

SUBstantial News

St. Johns County School District

September 2016

“Children are likely to live up to what you believe of them..”

Lady Bird Johnson

Dates to Remember

September 5	Labor Day All
October 17	Teacher Planning Student Holiday
November 11	Veterans Day All
November 23-25	Thanksgiving Holiday All
December 22- Jan 3, 2017	Winter Break All
January 4, 2017	Teacher Planning Student Holiday
January 5, 2017	Classes Resume



PROFILE EXPIRATION NOTICE

If you receive the following message, “Please note that your profile has an expiration date that requires your attention” call the help desk (904) 547-7636. This normally means that you need to make an appointment for an update or the substitute office is trying to reach you. This message will begin 60 days prior to your expiration date. You must contact the substitute office before the expiration. Failure to contact the substitute office BEFORE expiration, will result in the system not calling you for jobs and job status suspended.



Florida Certified Teachers

If you have a teaching certificate that will expire June 30, 2017, we can assist you with renewal. Remember there is a new course that all certified teachers must take during the five year validity of their current certificate they are renewing. It is “Teaching Students with disabilities” a 20 hour course”. The Course is required regardless of any subject you have on your certificate. Visit the district professional development website <http://www.stjohns.k12.fl.us/pd/> for opportunities of inservice. Some district courses are limited to fulltime teachers meeting certification requirements. Certification Specialist, Denise Liedtke can assist you when you are ready to renew. (904)547-7581. For assistance with SJCS D professional development please call (904)547-3983.



You may have noticed the silver “Preferred Substitute Teacher” badges being worn by some of our substitutes. This recognition started three years ago to celebrate our substitutes who work more than “100” days in the previous school year.



St. Johns County School District requires that each substitute teacher work a **minimum of 15 days per school year in order to remain active.** Subs meeting this requirement are considered an ACTIVE SUB for next school year and will 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, train and be security cleared (fingerprinted and drug screened) again if the district is hiring substitutes.

It is the substitute teacher’s responsibility to notify the Human Resources Office in writing, 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 or scheduled breaks.



CELL PHONE USE

Under no circumstance should a substitute use their cellphone in the presence of student or share their personal contact information such as cellphone number, e-mail address or social media user name. Cell phones can be used during lunch, before and after school.

DANCE EXPERIENCE ANYONE!!!

We have Dance teachers seeking substitutes who can sub for them. Please call the helpdesk 547-7636 if you are interested.

We are very pleased to welcome our new Director for Instructional Personnel, Jewel Johnson. You may know Ms. Johnson as the former principal of A.B. Landrum Middle School. Ms. Johnson brings both school and Human Resources experience to her new role.



- Follow lesson plans
- No touching students.
- Avoid situations of being alone with a student.
- Take attendance or check roll.
- Never leave students unsupervised.
- Do not collect money from students. If asked, consult lead teacher or front office.
- Dress appropriate. No shorts unless teaching P.E. and no 4 in. above the top of knee. No jeans, unless you have prior knowledge that jeans are approved by the Principal for the day.



DIRECT DEPOSIT AVAILABLE TO SUBSTITUTE TEACHERS

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 they should log into **SunGard BusinessPlus** Employee Online > Banking information (menu on left-hand side of screen) and click the Help button for directions. If a Substitute Teacher does not have a SunGard login account, they must contact the IT Help desk at 547-HELP (547-4357). Information Technology will provide a login and password. It is the Substitute Teacher's responsibility to maintain their password in a current status to allow accessibility to SunGard BusinessPlus Employee Online.

In addition, it is up to each Substitute Teacher to ensure that their banking account information is current and accurate at all times. If a deposit is returned to St. Johns County School District due to incorrect account number, closed account, or incorrect routing number, there will be a \$2.50 charge to obtain a manual check from the Payroll Department.

With Direct Deposit, the Substitute Teacher will no longer receive a check stub in the mail, but can view their deposit advice online through SunGard BusinessPlus Employee Online. <https://bizplus.stjohns.k12.fl.us/ifas7/home/>



When a substitute teacher does not meet the 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. 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 Human Resources.

Helpful Teaching Tips



SUBSTITUTE TEACHING SPECIAL NEEDS CLASSROOM

You may see jobs listed with the following descriptions; varying exceptional teacher, paraprofessional exceptional student, self-care aide exceptional student education, teacher educable mentally handicap, emotional behavioral disability teacher and teacher pre-k varying exceptional. Some have called and asked about these assignments. Here are a few thoughts and pointers to take the fear out of substitute teaching in a special needs class. This may turn into one of the most rewarding positions you have ever accepted.

- Substitute teachers should carefully read instructions left by the classroom teacher, pertaining to special needs students in their classrooms. Schools will normally have learning resource teachers and teachers with special education backgrounds who can be consulted with regarding learning strategies for students with special needs. Substitute teachers should consult with the office staff at the beginning of the day regarding special needs student procedures.
- Special needs students will always be identified by an IEP, Individualized Education Program, along with learning and behavioral modifications.
- Students with special needs often require shorter learning assignments and frequently demonstrate a need for positive reinforcement within short periods of time. Depending upon the age of the student, the nature of the learning disability, and the student's behavioral progress, positive teacher reinforcement may be required every five to ten minutes or less.
- Many students with special needs have been subject to negative and physical events in their personal lives. As a result, some students may react with violent outbursts when touched, threatened, or interacted with in a negative manner. Students with special needs normally need to have positive behaviors strengthened therefore, extinction, "time-out" areas, and positive recognition are useful classroom management tools when working with this population.
- Students with special needs (depending on the nature of the disability) often require more frequent learning assistance from the teacher. The teacher's instructions need to be

simple, precise and clear when working with these students. It is advisable to have students repeat the instructions frequently, so the teacher can monitor the student's level of understanding.
From Pasadena School District~

LOCATION, LOCATION, LOCATION

We need you to add more schools, please call the substitute help desk (904) 547-7636. By expanding your schools, this increases the job opportunities you receive. If you do not have a specific school in your profile you will not be called for that school, nor can you view their jobs online in Smartfind.



The substitute office has noticed, many calls go out to unanswered telephones. The system can detect when a call is not answered, hung up, declined and reason for decline. One substitute indicated they have blocked the sub number from calling through. Please, if you are not available you can indicate that in your profile under the unavailability tab and this will prevent the system wasting time calling you. However, by doing this you will limit your offers of job opportunities.



BENCOR 401(a) FICA Alternative Plan (Plan) is a qualified retirement plan under Federal tax law that covers part-time, seasonal and temporary employees of the School District who are not covered by the Florida Retirement System. The Plan provides an alternative benefit to Social Security and exempts you from FICA (Social Security) payroll taxes. You continue to pay Medicare taxes on your wages. Enrollment in the Plan is automatic for every employee who works in a position covered by the Plan. Account access www.bencorplans.com or 1-888-258-3422 option 1