



# **Substitute Teacher Handbook**

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## **We are an Equal Opportunity Employer**

The Sunnyvale School District prohibits discrimination, harassment, intimidation, and bullying, including discrimination against an individual or group, on the basis of actual or perceived ancestry, color, national origin, sex (including sexual harassment), age, religion, gender, sexual orientation, gender expression, gender identity, actual or potential marital or parental status, pregnancy, actual or potential family status, physical or mental disability, nationality, race or ethnicity, ethnic group identification, medical condition; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Please address concerns to Dr. Michael Gallagher, Title IX Compliance Officer (for employees) - 819 W. Iowa Avenue, Sunnyvale, CA 94086 | [\(408\) 522-8200](tel:4085228200) | [michael.gallagher@sesd.org](mailto:michael.gallagher@sesd.org).





Welcome to the Sunnyvale School District! We appreciate having you in our classrooms where we aim to build on each child's individual strengths and learning styles. We provide a well-rounded education that focuses on our students' needs, both academic and social-emotional.

### **Our Mission**

Sunnyvale School District provides every student with a strong foundation of academic, behavioral, and social-emotional skills to prepare them for success in a diverse, challenging and changing world.

### **Our Team**

The Sunnyvale School District team includes 943 highly qualified educators, administrators and support staff whose primary goal is to enable the approximately 6,800 students enrolled in our schools to achieve academic success. Our district has experienced steady enrollment over the past few years, and this trend is expected to continue for the foreseeable future.

Our district is comprised of eight elementary schools serving students in pre-school through fifth grade and two middle schools serving students in sixth through eighth grade. About two-thirds of the K-8 students who live in the City of Sunnyvale are within the boundaries of the Sunnyvale School District. Sunnyvale is located in the northwestern section of Santa Clara County, the heart of the Silicon Valley.



### **State and National Awards**

The Sunnyvale School District is proud to have earned a number of state and national awards for our program, including National Blue Ribbon Schools, which recognizes schools throughout the country that display either dramatic improvement or high levels of performance, and California Distinguished Schools, which honor exemplary and inspiring public schools that have demonstrated significant gains in narrowing the achievement gap.

## **Responsibilities of the Substitute Teacher**

- 1) Be professional and dress professionally.
- 2) Be positive and respectful at all times.
- 3) Upon arrival, check in at the school's front office to collect keys, yard duty assignments, lesson plans, class lists, teacher's special instructions and substitute teacher folder and other important information.
- 4) Check the teacher's mailbox for information pertaining to the day's activities. If you do not know where the teacher mailboxes are located, you may ask the front office staff for assistance.
- 5) The substitute teacher is expected to assume duties assigned to the regular teacher, including yard and bus duties and other duties assigned by the principal.



- 6) If lesson plans are given from the regular teacher, they are expected to be carried out to the best of your abilities. If you have questions, ask an administrator or another teacher from the same grade level or subject area.

- 7) The substitute teacher should expect the same quality of work and citizenship from the students as a regular teacher.
- 8) Before students leave, find and collect all materials and books, review the day's key concepts, have students write down any homework, and have students clean up while you supervise.
- 9) Please correct as many papers/assignments left by the regular teacher as you can throughout the day.
- 10) At the end of the day, leave a summary telling the teacher how the day went, student needs, parents who need to talk, plans that were substituted and why, etc. If more of an explanation is needed, you can leave your email address.
- 11) The principal and /or assistant principal of the school are always ready to assist you with your assignment. It is important that you get acquainted with the staff, the school site, and the program in order to be effective in your assignment.
- 12) Remember- we want you to make our student and their welfare your first concern. **Never leave the students unsupervised.**
- 13) Computers are not for personal use. They are to be used solely for educational purposes related to your assignment.
- 14) When substituting on early release days (elementary only), the expectation is to remain on campus until the end of your assignment.
- 15) When accepting a position at the middle schools you may be asked to work during a prep hour for another teacher.

## **Online Renewal of Teaching Credential or 30-Day Substitute Teaching Permit**



If you are renewing a teaching credential or emergency 30-day substitute permit you may renew online at the California Commission on Teacher Credentialing website, [www.ctc.ca.gov/credentials](http://www.ctc.ca.gov/credentials) Please make sure you list Santa Clara County as your county of employment when renewing online. If you need further assistance please contact the county directly.

- Phone: (916) 322-4974, Option 1 - (M-F 12:30 PM to 4:30 PM)

[credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)

## **Tuberculin (TB) Renewal**

The California Education Code requires that any person working in a school district have a valid tuberculin test result (with the last 60 days) on file. This result must be updated every four years. The guest teacher obtains a skin test record or x-ray at his/her expense.



# SmartFind Express

(Automated sub system)

Sunnyvale School District uses an automated substitute calling system (SmartFind Express). All assignments must be given by the automated system, and must include a job number. Upon arrival at a school site, give your job number to the school administrative assistant.

It is your responsibility to review your accepted jobs on a regular basis to check for any cancellations. If you receive a call for an assignment on a day that you previously had an assignment, this would be your indication that the previous assignment had been canceled.

