



SUBstantial News



St. Johns County School District
DECEMBER 2019

“Develop a passion for learning. If you do, you will never cease to grow.”
~Anthony J. D’Angelo



On November 12, 2019, our School Board Members approved a \$3.00 increase for Substitute Teachers. We are very excited the hourly rate of pay is now **\$15.00**. This was effective on the November 26th paycheck.



LONG TERM SUB REQUIREMENTS

We lowered the requirement to earn long term sub pay of \$20.00 hour, from 12 weeks to **8 weeks**. Substitute Teachers engaged in a continuous position for a Teacher or Associate Teacher in the same school and same class are considered a long term sub after 8 weeks or more. Long term subs should be a certified educator in Florida or certifiable. A certifiable substitute has a bachelor’s degree or higher in the area they are instructing (i.e. Elementary Education degree for Elementary grade levels).

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 every 5 years. 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 log in for SunGard Business Plus system. You can email, Julie.Vogel@stjohns.k12.fl.us to receive the directions. If direct deposit is not set up, a paper check is mailed on pay date.

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*Current substitute teachers **MUST** sub a minimum of **15 days** during the 2019-2020 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.***

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.

Dates to Remember

- Jan 3 Teacher Planning Day
- Jan 6 School Resumes
- Jan 20 M. L. King Day No School
- Jan 31 Teacher Inservice Day No School
- Feb 17 Presidents Day No School
- Mar 13 Teacher Planning Day/ Student Holiday
- Mar 16-20 Spring Break No School
- Apr 10 & 13 Student/Teacher Holiday
- May 25 Memorial Day Holiday
- May 27 Last Day of School



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/sungard/> The points you earn can be accumulated and held until certification renewal period. You can use your regular SunGard Business Plus 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 or 547-7614. When you are ready to renew your Florida Educator teacher certification please contact certification for assistance with the application at (904) 547-7511 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.



DRESS CODE

Please adhere to a professional dress code. Many schools do not allow their teachers to wear JEANS to school. You need to be sure you look professional when you are subbing in the classroom. You are the guest teacher for the day, and you need to establish yourself as an authority figure in the classroom. Jeans, flip flops, tank top, and shorts are not professional dress. Always ask the Sub Coordinator before wearing jeans.



HANDS OFF

Please remember to keep hands off students. Unfortunately we live in a society where innocent gestures can be misconstrued. You cannot anticipate either the reaction or interpretation of the student or their parent. Don't put yourself at risk.

The **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 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. If you have questions about your plan dial 866-296-9712 for customer service.



SOCIAL MEDIA

Personal Social Media use is a **non-work-related** social media activity. In order to maintain a professional and appropriate relationship with students, SJCS D employees should not communicate with students who are currently enrolled in a school on personal social media sites. Also, your twitter, Facebook, or any other social media site should not reflect your employment status. This is for your safety and the student's safety in our schools.

Please do not use your cell phone during instructional time while you are substitute teaching. You can use your cell phone during your designated lunch break. Using your cell phone during instructional time may result in a “Do Not Call” from the school.



You may have noticed the silver **“Preferred Substitute Teacher”** badges being worn by some of our substitutes. This recognition celebrates substitutes who work more than “100” days in the previous school year. Who knows, you may be one of our celebrated subs next summer to receive a badge for days worked this school year!

CLASSROOM MANAGEMENT TIPS FROM STEDI.org

As a substitute teacher you are expected to teach the material as outlined in the permanent teacher's lesson plans. However, sometimes the instructions are nonspecific and leave you wondering, “How should I do that?”

Following are some suggestions that could be used when the lesson plans say to review for a test without outlining any specific review activities.

- Have students predict possible quiz or test questions. Spend the last part of class discussing and answering the questions that students came up with.
- Have students write down three difficult questions and their answers from the review material. Then call on individual students to read aloud one of their questions and try to “stump” their classmates.
- Play a memory, matching, bingo or tic-tac-toe game.
- Have students review their notes and make a list of key words and terms.
- Have students create a graphic organizer such as a concept map, outline, or Venn diagram of the test information.
- Have students make flashcards to review facts or definitions.
- Think, pair and share. Give students five minutes to write down five to ten things they know about the material covered without opening their books or using notes. Pair students and have them compare and share their list with their partners. Have students remain in pairs and use their textbooks and notes to add to their lists.