day: _____

4. Brief general evaluation comments: _____

Principal's Signature: _____ **Date:** _____

SUBSTITUTE AIDE EVALUATION

School: _____

Name of Substitute _____ Date _____

Aide Covered: _____ Teacher: _____

1. Did the aide follow instructions? Yes _____ No _____

2. Rate the overall effectiveness of the aide:

Superior 1	Above Average 2	Average 3	Weak 4
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3. Would you like this substitute in the future? Yes _____ No _____

4. Comments:

Teacher's Signature

SUBSTITUTE NURSE EVALUATION

School: _____

Name of Substitute _____ Date _____

Nurse Covered: _____

1. Did the aide nurse follow instructions? Yes _____ No _____

2. Rate the overall effectiveness of the nurse:

Superior 1	Above Average 2	Average 3	Weak 4
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3. Would you like this substitute in the future? Yes _____ No _____

4. Comments:

Nurse's Signature

The following pages are listed separately on the Substitute Website under the Handbooks.

- Arizona State Retirement Sample/Arizona State Retirement Tracking
- District Calendar
- District Map