- SmartFind Express may be accessed by calling:  
**1 (408) 215-1925**
- Or on the web at:

<https://sunnyvale.eschoolsolutions.com>

For call out times, please refer to your substitute quick reference card.





**SUNNYVALE**  
SCHOOL DISTRICT

SUNNYVALE SCHOOL DISTRICT

Welcome to SmartFind Express!

The phone number to Smart Find is (408) 215-1925. Your connection to SmartFind Express will timeout after 20 minutes of inactivity. If you have any questions, please contact Eileen Conway at (408) 522-8200 ext. 1063, or [eileen.conway@sesd.org](mailto:eileen.conway@sesd.org)



**eSchool**  
SOLUTIONS

SmartFind Express<sup>SM</sup>

A PeopleAdmin Solution

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User ID

Password

☐ I'm not a robot

 Submit

[Trouble signing in?](#)

  
Privacy - Terms

## **Pay Periods**

Paychecks may be picked up at the district office on pay day between 9:00 a.m. and 2:30 p.m. All paychecks that are not picked up by 2:30 p.m. on payday are automatically entered into the mail.

You may refer to the payroll schedule that was given to you for pay periods and deadlines.

We highly encourage anyone subbing for Sunnyvale School District to sign up for direct deposit. You can do this by providing a voided check and completing a Direct Deposit Authorization Agreement with our Human Resources Department.

## **Compensation**

'Full day compensation' is considered when the assignment is more than four (4) hours (for example, 7:30 a.m. to 11:31 a.m. or 11:35 a.m. to 4:00 p.m.). 'Half day compensation' is considered when the assignment is four (4) hours or less (for example 7:30 a.m. to 11:25 a.m. or 12:00 p.m. to 4:00 p.m.).

The rates of compensation for all substitute teachers are determined annually by the Board of Education.

For current rates of pay please visit the Sunnyvale School District website, <https://www.sesd.org/Page/723>

## **Paid Sick Leave for Substitutes**

Any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such employee may begin to use accrued paid sick days on the 90<sup>th</sup> day of his/her employment, after which he/she may use the sick days as they are accrued. The employee may accrue up to 24 hours per year. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to:

- 1) The diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or his/her family member.
- 2) Need of the employee to obtain or seek any relief or medical attention for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking.

The Payroll Department will send out monthly sick leave balance sheets to all employees who have met eligibility.

## **Contact Information**

### **School Site Information:**

#### **Bishop Elementary**

450 N. Sunnyvale Ave 94085

408-522-8229

#### **Cherry Chase Elementary**

1138 Heatherstone Way 94087

408-522-8241

#### **Columbia Middle**

739 Morse Ave 94085

408-522-8247

#### **Cumberland Elementary**

824 Cumberland Drive 94087

408-522-8255

#### **Ellis Elementary**

550 E. Olive Ave 94086

408-522-8260

#### **Fairwood Explorer**

1110 Fairwood Ave 94089

408-523-4870

#### **Lakewood Elementary**

750 Lakechime Drive 94089

408-522-8272

#### **San Miguel Elementary**

777 San Miguel Ave 94085

408-522-8278

**Sunnyvale Middle**

1080 Mango Ave 94087  
408-522-8288

**Vargas Elementary**

1054 Carson Drive 94086  
408-522-8267

**District Office Information:****Sunnyvale School District Office**

819 West Iowa Ave. 94086  
408-522-8200

**Eileen Conway** – HR/Staff Secretary

eileen.conway@sesd.org  
408-522-8200 x1063

**Christina Hill**– Payroll

christina.hill@sesd.org  
408-522-8200 x1052

**Susann Chavez** – Benefits

susann.chavez@sesd.org  
408-522-8200 x1066

**Michael Gallagher** - Deputy Superintendent, Human Resources

michael.gallagher@sesd.org

**Mary Loya** - Confidential Personnel Analyst, HR

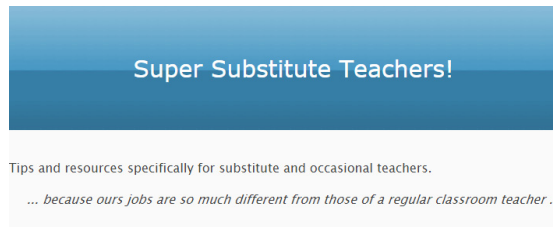
mary.loya@sesd.org

**Rocio Romo-Koo** - Confidential Personnel Analyst, HR

rocio.romo@sesd.org

## Building Your 'Tool Kit', Substitute Teacher Resources!

Please feel free to visit and explore the sites provided for teacher resources. Find lesson plans, tips, ideas, advice, and more!



<http://www.supersubstituteteachers.com/index.htm>



<https://www.teacherspayteachers.com/>



<https://www.teachervision.com/>



<http://www.scholastic.com/teachers/>

## Thank you!

We recognize the challenge of your assignments and appreciate the energy and skills you put forth to make our schools run smoothly. We hope your experiences as a substitute teacher in the Sunnyvale School District will be rewarding and enjoyable.

The Sunnyvale School District thanks you for your service and being a part of our community.

