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GETTING STARTED FOR THE SCHOOL YEAR

1. **Learn How to Use Sub Search**

2. **Train your back-up person**

    My Back-up person is _____

    (***Prepare a copy of the manual for your administrator***)

3. **Attain Substitute Teacher Forms –** (i.e. Sub Slips, Check-in/out logs)

4. Prepare for the **School-Based Orientation** - **Procedures For New And Continuing Substitute Teachers**

5. **Substitute Teacher Folders and Substitute Information File**

    Each of your teachers should have a Substitute Teacher Folder that you keep in your files. You can prepare it in conjunction with the **Procedures for New and Continuing Substitute Teachers**. Please be aware that not all substitute teachers have been trained to be classroom teachers.

6. Create a **Substitute Sign-in Sheet** or use the printouts from your on-line access daily attendance information. The sign-in sheet should include:
    - Job Number
    - Teacher's Name
    - Date of Absence
    - Reason for Absence
    - Substitute's Name
    - Sub's SSN or Personnel #

7. Establish a **Check-out Procedure**

    When the job has ended the substitute should report to the office to sign out and receive a copy of the **Substitute Teacher Daily Attendance Sheet** and return any items given to them (i.e. keys, plan book, money collected).

8. Update your **Teacher Roster**

9. Update your **Priority List**

10. **Prepare a monthly report** of teacher absences for your principal/director from Sub Search Intranet Access ***semsntcp1/reports,*** instructions are on pgs. 19 - 22.

11. **Inservice your Teachers to Use Sub Search**:
    a) Distribute the Teachers Quick Reference Guide.
    b) Have teachers review their PIN and location in Sub Search.
    c) Provide them with a copy of the substitute priority list for your location.
    d) Inform teachers to report absences into Sub Search immediately.
    e) TDAs must be reported at least 3 days in advance.

Note: All teacher absences must be reported in Sub Search in order for the substitute teacher to be paid.

SUB CENTRAL CONTACT INFORMATION

Help Desk	754-321-2340
Fax #	754-321-2341
Sub Search	754-321-0050
E-mail	subcentral@browardschools.com

NEW! In an effort to help locations with their concerns or questions, we now have an email address which can be accessed by everyone in Sub Central. We know the phones can be extremely busy, especially in the beginning of the year, so the email is another way to contact us without having to wait on the phone. The staff will be responsible for responding to any emails in this mailbox on a daily basis.

SCHOOL BASED ORIENTATION

Effective immediately, these new procedures **must** be implemented at your location for all new and continuing substitute teachers.

1. The substitute teacher will report to the main office and check in with an assistant principal, the substitute coordinator or principal's designee. All substitute teachers who are new to your location must receive an overview of school policies and regulations.

2. The substitute coordinator or an assistant principal will prepare an orientation for substitute teachers informing them of classroom responsibilities, the schedule for lunch and special, a map of the school, a bell schedule, announcements, referral procedures, attendance procedures, emergency procedures and contacts, opening and closing of school procedures. The substitute teachers must sign the form titled **The Guidelines for Substitute Teachers** (located in the Sub Search Forms section), indicating that all pertinent information has been reviewed with them. This form should be placed in a file for all substitute teachers.

3. The principal's designee will review the absent teacher's schedule and verify that the substitute teacher is prepared for the assignment. Lesson plans must be available for the substitute teacher.

4. If the substitute teacher has not complied with his/her responsibilities, an administrator must discuss with the substitute teacher the areas of concern. Sub Central must be notified in writing if the administrator does not wish the substitute teacher to return to the location.

DISTRICT BASED ORIENTATION – SUB CENTRAL

Upon clearance, new and returning substitute teachers are required to attend an orientation provided by Sub Central. The orientations cover all aspects of employment with Broward County Public Schools. The following subjects are covered during this three hour orientation:

- Prof. Responsibilities
- Training
- Salary Schedules
- Payroll Processes
- Sub Search
- Code of Ethics
- Liability Laws
- School Safety /Security

NOTE: Due to Legislative mandate, these orientations can no longer be waived by a school. Every substitute must attend an orientation before substituting.

SUBSTITUTE TEACHER PROCEDURES

➢ **EMPLOYMENT CLEARANCE**

Any person wanting to become a substitute teacher must be cleared through Sub Central Clearance Procedures **before substituting**. (*This includes new applicants, non-reappointed teachers, retired teachers, teachers on leave, etc.*)

The Florida Legislature has mandated that districts provide training to new substitute teachers who do not have previous experience or training as a teacher or substitute. New substitute teachers **must** attend an orientation before being allowed to substitute teach. We will no longer be able to waive the orientations for new substitutes. New substitutes must also meet training requirements before substituting. Please refer to the Legislative Update form (a copy is in the Sub Central Forms section) which specifically lists all the requirements depending on the individual's previous experience and/or training. This form is part of the application package that the new substitutes will be filling out in order to clear.

Substitute teachers are processed **Monday through Friday 9:00 a.m. 4:00 p.m.** They must have a completed file in "CAFS" ("Y") or bring **all** of the following requirements ***in person*** to the Employment Center at the K.C. Wright Administration Center.

After the applicant has been processed he/she must attend one of the Substitute Teacher Orientations (Clearance Workshop) which are offered every other week. After the substitute has attended an orientation, the substitute is given his/her clearance form and entered into Sub Search.

➢ **REQUIREMENTS –** All the forms can be downloaded from www.browardschools.com/teacher.

