SUB BADGE RENEWAL

Are you receiving a message that your Profile is expiring? This starts 45 days prior to your expiration date. Please call for an appointment with Kara Masson (904) 547-7758 to have a new picture and badge made for free. If you do not renew before your expiration date you will not be available in the substitute Smartfind system to receive job calls.

SUBS CAN CHANGE ADDRESS, W4
AND SIGN UP FOR DIRECT DEPOSIT

St. Johns County School District offers Direct Deposit for Substitute Teachers. If a Substitute Teacher wishes to have their semi-monthly check deposited into their bank account, you will need to establish a SUNGARD BUSINESS PLUS login. For detailed directions you may go to our Substitute page; http://www.stjohns.k12.fl.us/subs/

Direct deposit directions located in left column provides step by step directions to establish access in SUNGARD Business Plus. With access to SunGard Employee Online, the Substitute Teacher can view check deposit advice and W2. You may change your address, bank account information, emergency contacts and tax withholding.

It is the Substitute Teacher’s responsibility to notify the Human Resources Office if they are no longer interested in substitute teaching. All substitute teachers are considered “At Will as needed” workers who are not guaranteed employment on a daily basis nor during the summer months and during scheduled breaks.

Current substitute teachers MUST sub a minimum of 15 days during the 2018-2019 school year. Subs meeting this requirement are considered an ACTIVE SUB for the following school year. Active Subs remain on the approved substitute teacher list and Do Not need to be re-fingerprinted. Failure to work the minimum 15 days during the school year will result in removal from the approved substitute teacher list. If a substitute teacher terminates active status with St. Johns County Schools, the individual will be required to reapply when the next substitute posting occurs. If selected, all new hire requirements will be required including security clearance (fingerprint and drug screen), and training.

Please keep in mind when accepting assignments, you are paid for hours worked. You should have the opportunity to work the stated job hours, and may need to consult with the school’s sub coordinator for additional duties to finish the assignment. Note some substitute’s request to end their day early (before the job’s original end time) on early release, testing days and/or if teacher has last period planning. If you request to leave before the end time accepted, your timecard will be adjusted to match hours worked.

We appreciate your cooperation in an effort to be good stewards of the school district substitute funds.

Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 4</td>
<td>Teacher Planning Day</td>
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<tr>
<td>Jan 7</td>
<td>School Resumes</td>
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<td>Jan 21</td>
<td>M. L. King Day No School</td>
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<tr>
<td>Feb 15</td>
<td>Inservice Day/Student Holiday</td>
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<td>Feb 18</td>
<td>Presidents Day No School</td>
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<tr>
<td>Mar 15</td>
<td>Teacher Planning Day/Student Holiday</td>
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<tr>
<td>Mar 18-22</td>
<td>Spring Break No School</td>
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<tr>
<td>Apr 19</td>
<td>Student/Teacher Holiday</td>
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<tr>
<td>May 24</td>
<td>Last day for Students</td>
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Substitute Teachers
Who Are Florida Certified Teachers

St. Johns County School District substitute teachers who have Florida Certification are welcome to participate in Professional Development upon availability through the St. Johns County School District. [http://www.stjohns.k12.fl.us/pd/sunguard/](http://www.stjohns.k12.fl.us/pd/sunguard/) The points you earn can be accumulated and held until certification renewal period. You can use your regular Business Plus Sunguard login to select the Employee Online tab, then Professional Development Tab for registering and viewing professional development opportunities. If you have specific questions regarding Professional development, please call 547-7700. When you are ready to renew your Florida Educator teacher certification please contact certification for assistance with the application at (904) 547-7618 or 547-7538.

When a substitute teacher does not meet the high standards set for them as substitutes, **they may lose the right to be called by the schools.** If substitutes do not perform as expected, the school may request that they be placed on a **DO NOT CALL** list. For the first and second request, an appointment is scheduled for the substitute to meet with HR and receive a letter requesting “do not use”. Substitutes cannot accept assignments until a meeting has occurred. If three schools request that a substitute not be called, the sub will be **dismissed** as a substitute teacher. Substitute teachers can also be dismissed for a serious violation as determined by the Human Resources.

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**Helpful Teaching Tips**

Here’s a quick activity idea if you need one in a pinch.

**Tweet That**

*Grade Level: 6-12*

*Time: 10 minutes*

*Objective: Briefly summarize the content of the day’s lesson.*

*Materials: Blank paper and pencils for each student*

*Instructions*

1. Have students write a text message/Tweet/Facebook status, etc. that explains what they learned in class today.
2. Students can use abbreviations or short hand.
3. Have several students share their texts/Tweets/Facebook statuses with the class.

**Tips for Success:** For students who don’t understand the parameters of these social networking methods, simply have them summarize the lesson in 140 characters or less. **Resource:** STEDI.org

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**SUB SUGGESTIONS FROM STEDI.org**

For those who regularly teach younger grades, you know how often we have to get students to line up.

Following are some suggestions for getting students lined up at the door. To make things a little more fun, you may want to time the students to see how fast they can do it.

- Line up in height order, shortest to tallest.
- Line up in order of birthday starting in January.
- Line up in alphabetical order by first or last name.

For a little variety, you may want to try one of the following ways.

**Line up if you can tell me:**
- A mode of transportation
- One thing you learned at school today.
- A type of flower.
- An animal that is found in the wetlands, on a farm, in the jungle, etc.
- A type of cloud.
- A type of tree.
- A kind of grain.
- The name of a country and its capital.

**Line up if you have:**
- Stood on your head, done a cartwheel, ran a mile...
- Sneakers, flip-flops, boots, etc.
- Helped your parents mow the lawn, cleaned the kitchen, washed the car, etc.
- A “Z” in your name, an “M”...
- A dog, cat, mouse...
- Participated in a play.
- Been to the emergency room.
- Khaki pants on.
- A tooth missing.