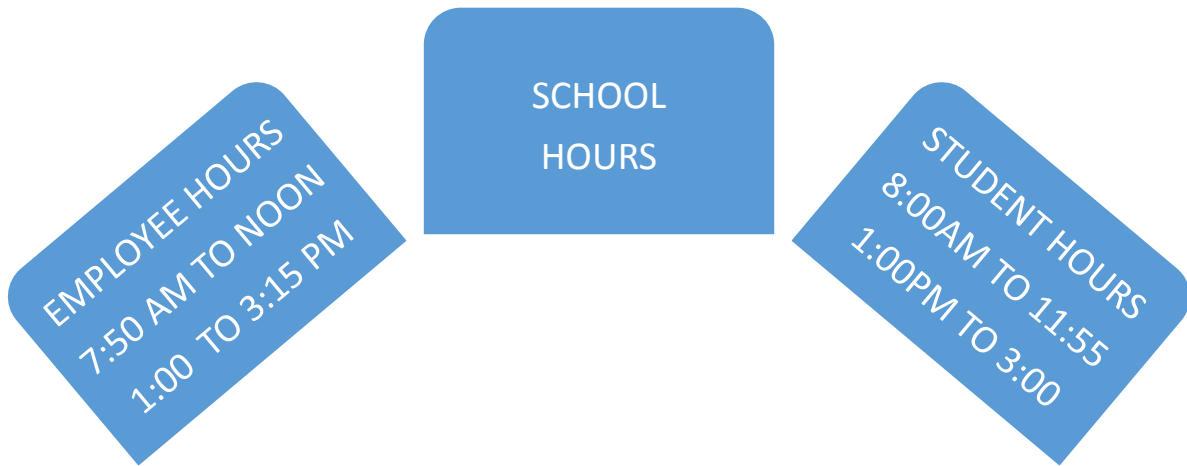


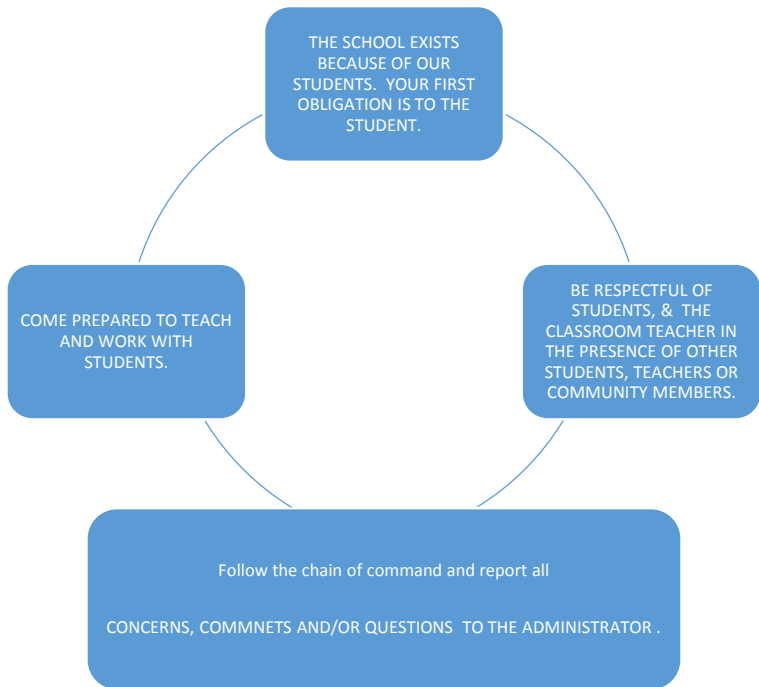
*Being a teacher does not mean I have
all the answers. It means I
work every day to be sure my students*

REFLECT
SOLVE
CREATE
GROW
THINK

remspired.com



6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
				E	I															W							
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
															H												
# of In-service Days: 1						# of In-service Days: 0						# of In-service Days: 0						# of In-service Days:									
# of Student Days: 22						# of Student Days: 21						# of Student Days: 15						# of Student Days:									
# of Teacher Days: 23						# of Teacher Days: 21						# of Teacher Days: 16						# of Teacher Days:									
Test window March 30 through April 10, 2015																											



Job Description for Substitutes

Job Title:	Substitute
Reports to:	Administrator or supervisor
Duty Days:	Intermittent
Wage:	\$15.00 an hour
Date Revised:	July 25, 2015

Primary Purpose:

Perform all duties of the job position in which subbing and as assigned by the Administrator/supervisor.