- A completed application for an instructional position or a substitute teaching application.
- **Official** transcript(s) showing at least 60 credit hours earned.
- A completed Substitute Teaching Orientation/Training Form.
- A minimum of two (2) references, one must be from his/her current or most recent employer. References must be on our reference form or on company letterhead.
- **$70 money order** for fingerprinting, made payable to the *School Board of Broward County*.
- A copy of a valid State of Florida or Broward County Certificate. If they do not hold a valid certificate, they must purchase a Substitute Teacher Certificate with a **$20 money order** made payable to the *School Board of Broward County*.
- A picture ID and social security card with current name. We cannot process anyone without a social security card.

➢ SUBSTITUTE TEACHER RESPONSIBILITIES

Substitute teachers are <u>responsible</u> for:

… ensuring student safety. Never leave students unattended.

… following lesson plans left by the teacher. This will assure continuity of instruction for the students.

… maintaining accurate student attendance records.

… following school rules and regulations.

… leaving the classroom orderly and clean.

… enforcing student conduct and discipline codes.

… handling routine disciplinary problems, and contacting school administration if problem escalates.

… alerting appropriate personnel of any problems encountered.

… signing in and out with the sub contact at the school and obtaining a "receipt" for your work that day.

… performing any other duties as assigned by the school's principal (i.e. clerical work, cafeteria monitoring, etc.)

➢ WORK DAY

A substitute teacher is employed to teach up to 7 periods a day and remain at the school until the close of the regular school day or until released by a principal. A substitute teacher is paid based on the number of hours worked not the number of classes taught. If they are needed to cover a class during a teacher's planning period they are **not** to be paid an additional hour, it is part of their regular workday.

The school administrator has the option of reassigning the substitute's position upon arrival.

➢ SUBSTITUTE TEACHER EVALUATION

Evaluation is essential in order to maintain a roster of trained, effective substitute teachers. The principal or principal designee should evaluate substitute teachers that provide a **less than satisfactory performance** in the classroom.

If you place a substitute teacher on your "Do Not Use List", submit a **Substitute Teacher Evaluation Form** to Sub Central describing the circumstances. This is extremely important for situations involving ineffective classroom/behavioral management, and inappropriate behavior. The Sub Central administrator will follow up with a letter to substitute explaining the training options and ramifications of additional negative evaluations.

If the inappropriate behavior requires further action immediately contact the Professional Standards Department at 754-321-0725.

The Florida Legislature has mandated that an evaluation be completed on interim substitute teachers upon completion of their assignment. Please forward these evaluations to Sub Central. Please use the Substitute Teacher Evaluation Form located in the Forms section.

PAYROLL PROCEDURES

Regular day to day subs need to be added to your organizational unit in order for hours to be entered. Please follow the instructions for HOURLY RATE ASSIGNMENT CREATION, so that Sub Central can add your new subs to your organizational unit. You will use ZA71 to enter hours for these individuals. Please be aware of the time entry deadline to insure the timely processing of your substitute teachers. Do not hesitate to call Sub Central if the substitutes are not showing up on your org unit and the deadline is near. Please make sure that hourly rate assignments have been entered before you inquire with Sub Central.

In addition to regular day to day substitutes, your interim substitutes will also have time entered through ZA71. Interim sub positions are considered to be additional positions, not a primary position.

Pool substitute teachers will show up on PA61 for time entry, since this is their primary position. This is the only substitute which will be paid through this screen.

Instructions for both ZA71 and PA61 time entry are included in this manual.

➢ **SUBSTITUTE TEACHER HIRED IN A FULL-TIME POSITION**

If you hire a substitute teacher for a full-time position, his or her pay will be retroactive to the day they began as a substitute teacher. You must report this person in Sub Search and continue to pay him or her as a substitute teacher until cleared by Instructional Staffing.

➢ **SUPERINTENDENT'S SCHOOLS – STATUS**

If your location has changed status from a regular school to a Superintendent's School or vice versa, the position numbers we use to assign substitutes to your location change as well as pay rates. Sub Central sends out updated information to all active substitutes which lists the Superintendent's Schools and the appropriate position numbers.
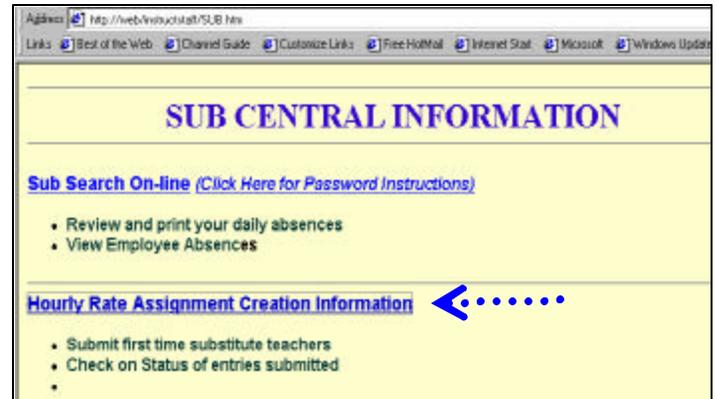
HOURLY RATE ASSIGNMENT CREATION

In order to enter hours for a substitute teacher, they must show up on the location's organizational unit. For this to happen, the substitute must be assigned to each individual location they work at. This process is initiated by each location creating an hourly rate assignment request for any new substitute that works at the school. The requests are then manually downloaded into a database and processed by Sub Central. The location can monitor the status of their requests and enter hours for the substitutes when they are added to their organizational unit.

