

The Subway

Volume 2, Issue 1

September 2017

Great News! The VUSD School Board unanimously approved an increase in all substitute's daily rate of pay on August 30th. The new daily rate is now \$120. Long Term pay starts now after the 10th consecutive day in the same assignment at \$139.

Vision

Our vision in Vista Unified is to be the model of educational excellence and innovation.

Mission

The purpose of Vista Unified School District is to inspire every student to persevere as a critical thinker who collaborates to solve real world problems.

VUSD Values

RESPECT - treating all with dignity

TRUST - having confidence that every decision focuses on the best interests of all students.

COLLABORATION - working in a collective partnership with clear two-way dialogue that builds relationships among home, school and the community.

Welcome Back

Dear Substitute Teachers,

Welcome back to all new and returning substitute teachers to VUSD! The Subway is a monthly newsletter for all of our substitute teachers. We hope that you find useful information that will support all of your work with students, faculty, and the community.

The work that you do for our students is greatly appreciated! As a substitute teacher, you make a significant difference for every student by being resourceful, flexible, and patient. By following lesson plans, building effective working relationships, and providing seamless, consistent instruction, you are providing a most valuable service to everyone in VUSD. We appreciate your hard work and the care that you provide students every day.

As we progress through our new school year, I would encourage everyone to give feedback regarding support or training that you might need. We will be offering after school Professional Development (PD) opportunities which are specifically designed for you throughout the year.

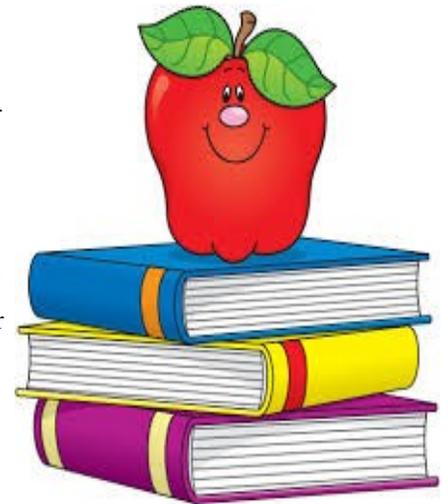
If you have any substitute PD topics in which you are interested in receiving training or would like to see in our monthly newsletter, please send me an email:

racheldambroso@vistausd.org

Your feedback is important to us regarding PD topics or anything related to substitute teaching in VUSD. I hope that you continue to have a great start to the school year. We appreciate the work you are doing as a valued substitute teacher in VUSD.

Please look for The Subway at the start of every month.

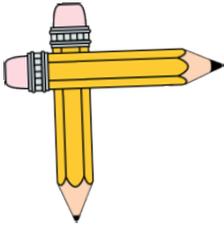
Rachel D'Ambrosio
Director of Human Relations and Certificated Personnel



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Having a Successful Day



*“Educating the mind
without educating the
heart is no education
at all.”*

— Aristotle

Substitute teaching is a unique and difficult job. Although the classroom can be unpredictable, there are some things you can do to increase the likelihood of it being a great day.

Arrive to school at least 30 minutes before students arrive. Arriving early to your substitute teaching job will allow time to review lesson plans and gather the necessary items you will need. Find location of the classroom, staff lounge, and bathroom facilities

Assemble a SubPack. A SubPack is a bag of resources that you can take with you to each substitute teaching job. The items that should be included in a SubPack might include: filler activities in case the lesson plan doesn't take the whole time, a basic first aid kit, medical gloves, tickets to hand out to those students who are on task, etc.

Show the students that you are a professional by greeting them at the door and directing them to a

starter activity. A starter activity is an activity that each student can work on individually for about five minutes. You might have them write about their weekend, tell you about their best friend, or maybe the permanent teacher already has a starter activity planned. It is very important to get students on task immediately.

Follow the lesson plan. Follow the lesson plan. Follow the lesson plan. Did I mention to follow the lesson plan?

Professional Development

There will be three Professional Development (PD) sessions this year. All sessions will be held in the evenings from 4:00 - 7:30 p.m. in the VUSD District Office Board Room. Participants will be compensated at the half-day substitute rate. Our first session will be “Supporting Students with Educational Technology” and is scheduled for October 9th from 4:00—7:30 p.m. Mr.

Dan Brown and Mr. Marc Schroeder, both Technology Resource Teachers, will provide support and guidance to your work with students in the area of technology. This will be a hands-on workshop that will give you time to explore the various learning programs that VUSD students access for learning. These programs are updated each year with varying requirements for use.