Qualifications:

As required by the district all employees must have a high school diploma or GED, and a strong desire to work with children.

Major Responsibilities and Duties:

1. Follow all district policies and school rules with emphasis on:
 - a. No hats
 - b. No cell phones they must be in student lockers
 - c. No cell phone use by substitutes during class or hall duty
 - d. Water only in clear containers for students.
 - e. Follow district dress code
2. Use physical proximity, making sure to walk around the classroom this will help students stay on task.
3. Use the lesson plans and materials that are left for you with notes for the teacher when he/she returns at the end of the day.
4. Stand in the hall during class transitions and snack times.
5. Take attendance for each class.

6. Do not leave students unsupervised at any time.
7. All students must sign out when leaving and sign in upon return to the classroom for bathroom breaks.
8. Become familiar with emergency exit for fire and other drills.
9. Stand in the classroom doorway at dismissal so you can monitor students leaving.
10. Stack chairs and clean up at the end of the day.

The Substitutes are the adult in charge of the room at all times. Each individual substitute is personally responsible for all activities that occur within any classroom which includes the kitchen and gym.

Each individual substitute is personally responsible for maintaining confidentiality of student information and being the professional at all times.

GENERAL RULES OF CONDUCT

To promote the efficiency and welfare of employees and to ensure that students, parents, community members and visitors are treated courteously and with respect, certain rules of conduct have been established. Generally, these rules conform to standards of conduct in our society, and everyone associated with the Pribilof School District should follow them at all times.

Serious violations will lead to disciplinary action up to and including immediate termination; however, disciplinary action is not limited to the following:

1. All employees(s) shall make only true statements and shall include all important and relevant information pertaining to personnel, student or district records.
2. All employee(s) shall report to work as scheduled. All employee(s) may be absent or tardy with prior authorization and/or sufficient cause. All employee(s) shall call in when going to be absent or late to work.
3. All employee(s) shall report to work from breaks on time. All employee(s) will receive authorization from the person in charge prior to leaving the school. Supervisor will schedule employee break times with input from employees.
4. All employee(s) shall follow instructions and perform work as assigned. Countermanding instructions from a teacher, principal or superintendent will be considered insubordination.
5. All posted, known, written, or verbal district or school rules, procedures and policies shall be followed.
6. All employee(s) shall not possess weapons, explosives or other hazardous materials on district or school property.
7. All employee(s) shall create and contribute to sanitary, non-hazardous, and good housekeeping conditions on school property.
8. Use of physical force against another person shall be tolerated only for self-defense, to protect the life of another person, or to prevent the injury of a student.

9. All employee(s) shall not possess, purchase, use or sell illegal drugs on school property.
10. Employees of the district shall not report for work or come on district or school property while under the influence of alcohol, drinking alcohol, having the odor of alcohol on your breath, or using illegal drugs.
11. All employee(s) shall submit verification of the proper physical examination required for all employees.
12. All possession and removal from the school premises of any school property or property of another employee, student or visitor must be authorized in advance.
13. All employees shall behave in a manner that is non-discriminating, non-harassing and follows all federal and/or state laws on individual civil rights.
14. All use of school areas and materials; specifically, the use of shop, tools, office equipment, gym, and weight room, after regular school day for personal reasons shall be pre-authorized.
15. All solicitation on school property must be pre-authorized. This includes posting, distributions, sale, and/or circulation of any written materials.
16. Soliciting, procuring or engaging in immoral acts is strictly prohibited.
17. All clothing and/or attire must be acceptable according to established community standards. All clothing and/or attire must be free of lewdness and obscenities.
18. Confidential information about another employee or student that you have a right to know and use may be disseminated, only as required by duty.
19. All employee(s) shall refrain from removing or sharing privileged or confidential school or district information.
20. All employee(s) have a responsibility to report to the principal, superintendent, or board any and all dishonest conduct or activities by other employees, students, or visitors.
20. All employee(s) conduct on-duty and off-duty shall not reflect adversely on the school or materially affects employee's job performance.
21. All employee(s) must follow, while on or off school premises, federal, state, or local laws, the violation of which would reflect unfavorably on the school or district or which may cause concern for the safety of or influence on students.
22. All conduct toward students, teachers, administrators, board members, visitors or other employees shall be polite, courteous, and non-offensive.
23. Tobacco use, smoking or smokeless or an e-cigarette's are not permitted on any school district property, buildings, or vehicles according to state law.
24. All employee(s) shall maintain a pattern of behavior that reflects a positive attitude about the school, district, and co-workers.
25. All employee(s) shall return to work as scheduled after approved leave.
26. All employee(s) shall notify the principal and/or superintendent of any circumstances, which could affect their ability to do their job or work with students.
27. All employee(s) shall receive prior approval from the principal or superintendent when not attending staff meetings, in services, or training sessions.
28. All employee(s) shall report suspected child abuse or neglect according to district policy and State law.