> ## NEW HOURLY RATE ASSIGNMENT CREATION INSTRUCTIONS:

1. In order to create a new hourly rate assignment, access the Sub Coordinator website,
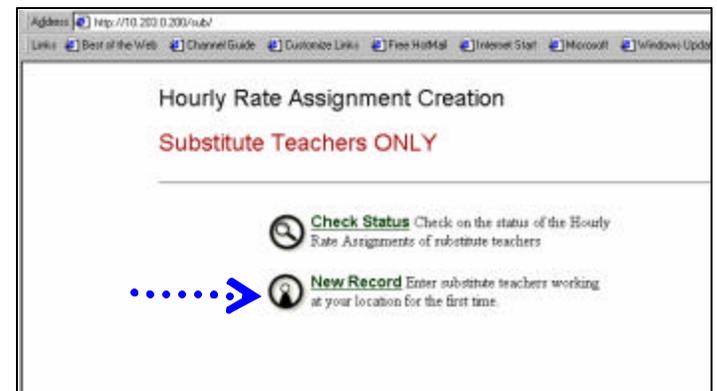   http://web/instructstaff/SUB.htm.

2. Click on HOURLY RATE ASSIGNMENT CREATION INFORMATION.

3. The HOURLY RATE ASSIGNMENT CREATION screen will then come up.

4. Click on NEW RECORD to begin entering your new subs.

5. The NEW RECORD screen will then come up. Each substitute must be entered individually. Fill in each field accurately, especially the substitute's social security number or personnel number. This information can either expedite the process if entered correctly or delay it if entered incorrectly or left blank.

6. Click on SUBMIT RECORD when all information is entered.

Sub Central takes each request and determines the substitute's appropriate pay rate, which depends on several factors, start date, and position number. This must all be determined before an hourly rate assignment can be entered into SAP to assign the substitute to the location's organizational unit.

➢ CHECKING THE STATUS OF HOURLY RATE ASSIGNMENT REQUESTS:

1. On the HOURLY RATE ASSIGNMENT CREATION screen click on CHECK STATUS.
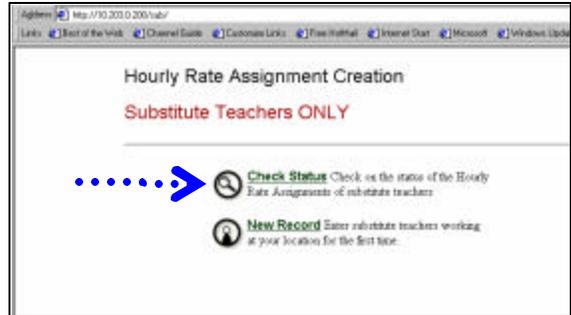
2. On the STATUS CHECK screen, enter the 4 digit location number and click on START SEARCH.

3. The SEARCH RESULTS screen will then come up. It lists all of the requests that have been entered for this location number. If the request does not show up on this list, it was not submitted properly. The request must be re-entered.

4. Locate the substitute's name on the list; they are sorted in alphabetical order.

5. Clicking on the location # will let you see the assignment's information.

6. The Status column indicates where the assignment is at that time. *NOTE: this is not in real time, meaning this does not automatically update when the assignment is entered. Sub Central must manually update the status field for each assignment. Please check SAP before calling Sub Central to insure the assignment has not been entered.*

   a. **"Received"** indicates the assignment has been received, but it is not being processed yet.
   b. **"Processing"** indicates the assignment may not have been completed yet, but it has been received.
   c. **"Entered in SAP"** means the assignment has been completed and the substitute should show up in the location's organizational unit.

INTERIM SUBSTITUTE TEACHERS

An interim substitute teacher is employed to take the place of a contracted teacher who is expected to return during the school year. To qualify as an interim substitute, the substitute must have at least a bachelor's degree and is expected to be in the position for at least 20 days. He or she does not have to be certified in the subject area they will be teaching.

An interim substitute may **not** be used in an unfilled or vacant position, unless your area superintendent approves it. If you hire a daily substitute for a full-time position, his or her pay will be retroactive to the first day that he or she began as a substitute in the vacant position.

Interim Substitutes are paid on the S1 (teacher) payroll schedule and the checks are sent to the school. The interim pay may begin on the first day that the substitute started, provided that the PAF was received in Sub Central in a timely manner.

➢ TO RECOMMEND AN INTERIM SUBSTITUTE

1. Submit a ZPAF using the following details (Instructions can be found on http://web/hrms):
   - ❑ **Action Type** – 90 (Hire an additional position)
   - ❑ **Action Reason** – 07 (Interim Substitute)
   - ❑ **Job Class #** - 080101
   - ❑ **End date** should be at least 20 days from the start date and no later than the end of the current school year.

2. Submit an Interim Substitute Recommendation Sheet, with the PAF # filled in and all appropriate approval signatures (area superintendent approval signature must be obtained on the Recommendation Sheet for vacant or unfilled positions), to Sub Central. PAFs will not be approved without a completed Recommendation Sheet. Sub Central will verify the recommended substitute's degree status. The PAF will be rejected if there aren't any official transcripts on file indicating a completed Bachelor's degree or higher. It will be the substitute's responsibility to verify their degree status.