Please don't miss this valuable information. This session will be limited to 30 participants. After the first 30, we will create a waiting list. All substitute teachers will receive an email with instructions for this session's registration. At the end of this PD session, we will be requesting feedback on the PD content as well as feedback for content of future PD sessions.



SUBSTITUTE PLACEMENT INFORMATION SYSTEM (SMARTFIND EXPRESS) - Updating your Profile

Please be sure to update personal information as needed. If you have any questions on using the SmartFind Express, please contact Laura Lemly:

lauralemly@vistausd.org

(760)726-2170, ext. 92207

To Update Information on SmartFind Express please:

Sign In:

Open your browser and access the SmartFind Express Sign in page. Enter your Access ID and PIN.

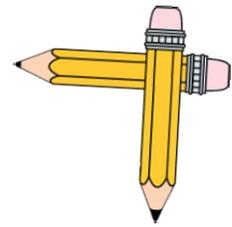
Updating Your Profile:

Information—Review your profile status and address information

Update Email—Enter or change your email address.

Callback Number—View or update your callback number. Please specify a Do Not Call time.

Change Password: Enter your current PIN followed by a new PIN twice and then click Save.



Building Relationships With the Students

According to Bowers (2016), professional, or great substitutes take their jobs seriously by building positive relationships, dressing for success, and smiling. Listed are some specific things you can do in building positive relationships. The professional substitute builds a positive relationship with the students in the classroom. In order to RELATE to students, the professional substitute:

RESPECTS the dignity of the Student,
EXPLAINS who he/she is,
LISTENS to what the student is really saying,
ASKS questions for Clarification,
Tries to be FLEXIBLE, and
EMPATHIZES with the stress that accompanies change in the classroom.



Reference

Bowers, T. (2016, October). From survive to thrive: What great substitute teachers do Differently. Retrieved from http://www.worthington.k12.oh.us/cms/lib02/OH01001900/Centricity/Domain/57/hr_ebook.pdf

The Subway Challenge

Here are a few questions regarding substitute procedures. Let's see how you do. The answers are on the next page.

1. *How many hours constitute a half day assignment? How many hours constitute a full day assignment?*
2. *How do I renew my credential?*
3. *Why do I have to do the mandated reporter training every year?*
4. *How many days of sick leave do I get?*



September 4,
2017

VUSD Beliefs

We believe that...

All students have a unique capacity to learn.

Risk taking, effort and perseverance lead to excellence and innovation.

Individuals learn and work best in a safe, nurturing environment.

We're on the web!

vistausd.org

Facebook: VUSD Human Relations

Twitter: @vUSDhr

Instagram: vistaunifiedsd

Vista Unified School District
1234 Arcadia
Vista, California 92084

Important Vista Unified School District Phone Numbers

District Office Main Line:

(760) 726-2170

HR Department Fax:

(760) 631-4537

Benefits, ext. 92206

Human Relations, ext. 92200

Payroll, ext. 92602

Substitute Desk, ext. 92207

Sub system by phone (760) 726-1379

SFE on the web:

<https://vistausd.eschoolsolutions.com>

Subway Challenge: Answers

How did you do?

1. A full day substitute teaching assignment is 4 or more hours a day. Anything less than 4 hours constitutes a half day assignment.
2. Renew your credential at www.ctc.ca.gov. Once you are at the site, you will click on the following buttons: renew your document, renew your document online, and create user Id and password. You will then be able to click on the appropriate credential available for renewal.
3. All employees, both certificated and classified, are required to complete a mandated reporter training each year.
4. You will receive 3 paid sick days a year. Please call to cancel any sub job as soon as you know that you are unable to teach due to an illness.

Tips from the Principal

Here are a few tips for having a successful day from two site principals.

- Arrive on time
- Please follow the lesson plans. Teachers have timelines for presenting curriculum. When lessons are skipped even for a day it can put everyone behind.
- Please follow the school's expectations as best you can. A school's culture will often be reflected around the room in the morning pledge and classroom rules.
- Be prepared with additional materials just in case you have a few extra minutes such as transition tricks, games and books, and brain break ideas
- Check immediately for bus or playground duty and report if needed.
- Be aware of student needs such as medications, special services, etc. The teacher will leave notes regarding students that may need special attention.
- Follow bell schedules for recess and lunches. Please pick up students on time.



Sandra Ceja, Principal at Foothill Oak Elementary
Lori Higley, Principal at Breeze Hill Elementary