CHAIN OF COMMAND

Any employee with questions, requests, complaints, or grievances should follow the proper chain of command. First, the matter should be discussed with the immediate supervisor. If the matter is not resolved, a meeting and discussion should be scheduled with the Superintendent. If the matter is still not resolved, the employee should make a written request, addressed to the superintendent, to appear before the School Board or to have the School Board formally respond to the question, request, or complaint.

Payroll



'No, sorry. You've reached Dragons. Payroll is on extension 4702. Shall I put you through?'

TO:	Connie Newman & Walter Greg						
FROM:	Business Office						
SUBJECT:	2015-2016 Payroll Processing Schedule						
DATE:	July 8, 2015						
Pay Period Ending	Year	Projected Pay Date	Timesheet & Leave submission by 6 pm on	Final Cutoff to meet pay date (10 am on)	Noon deadline to initiate ACH on	Days allowed based on recommended	Days allowed based on ACH cutoff
July 15,	2015	7/22/15	07/15/15	07/16/15	07/20/15	5	4
July 31,	2015	8/7/15	07/31/15	08/03/15	08/05/15	5	2 *
August 15,	2015	8/21/15	08/14/15	08/17/15	08/19/15	5	2 *
August 31,	2015	9/7/15	08/31/15	09/01/15	09/03/15	3	2 *
September 15,	2015	9/22/15	09/15/15	09/16/15	09/18/15	3	2 *
September 30,	2015	10/7/15	09/30/15	10/01/15	10/05/15	5	4
October 15,	2015	10/22/15	10/15/15	10/16/15	10/20/15	5	4
October 31,	2015	11/6/15	10/30/15	11/02/15	11/04/15	5	2 *
November 15,	2015	11/20/15	11/13/15	11/16/15	11/18/15	5	2 *
November 30,	2015	12/7/15	11/30/15	12/01/15	12/03/15	3	2 *
December 15,	2015	12/22/15	12/15/15	12/16/15	12/18/15	3	2 *
December 31	2015	1/8/16	12/31/15	01/04/16	01/06/16	6	2 *
January 15,	2016	1/22/16	01/15/16	01/18/16	01/20/16	5	2 *
January 31,	2016	2/5/16	01/29/16	02/01/16	02/03/16	5	2 *
February 15,	2016	2/22/16	02/15/16	02/16/16	02/18/16	3	2 *
February 29,	2016	3/7/16	02/29/16	03/01/16	03/03/16	3	2 *
March 15,	2016	3/22/16	03/15/16	03/16/16	03/18/16	3	2 *
March 31,	2016	4/7/16	03/31/16	04/01/16	04/05/16	5	4
April 15,	2016	4/22/16	04/15/16	04/18/16	04/20/16	5	2 *
April 30,	2016	5/6/16	04/29/16	05/02/16	05/04/16	5	2 *
May 15,	2016	5/20/16	05/13/16	05/16/16	05/18/16	5	2 *
May 31,	2016	6/7/16	05/31/16	06/01/16	06/03/16	3	2 *
June 15,	2016	6/22/16	06/15/16	06/16/16	06/20/16	5	4
June 30,	2016	6/30/16	06/23/16	06/24/16	06/28/16	5	4
NOTES:							
A)	Two days * reflects a minimum time for steps need to get ACH initiate, These include 1) timesheet verification, 2) approval s						
B)	New hire info must be recieved prior to the timesheet submittal date to allow for setup time in Fundware.						
C)	Remaining steps after the ACH is initiated include: 1) check & direct deposit image preparation and transmittal, 2) Paycheck & Direct Deposit printing and distribution (by district personnel), 3) logging of paychecks into fundware, 4) printing and filing of supporting documentation, 5) payment of withholdings and employment taxes, 6) TRS & PERS reporting & payment and 7) posting of needed GL adjustments.						
D)	Information not received will be processed on the next scheduled payroll. Notice will be provided when payroll information is not available to allow the processing of the payroll by the projected scheduled dates.						