3. Time entry for Interim Substitutes is done through ZA71.

➢ TO END AN INTERIM SUBSTITUTE POSITION

1. Submit a ZPAF using the following details (Instructions can be found on http://web/hrms):
   - ❑ **Action Type** – 91 (Delimit an additional position)
   - ❑ **Action Reason** – 04 (Completion of assignment)

2. Please notify Sub Central of any delimited interim substitute positions by faxing or emailing a staff member. These ZPAFs do not get routed to staffing but Sub Central and Sub Search need to be updated with this information.

3. If the interim substitute's performance was the reason for ending the position:
   - ➢ The interim substitute should be advised of their performance deficiencies.

   - ➢ A memo from the principal should be submitted to Sub Central indicating the reason for ending the position.

POOL SUBSTITUTES

A pool substitute is a board approved substitute teacher that reports to the same location each day and may have **a minimum of 180 student days of employment**. A pool substitute receives $12 per hour or $90 per day (based on a 7.5 hour day). Pool substitutes are only paid for days or hours worked. A pool substitute is not paid extra if he/she covers a class during the planning hour. The Board provides retirement, FICA and workers compensation benefits to pool substitutes.

Pool substitute positions need only be advertised for initial hire. A declaration of vacancy must be submitted to your Area Superintendent for their approval. Applicants are instructed to submit their resumes directly to the principal advertising the vacancy.

According to the pool substitute job description, all pool substitutes are required to attend the Substitute Teacher Training Workshop. The pool substitute will have (1) full year from the initial approval date to attend the training. If the training is not completed after one year he/she will not be eligible for a pool substitute position. **Experienced former Broward County teachers with satisfactory evaluations are exempt from the workshop requirement.** The *Pool Substitute Training Agreement* (*located in Sub Central Forms Section)* must be signed by the hired pool substitute and witnessed by the location's principal/director. The Pool Substitute Training Agreement must be submitted to Sub Central for final approval, please make sure the ZPAF# is notated in the space on the top of the form. Sub Central will not approve a ZPAF without receipt of the training agreement.

Note: A pool substitute cannot be used to replace a teacher in a vacant or unfilled position. This is against School Board Policy. A long term teacher's absence for 20 days or more must be replaced by an Interim Substitute.

➤ TO RECOMMEND A POOL SUBSTITUTE

1. Your location must have approval from your area superintendent to use pool substitutes.

2. Submit a ZPAF using the following details (instructions can be found on http://web/hrms):

   - ❑ **Action Type** - 02 (Reassignment/Transfer)
   - ❑ **Action Reason** - 20 (Reg sub to pool sub)
   - ❑ **Job Class** - #080800
   - ❑ **End Date** - 12/31/9999

3. Submit the **Pool Substitute Training Agreement** to Sub Central upon initial hiring with the ZPAF # filled in. Sub Central will verify the training status of the appointed employee.

4. An experienced former Broward County teacher must submit a copy of their last satisfactory evaluation attached to the agreement form and PAF. If an evaluation is not attached the waiver will not be approved.

➤ TO END A POOL SUBSTITUTE 'S JOB

1. Submit the ZPAF using (Instructions can be found on http://web/hrms):
   - ❑ **Action Type** - 02 (Reassignment/Transfer)
   - ❑ **Action Reason** - 21 (pool sub to reg sub)
   - ❑ **Use Position #** - 80000191

2. If the pool substitute's performance was the reason for ending the position:

- ❑ The pool sub should be advised of their performance deficiencies by an administrator.
- ❑ A memo from the principal should be submitted to Sub Central indicating the reason for ending the position.

➤ PAYROLL

Once the ZPAF has been approved, your pool substitute will appear in your organizational unit. Their hours should be entered through PA61. If for any reason the pool substitute is not to be paid the $12.00 hourly rate, follow the procedures for ending the pool sub position and reassigning them to a regular sub position.

➤ AUTOMATIC ASSIGNMENT PROCEDURES

Sub Central will setup the pool subs on "Automatic Assignment" for the location. Sub Search will then automatically assign the pool substitute(s) to the first absence"(s) reported into Sub Search for the location. Automatic Assignment is not applicable when reporting a vacancy; the pool substitute must be **assigned** by following procedures for reporting an absence on pages X thru X.

In order to guarantee that pool substitutes are assigned each day, instruct your teachers to follow procedures for Reporting an Absence for an Employee (page X). At **Step # 8,** when Sub Search says, *"Would you like to request a particular substitute? Press 1 for yes, press 3 for no,"* **it is essential that the teacher press number 3.** When number 3 is pressed Sub Search will then say, *"This absence is being assigned to a permanent substitute."* Once the number of teachers at a school who call in exceeds the number of pool subs assigned to your school, Sub Search will then begin calling other substitutes as needed, first from your school's priority calling list and then from the general substitute pool. The pool substitute may call into Sub Search anytime to review who he/she has been assigned to for the day.

NOTE: To request that your pool sub __not__ be placed on Automatic Assignment, submit a written explanation from your principal to the Sub Central Administrator (i.e. Autistic Cluster Program).

INTRODUCTION TO SUB SEARCH

The Substitute Employee Management System (SEMS), "SUB SEARCH", is an automated voice response system that allows teachers or school administrators to report absences. The system is available 24 hours a day, 7 days a week and absences may be reported up to 180 days in advance of the absence. The system allows:

- Schools to review absences
- Teachers to report absences and prearrange their own substitutes if the school allows, and
- Substitutes can call into Sub Search to hear a listing of available jobs.

