



Substitute Employee Quick Reference Guide

District Message: Welcome to another exciting year! You are a vital part of our district and we value your contributions. Thank you for your service to our district and our students.

District Mission Statement: *EDUCATE CHILDREN*

Substitute Responsibilities:

- Please dress appropriately.
- Please wear the ID badge you have been provided with to identify you as a substitute for the Riverview School District.
- Please only accept a position if you can work the entire shift. Many critical duties occur at the beginning of the shift or near the end of the shift and the school is counting on you to be there.
- Please be on time!! Report to work per the start time listed in Substitute Online. Go directly to the school office and sign in on the Daily Sign In form. The school secretary will provide certificated substitutes with classroom keys, the absent teacher's substitute folder containing seating chart information, lesson plan location, etc; while classified substitutes will be provided with a detailed schedule of duties/responsibilities of the day.
- At the end of the day, please leave a succinct review of the day's activities for the teacher. Be sure to indicate portions of the lesson plan which may not have been completed. Mention individual students who were particularly helpful; list any problems that may have occurred. Leave the classroom in good order.

Suggestions: There may be times when students are working independently – please use this time to circulate throughout the classroom and interact with the students. Do not engage in personal tasks such as reading, making personal telephone calls or texting, using the Internet for personal use.

Confidentiality: Confidentiality is not only a legal responsibility, it is essential for the protection of students and families. Discussing school matters outside of school should be avoided. If there is a serious concern, school administrators need to be notified immediately. Information must only be released on a "Need to Know for Educational Reasons" basis. Whenever you talk about a student you need to ask yourself first, "Does this person need to know this information? Will this information help this person work with this student? Will releasing this information help this student?"

Payroll: The Riverview School District is pleased to pay substitutes on a twice a month pay schedule:

Work performed between the 1st and 15th of any month is paid at the end of that month.

Work performed between the 16th and the end of the month is paid on the 15th of the following month.

Direct deposit is a mandatory condition of employment. Please be sure to keep the payroll office informed of any banking changes.

Certificated substitutes are paid \$165.00 per 7.0 hour day and \$160.00 per 7.0 hour a day for District retirees. If a shift is less than 7.0 hours, the hourly rate for certificated subbing is \$23.571/hour.

Classified substitutes are paid at step 1 of the Public School Employees salary schedule, based on the position they sub in. Questions regarding payroll issues contact Cindy Sage at (425) 844-4513.

Fingerprint Reimbursement: The district will track substitute hours worked and will reimburse fingerprint fees after 72 hours of paid substitute work. The reimbursement will come to you through Accounts Payable in a payment separate from your regular substitute payroll. For questions regarding fingerprint reimbursement, please contact Cindy Sage at (425) 844-4513.

Adverse Weather: Emergencies such as snow, ice, power outages, and floods alter school and bus transportation schedules. During inclement weather, check the district website at www.rsd407.org for the most current information or listen to local radio or television channels between 5:00 a.m. and 8:30 a.m. for school closure or delay information.

Additional Information: Additional information may be found in the Substitute Handbook located on the District website at www.rsd407.org under District Departments / Human Resources / Substitute Information.

Substitute Online: www.substituteonline.com

Contact Us:

Cindy Sage, Payroll & Benefits Coordinator

(425) 844-4513 sagec@rsd407.org

Stacy Cook, HR Specialist

(425) 844-4500 cooks@rsd407.org

Donna Reier, HR Coordinator

(425) 844-4506 reierd@rsd407.org

Tracy Graves, AM Substitute Dispatcher

(425) 844-4950 gravest@rsd407.org

Directions for Supporting Substitutes Using Digital Lesson Resources:

1. Log in to the computer with the **Riverview Substitute Login**
 - Username: rsdsub
 - Password: \$ub1234
2. Go to the particular school's **Public Staff Folder** by following the path below:
 - Locate the School Resource Folder on the Desktop of the computer (these folders are shortcuts on the desktop of the substitute log in)
 - Inside that folder, locate the **SUBSTITUTE LESSONS AND INFORMATION** folder
 - Locate the particular filenames directed by the teacher

Special Note: If you are experiencing projection issues use Window + P

If you need to switch between projection the computer's screen and the document camera throughout the day, press the **SOURCE BUTTON** on the base of the document camera.