Blank Time Sheet

Name: _____ Last _____ First _____ Middle _____ Box _____ Pribilof School District Pay Period Ending _____
 207 St. Paul, AK 99660
 Social Security No. _____ Payroll Time Sheet & Certification Pay Rate: _____
 Location _____ Sick Leave available: _____
 Personal Leave available: _____

Salaried employees: If the entire day applies to a category, place an "X" under the appropriate date; otherwise use actual hours.
 Hourly employees: Indicate actual hours worked, as appropriate.

IMPORTANT! Overtime pay applies only if you have prior authorization from the superintendent.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL	Notes
Regular																0	
Holiday																0	
Sick Leave																0	
Personal Leave																0	
Overtime																0	
Substitute Teacher																0	
Substitute Aide																0	
Other: Admin																0	
Leave of Absence: Classes																0	
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

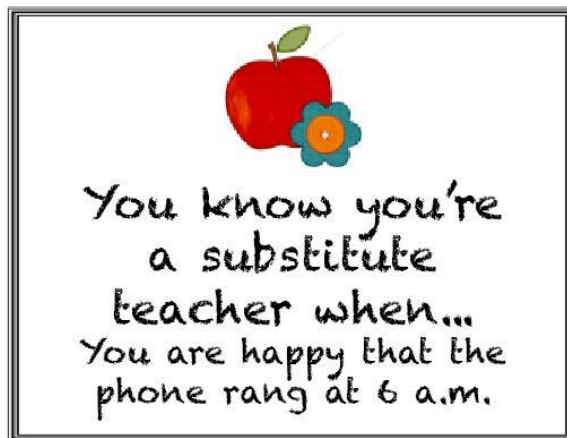
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	Notes
Regular																	0	
Holiday/Vacation																	0	
Sick Leave																	0	
Personal Leave																	0	
Overtime																	0	
Substitute Teacher																	0	
Substitute Aide																	0	
Other: Adm																	0	
Leave of Absence: Classes																	0	
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Certifications:

Employee: In the spaces below, please indicate the program and hours (% if certificated) you spent on that program

_____	Hrs (or %)	100	Employee Signature: _____
_____	Hrs (or %)	_____	
_____	Hrs (or %)	_____	Certifying Officer: _____
_____	Hrs (or %)	_____	

For Business Office Use Only:	
Code:	_____
Code:	_____
Code:	_____
Code:	_____
S/L Taken	_____
P/L Taken	_____



Important

Please read the following statements, fill out the information below, sign and return this page to the building administrator.

I will/have received a copy of the Pribilof School District 2015-2016 Substitute Handbook and will access it through the Pribilof SD website. The Substitute Handbook can be accessed at www.pribilif.eduline.org. Click on employment, then click on Substituting in PSD.

I acknowledge that I will/have reviewed the written information and or online training on Communicable Diseases, Reporting Child Abuse, Hazard Communication Training Program, and computer/Network/Internet Acceptable Use Guidelines which was sent to the email address on file with the front office.

I further acknowledge that I have received the 2015-2016 Academic Calendar that indicates dates I may be able to accept jobs in PSD. Substituting is an “at will” position without a guarantee of a specific number of available assignments.

I further acknowledge that I am expected to have acceptable behavior to maintain active status.

By signing this form, I have read, understand and hold myself professionally responsible for the contents.

Print your name

your signature _____ DATE _____