➢ APPROVED SUBSTITUTES

All substitutes listed in Sub Search are approved to substitute teach for the current school year. Many substitutes are removed throughout the school year; therefore, to ensure that you are using a board approved substitute, be sure the substitute has been sent from Sub Search or their name was accepted in Sub Search. A new substitute teacher who has cleared should have a copy of their clearance form.

➢ WHICH ABSENCES TO REPORT

Failure to report substitute teachers into Sub Search will result in them not being paid. The reporting system Broward County uses is Sub Search; therefore, teachers are responsible for entering their own absences into Sub Search. A teacher is not required to secure his or her own substitute; however, the option to prearrange a specific substitute is available.

- All teacher absences must be reported into Sub Search even those **not** requiring a substitute teacher.

- All substitute teachers used at your location must be reported into Sub Search prior to the substitute reporting for the assignment.

- Teacher absences that have been prearranged with a substitute teacher must be reported into Sub Search.

- Teacher applicants being used in unfilled/vacant positions and waiting for final full-time clearance must be reported into Sub Search using the vacancy option.

- Substitutes called to cover for a teacher who went home unexpectedly during the day.

➢ WHO SUB SEARCH CONTACTS

You control which substitute is selected to work at your site by maintaining and updating your priority list throughout the school year. Sub Search will select the best available substitute for each teaching assignment based on your priority lists. Sub Search's calling procedures are flexible and may be adjusted to meet the individual needs of your school. For example, you may establish substitute priority calling lists for the

different academic classifications from which substitutes will be called prior to searching from your overall preferred list. You can have a list of substitutes who are "not to be called." Teachers can have their own individual "Do Not Use List."

If Sub Search has exhausted calling substitutes from your priority list it will call substitutes from the general pool who have requested to work at your location.

Substitute teachers do not have to wait for the system to call them, they may call Sub Search to review and accept jobs at any time. Sub Search calls substitute teachers during the following times:

DAYS	AM CALL OUT	PM CALL OUT
Monday - Friday	5:30 - 11:30	5:00 - 10:30
Weekends/Holidays		5:00 - 10:30

➢ **JOB NUMBER**

After a teacher has successfully reported an absence Sub Search will issue a job number. When a substitute accepts the assignment the substitute will be given a job number which will match the absent teacher's. If two substitutes report for an assignment, the substitute listed in Sub Search will be paid for the day's assignment.

➢ **AVAILABLE SUBSTITUTES**

Sub Search assures that substitutes are called only when they are available. If a substitute has an assignment at another school, they will not be called for an assignment at your location. Also, substitutes may call into Sub Search and make themselves unavailable for a period of time.

➢ **JOB CANCELLATIONS**

It is extremely important to cancel job assignments as soon as possible to avoid having substitutes show up at the school for jobs that are no longer available. The school will be responsible for either finding another assignment for the substitute at the school or paying for the duration of the original job they were assigned to. Substitutes are instructed to call Sub Search and confirm their jobs before they leave for any assignment. If the job is cancelled in time, the substitute will be aware of the change and will not make an unnecessary trip. Also, keep in mind that substitutes are not available to accept other jobs if they are already assigned to a job, so if an assignment is not cancelled, they are not able to accept another position.

It is the teacher's responsibility to contact the substitute if they cancel a job assignment as soon as possible.

➢ **NO SHOWS**

Please use the Substitute Teacher **No Show Notification Form** to let Sub Central know when a substitute does not show up for an assignment. Not showing up for an assignment is considered a negative evaluation and is followed up by the Sub Central administrator.

NAVIGATING SUB SEARCH

In the Forms section of this manual there are three separate Quick Reference Guides for Sub Search. One is for the Sub Coordinators (Schools), one is for the teachers (Employees) and one is for the substitutes. These guides will help the user navigate the automated system with easy to follow instructions.

➢ PERSONAL IDENTIFICATION NUMBER (PIN)

To access Sub Search you will need a touch tone telephone and your locations Personal Identification Number (PIN). Your PIN is your four digit location number followed by two zeroes. After you enter your PIN into Sub Search you will hear the **opening menu**.

Opening Menu
Press 1 to report an absence
Press 2 to report multiple absences for the same time period
Press 3 to review, cancel or modify jobs
Press 4 to record an announcement
Press 5 to review or modify priority lists
Press 7 to report a vacancy (*NOT for interim substitute positions)*
Press 9 to exit

Note: A vacancy can be reported for a pool substitute only in a rover position.

➢ REPORTING AN ABSENCE

All teacher absences and substitutes must be reported into the system. If the substitute teacher is not reported into the system, he or she will not be paid.

Substitute teachers must be entered into Sub Search prior to reporting for the assignment. If a teacher unexpectedly leaves for the day, you have to personally call a substitute teacher, then enter the absence into the system.

Teachers are responsible for reporting their own absences. If you are reporting an absence for a teacher, you will use the absentee's social security number, not their PIN. After you have reported an absence Sub Search will assign a job number to the absence.

If you have a Pool Substitute at you location *see section Pool Substitutes.*

➢ REQUESTING OR PREARRANGING A SPECIFIC SUBSTITUTE

Teachers and Sub Coordinators may request or prearrange specific substitutes for absences. <u>If you want Sub Search to contact the requested substitute for a confirmation, the absence must be reported **5 days** prior to the start date. Sub Search will contact the general pool to fill the absence, the specified option will be bypassed.</u> You will need the substitute's phone number to enter him or her into Sub Search. Prearranging a substitute teacher can be done anytime.

If you allow your teachers to prearrange or request substitute teachers, be sure they understand how to use this option. If two substitutes report for an assignment, the substitute listed in Sub Search will be paid for the day's assignment.

➢ REASONS FOR ABSENCE

The following is the listing of reasons for teacher's absences. The correct reason must be used. If the reason changes after you have reported the absence, you will need to call Sub Search and Press 3 from your opening menu to modify the absence.

1. Personal Illness
2. Military Reason
3. TDA – Staff Development
4. Personal Reason
5. TDA – Release Time- Duties with students
6. Family Illness
7. Jury Duty/ Official Duty
8. Vacant Position (Only to be used if reporting a vacancy)
9. Interim Substitute (Only to be used by interim substitutes)
10. Code 10 Leave/Unpaid Leave
11. Family Leave
12. Medical Leave
13. Board Approved Leave (Personal or Maternity)
14. Workers Compensation
15. Vacation Time (Clerical use only)
16. Year Round School Off Track or Summer School
17. TDA – Department Chair Release Time or other school duties away from students
18. TDA- Union requests for duties away from classroom
19. TDA – District requests for duties away from classroom

➢ REVIEW, CANCEL OR MODIFY YOUR JOBS

Each day it is your responsibility to obtain the absence information for the day and prepare the appropriate paper work. You can access this information by calling Sub Search or access it on-line through your terminal at your location. (See Webcenter Instructions)

When you call in to review an absence, Sub Search will give you the job information and tell you if a substitute has been secured.

No Substitute Secured
If Sub Search has not yet secured a substitute teacher the system will say "No substitute has been assigned." and will continue calling subs until 11:30 a.m. If you fill the absence in-house contact Sub Central. Sub Central will stop Sub Search from calling substitutes.

Sub Central is monitoring these absences; therefore, it is not necessary to call Sub Central unless you personally secure a substitute. If you secure a substitute call Sub Central with their name and social security number or his or her phone number.

If you do not call Sub Central and Sub Search secures a substitute, you will be responsible for paying for the substitute sent by Sub Search.

Teachers and substitute coordinators can cancel absences. Substitute teachers can cancel assignments. If the absence has begun, only the sub coordinator or Sub Central can cancel the job.

After an absence has been entered you may modify the following:

Start Date   End Date   Reason for Absence
Start Time   End Time

➢ RECORD ANNOUNCEMENTS

This feature allows you to record an announcement that will be played to your location's employees when they call Sub Search, and to substitutes who hear your job information.

REMEMBER!! Sub Search plays this message until you erase it!

➢ VACANT OR UNFILLED POSITION

This feature allows you to request a substitute even though no employee is absent. You will need the three-digit classification code of their subject or work assignment. See the forms section in your manual for the curriculum listing.

This feature is not to be used when reporting a job for an interim substitute. A teacher's absence requiring an interim substitute must be reported using the Absentee's SSN.

"Automatic Assignment" of Pool Substitutes does not work when reporting a vacancy, the pool substitute must be **assigned** by following the normal procedures for reporting an absence on pages 10 thru 12. Only report a pool sub vacancy for a Rover position.

TROUBLE SHOOTING SUB SEARCH

PROBLEM	POSSIBLE REASON	POSSIBLE SOLUTION
• Sub Search repeats different name than expected when phone number is entered	• Two people with the same phone number live in the same location	• Try the same number with a 1 after the 7 digit phone number
• Sub Search says, "The Sub is Invalid"	• Entering the wrong phone number • Sub does not have a PIN • Not an approved substitute	• Check number • Call help desk
• Sub Search says, "Sub is unavailable"	• Sub has another job • Sub has blocked out the day • Sub has entered unavailable date range • Sub is on School's Do Not Use List	• Call help desk
• Sub Search says, "Absence previously reported"	• One or all the days have been reported	• Review the absence and modify the dates. Modify the end date first. • Cancel the previously reported absence and report again

PRIORITY LISTS

You control who reports to your school by maintaining and updating your priority list. You can create or add a new list or maintain your current lists. A substitute may be on more than one list. At any time you may call Sub Central to request a hard copy of your priority list.To update or create a priority list you will need the substitute's phone number and the number of the list you want to modify. Types of lists:

> ➢ 099 = Preferred List
> ➢ 090 = Do not Use
> ➢ Subject List = refer to the Subject/Curriculum Listing in the Sub Search Forms section.

099 – "PREFERRED" LIST

You may at any time place a substitute teacher on your location's "Preferred" list. Substitutes on this list are contacted by Sub Search first to fill your location's absences. The system will contact them in order of their level, so you can control who gets called and in what order. It is important to maintain updated lists.

090 – "DO NOT USE" LIST

You may at any time place a substitute teacher on your location's "Do Not Use" list. Sub Search will not contact these substitutes for absences at your location. In order to properly document the reason for the substitute's placement on this list please use the following codes when entering the level:

    100 – Not a good match for school
    200 – Tardiness
    300 – Cancellations
    400 – No Shows (Complete No Show Notification Form & send to Sub Central)
    500 – Classroom Mgmt
    600 – Behavioral Mgmt
    700 – Inappropriate Behavior

Please use the **Substitute Teacher Evaluation Form** to document any placements on your "Do Not Use List," except for the No Shows which are documented on a No Show Notification Form. Several incidents have arisen due to lack of documentation previously required to place a substitute on this list. In order to properly document a substitute's performance please submit the evaluations to Sub Central on a timely basis. Sub Central will be responsible for placing the individual on your location's "Do Not Use" list and following up with the substitute, if necessary. If a substitute questions his/her placement on a location's list, Sub Central will provide them with the substantiating documentation.

By coding and documenting the substitute's placement on the "Do Not Use" list, disciplinary and/or training needs can be determined. Trends can be easily detected and actions can be taken more efficiently.

PREFERRED BY SUBJECT" LIST

Sub Search allows you to create an individual subject or grade level priority list. Creating specialized lists will enable Sub Search to find you the most qualified substitute for each position. For example, if you have a substitute who is better qualified to teach Music, then you would want to put him or her on the Music Preferred list. When a Music teacher is absent: Sub-Search will first call each person on the Music list, followed by the Preferred list (099) and lastly the general pool to secure a substitute.

TEACHER ROSTER

Throughout the school year, it is your responsibility to update and maintain your school teacher roster. Your roster includes:

1) Your complete instructional staff.
2) Other members of your staff who require a substitute teacher when they are absent.
3) Classification or subject taught. If the classification number is not correct refer to the curriculum listing located in the forms section of this manual.
   a) Three subject areas may be listed for each teacher.
4) The track number will be listed if a year round school.

*Before the school year begins you will have an opportunity to update your teacher roster with all new or removed instructional staff. Please make all necessary changes and submit completed rosters to Sub Central no later than **10 days** after current school year begins. **Only** Teacher Data Sheets will be accepted after 10 days.*

➢ SHARING A TEACHER WITH ANOTHER LOCATION

If you share a teacher with another location both locations will be listed in the teacher's profile. The home school is responsible for notifying Sub Central. A Teacher Data Sheet needs to be filled with both locations name and schedule. The teacher will have to register for two PINs, one for each location. When Sub Search plays the job for the substitute, they will hear which location to report to, the time and the date of the assignment.

➢ TEACHER LESS THAN 100%

If a teacher is employed less than 100% notify Sub Central of the days or hours the teacher works using the Teacher Data Sheet. The substitute will be told the hours of the assignment.

➢ TEACHER DATA SHEET

Use the Teacher Data Sheet, located in the forms section of your manual, to inform Sub Central of a new teacher, change of subject, removing a teacher, etc. Use this form for shared teachers and less than 100% teachers. You may use the Teacher Roster Additions/Modification form to add, delete or change several teachers with one form, instead of filling out individual teacher data sheets. Please Pony these forms to Sub Central, faxes can be difficult to read.

➢ TEACHER TRANSFERS

If a teacher transfers to your location, you must submit the change of information to Sub Central on a Teacher Data Sheet. If the teacher reports an absence and their location has not been switched, the substitute will report to the listed location and you will be responsible for paying the substitute.

NOTE: When a teacher transfers their PIN number transfers with them.

WEBCENTER ACCESS

If you are downloaded this from the Sub Coordinator Website, this section must be printed out separately. You must print out the WebCenter Instructions also located on the website.

SUMMER SCHOOL PROCEDURES

The ***Automated Substitute Search System***, Sub Search, will be utilized for the summer term. **All** absences requiring a substitute teacher **must be** reported into Sub Search. This includes contracted teachers being used as substitutes and substitutes who have been prearranged. If you do not report your summer substitutes in Sub Search, they will not be paid.

The system works the same as it does during the regular school year. The substitute teacher coordinator has the instructions regarding how to use Sub Search. If the coordinator is not working during summer term, they should forward their Administrator Quick Reference Instructions for Sub Search and the locations *PIN* number to the appropriate person and have them contact Sub Central.

➤ APPROVED SUBSTITUTE TEACHERS FOR SUMMER TERM

1) Contracted Teachers: Continuing Contract (CC),
   Professional Services Contract (PSC)
2) **Re-appointed** Annual Contract Teachers (AC)
3) Board Approved Substitute Teachers

If a contracted teacher or re-appointed teacher is interested in substitute teaching during the summer term, they will need to complete a **SUMMER TERM SUBSTITUTE TEACHER APPLICATION** and pony it to Sub Central.

After the form has been received, Sub Central will enter the teacher into Sub Search as a summer substitute. The teacher will need to call Sub Search to record their name and to receive their **substitute** Personal Identification Number (PIN). (This PIN will be different than their PIN as a teacher.) Instructions on how to use Sub Search as a substitute teacher are available with the substitute coordinator.

➤ SALARY/PAYROLL

Contracted teachers who substitute teach during the summer term will be paid $10.67 per hour. Board approved substitutes will be paid according to the substitute teacher salary schedule.

- Locations must report substitute teacher hours in SAP on ZA71.
- If a substitute teacher does not appear in your Organization Unit, make sure to submit a 554 Hourly Rate Assignment on-line from ***web/instructstaff/sub***.
  Indicate 554 Hourly Rate Assignment request for contracted teachers or teacher aide/asst. (**Summer Only)** *on-line*.

➤ TEACHER ROSTER

If you hire a teacher for summer term who **does not** teach at your location during the regular school year, complete **SUMMER TERM TEACHER ROSTER ADDITIONS** form and send it to Sub Central. Sub Central will update Sub Search and temporarily **re-assign** the teacher to your location for the summer term. The teacher will use their **same** PIN which they received when they originally registered in Sub Search.

NOTE: If Sub Central is not informed of these roster additions, Sub Search will instruct the substitute to report to the summer teacher's home school and your location will be responsible for paying the substitute.

➢ **INTERIM SUBSTITUTE TEACHERS**

If there are no more certified teachers in the "Summer CAFS" database who have applied to your location, you may recommend an interim substitute to fill the position. The interim substitute must have a Bachelor's degree, be an approved substitute teacher for summer term, and be eligible to work the full term, first term or last term. An interim substitute is paid the hourly rate of a beginning teacher with no experience ($22.25/hour). Interim substitutes are not eligible to receive benefits.

If the interim substitute is an approved substitute, create a ZPAF on-line in SAP and forward the **SUMMER TERM INTERIM SUBSTITUTE RECOMMENDATION FORM** to Sub Central with the created PAF# on the form.

Interim substitutes are added in Sub Search as teachers. They need to call Sub Search to register as a *teacher* and receive a teacher PIN.

NOTE: This *PIN* will be different from their substitute *PIN*.

If the interim teacher needs a substitute, he/she will call Sub Search using their **teacher PIN** to report their absence. Instructions to use Sub Search as a teacher are available with the substitute coordinator at each location.

SUB SEARCH INSTRUCTIONS - SUMMER

For Teachers Working As Summer Substitutes

To be eligible you must complete a *Summer Term Substitute Teacher Application,* and return it to Sub Central before you can begin to work as a summer substitute. The Substitute Teacher Coordinator at each location has been provided with all the appropriate forms.

➢ Register For Your Summer Substitute Personal Identification Number (PIN)

1) Using a touch tone telephone, call Substitute Search 754-321-0050.
2) When Sub Search answers, press the star (∗) key.
3) **Press 1** when the system says, "Press 1 if you are calling as a Substitute...."
4) When asked, enter your Social Security Number.
5) You will be asked to record your name. Record your first and last name.
6) Sub Search will assign you a computer generated **substitute** PIN.
7) Sub Search will then confirm your phone number, (xxx)xxx-xxxx.

My Summer Substitute Teacher PIN is: _____

> ### Your Substitute *PIN* Will Be
> ### <u>Different</u> Than Your Teacher *PIN*

After you have registered, you may then call into the system to receive jobs or the system may call you with an assignment. Please be sure to listen to the prompts and press the appropriate keys.

> All your summer substitute assignments **MUST** be reported into Sub Search in order to be paid in a timely manner!

When You Call Into Sub Search, You May:

Press: 1)   **Change your phone number**
This option will allow you to change the phone number the system dials to contact you. *If your phone number has a Broward County area code, make sure your area code is included.*

3)   **Hear open jobs**
This option allows you to call in and listen to open jobs   needing a substitute teacher.

5)   **Review/Cancel jobs**
This option allows you to call and confirm jobs you have accepted or prearranged. This option also is used to cancel any of your current accepted jobs.

7)   **Set Unavailability Dates**
This option allows you to block out date(s) you will not be available to substitute teach.

When Sub Search Calls You, You May:

| TIMES SUB SEARCH CALLS |
|:---:|
| **Monday thru Friday** |
| 5:30am - 11:30am and 5:30pm - 10:30pm |
| **Saturday and Sunday** |
| 5:30pm - 10:30pm |

1. **Listen to the job information and press the appropriate option.**

2. **Press the star (*) key then press 1 to make the system wait for you to enter your pin number.** The system will wait two minutes for you to enter your PIN.

3. **Do Not Disturb** - The person who answers the phone, presses the star (*) key then selects 3. (The system will not   offer the Job to you neither resume calling until after your selected *Do Not Disturb* time.)

Sub Coordinator

MANUAL

Revised 04-05

Substitute Teachers

Bridge the Gap

For Our Students and Teachers
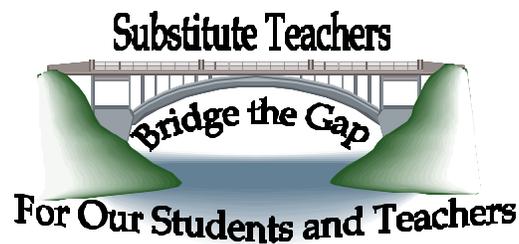
Broward County Public Schools
Transforming Education One Student at a Time

Sub Central Forms

- ☺ Quick Reference Guide – Schools (Blue Paper)
- ☺ Quick Reference Guide – Teachers (Purple Paper)
- ☺ Quick Reference Guide – Substitutes (Pink Paper)
- ☺ Interim Substitute Recommendation Form
- ☺ Pool Substitute Training Agreement Form
- ☺ Teacher Data Sheet
- ☺ Teacher Roster Additions/Modifications
- ☺ Substitute Teacher No Show Notification
- ☺ Principal Request for Substitute Teacher Clearance
- ☺ Substitute Teacher Evaluation
- ☺ Time Entry Instructions – PA61
- ☺ Time Entry Instructions – ZA71
- ☺ Guidelines for Substitute Teachers
- ☺ Sub Search Subject/Grade Listing
- ☺ Super Session Substitute Applications – Year Round Schools
- ☺ Summer Term Forms
    - o Substitute Teacher Application – Teachers
    - o Substitute Teacher Application – Teacher Assts/Aids
    - o Teacher Roster Additions
    - o Summer Interim Substitute Recommendation
    - o Schedule Update – Summer only
    - o Sub Search Instructions – Summer only