



INDEPENDENT
SCHOOL DISTRICT # 318

**Guest
Teacher
Information**

WELCOME

This information is presented to you as a guide for guest teaching in Independent School District #318.

Independent School District #318 recognizes guest teachers as a valuable asset to the educational process. Each time you enter a classroom to teach, you are responsible for the most important resource we have in this district—our children. Thank you!

QUALIFICATIONS AND REQUIREMENTS

1. A guest teacher must have a valid current Minnesota teaching license.

To obtain licensure contact:

Minnesota Professional Educator Licensing and Standards Board

<https://mn.gov/pelsb/aspiring-educators/>

It is the guest teacher's responsibility to maintain a valid teaching license and to file each renewed license with the Frontline Absence Management system Administrator, Holly Christenson: hchristenson@isd318.org

If your license is expired your name will be taken off of the guest teacher system until a current license is obtained.

2. Completing an online employment application needs to be completed in order for the school district to consider and individual for guest teaching. Online applications are available at <http://www.applitrack.com/iasc/onlineapp/>.
3. Employment forms, including a background check, will need to be completed prior to finalizing the set up process for the guest teacher system. A picture ID (such as a driver's license) and a social security card are required identification documents. Minnesota law requires a background check be conducted for all prospective employees (including guest teachers) of public school districts. An online background check process will be emailed to you at the address used on the application for employment. The processing charge of \$20.00 will need to be paid by applicant as a part of the Minnesota background check. Additional fees will be applied for background checks in other states of previous residence.

When the orientation and employment paperwork have been successfully completed the guest teacher will be added on the automated guest teacher calling system (Frontline Absence Management system).

PROFESSIONAL ETHICS

A guest teacher may have access to student records and reports. These should be handled with extreme care as student records are considered private data under the MN Data Privacy Act. All such materials must be handled in a confidential manner.

Guest teachers should also protect information other than records or reports about students obtained during their course of employment. Discussion about a particular student or students with anyone other than those who have a legal right to be informed about the student is a direct violation of expected confidentiality.

As a guest teacher, you will be exposed to many styles of teaching. It is important for the guest teacher to make an effort to follow the programming provided by the classroom teacher and to maintain a schedule defined by the absent classroom teacher.

Guest teachers need to maintain a professional level of conduct in each teaching situation. Be careful and mindful not to speak critically about a school teacher or student at any time whether within the school building or otherwise. Remember, the building principal is the person to hear any concerns you may have.

Guest teaching is 'At Will' employment. This means the guest teacher or the district may end the active employment status at any time, for any reason. Guest teachers are provided the opportunity to select specific locations within the school district they wish to sub in. The district also has the opportunity to limit or remove various locations within the school district for subbing. The district and/or the guest teacher may determine to limit the locations within the school district or to limit the scope of subject areas in order to maintain the highest level of successful guest teaching experiences.

CALLING PROCEDURES

The need for a guest teacher arises when a teacher will be absent on a day the students are in attendance. The need for a guest teacher is to be identified and filled with as much advance notice as possible. Guest teachers may accept open subbing positions online or on the phone as soon as they become visible. Teachers may also pre-arrange with the guest teacher and assign them to the absence.

The Frontline Absence Management system will ONLY CALL the *preferred guest teacher* for that teacher on the evening the absence was first entered on the system. After that point...the system will ONLY CALL *available guest teachers* **IF** the job has not been filled prior to 48 hours before the start of the absence.

It is important for guest teachers to actively seek available positions rather than waiting for the phone to ring. Teacher absences can be available on the Frontline Absence Management system up to a year before the actual absence.

Guest teachers will normally be called the evening before (4-10 pm) to fill a vacancy that remains unfilled within 48 hours of the start time of the job.

On the morning of an unfilled absence – the Frontline Absence Management system will begin calling guest teachers at 5:45 a.m. to find one for THAT DAY. The phone ONLY rings in the morning for jobs needing to be filled THAT DAY. If you are available to sub on this day but would not be able to make it to the school building at the identified start time...TAKE the job and call the building secretary to let her know you have accepted the position and will be there at a later time. The school would greatly appreciate you being there for a portion of the day rather than having the vacancy unfilled for the entire day.

Take note of the specifics pertaining to each subbing assignment including the school, the grade and/or subject, and the name of the teacher who will be absent.

HOW GUEST TEACHERS ARE ASSIGNED

Once a guest teacher is added to the district guest teacher list, their name will be entered in the Frontline Absence Management System. Frontline Absence Management is an automated system that allows teachers to enter their absence in a system in order for guest teacher placement. Guest teachers can actively search available assignments anytime they wish either by calling the toll-free number or by logging on to the Frontline Absence Management system website. The Frontline Absence Management system will also call guest teachers based on preference listed managed by the district. **TIP: *The Frontline Absence Management system does not call often, and you will not want to rely on a phone call to obtain guest teacher assignments. Guest teachers who are proactive in searching for assignments and those who are placed on teacher preference lists will generally get assignments more often.***

Once your information has been entered in the Frontline Absence Management system we will keep an up-to-date list of available guest teachers. Teachers, authorized building secretaries, and administrators may request any appropriately qualified guest teacher from the authorized list. If the teacher or school does not make a specific request for a guest teacher, the Frontline Absence Management system will seek qualified guest teachers from the authorized list. If the assignment is last minute, the Frontline Absence Management system will begin to call guest teachers in random order. **TIP: *The Frontline Absence Management system knows which guest teachers accept assignments and which frequently turn down assignments. Those guest teachers who accept assignments are automatically moved to the top of the call list.***

UNAVAILABILITY FOR WORK

If guest teachers are unavailable for work for a particular day or a period of time, they are asked to log into the Frontline Absence Management system and record Non-Work Days. This will prevent a teacher or administrator or the Frontline Absence Management system from trying to contact you when you are not available.

A guest teacher who becomes ill immediately before an assignment should call the secretary at the building they are scheduled to sub at. Please be sure to provide the following information: your name, school you were to sub at, teacher you were to sub for and grade level/assignment. For a list of school contact information, click [HERE](#).

hereA guest teacher falling ill while at the school on an assignment must contact the principal's secretary for permission to leave so that the safety of the pupils can be ensured.

EMERGENCY CLOSINGS

Every attempt will be made to place a Frontline Absence Management system alert on the Frontline Absence Management system website any morning when school is cancelled or if the school will start late due to weather conditions. Other notifications or school cancellations or late starts will also be broadcast on local radio and TV stations.

It is the responsibility of the guest teacher to be aware of school delays or closing notices on days when they are assigned to work. Guest teachers will not receive compensation on a cancelled school day.

PROCEDURES FOR THE DAY

Unless you receive a later morning call, you are expected to arrive at your assigned school at the time designated on the assignment. Beginning and end times are noted on the job information both on the phone and internet. Upon arrival in the building you should sign in with the principal's secretary. This is where you will receive materials which will further inform you about your assignment for that day.

Teachers will leave lesson plans for the guest teacher to follow. Teachers often communicate via email or the Frontline Absence Management system about their lesson plans or will leave them on the desk in the classroom. If you do not receive lesson plans, contact the building principal immediately. Knowing that this situation does occasionally occur, the district encourages guest teachers to bring along an age-appropriate teaching item such as a book to read or an online educational website to access so that a rewarding and productive day is possible for themselves and the students.

Other than the duty free lunch period, unscheduled time should be used for student supervision, grading papers, preparing materials, or doing other needed tasks. Unless directed to do otherwise, save the graded papers for the teacher to see upon his/her return to school. Guest teachers may be called upon to cover another classroom during the scheduled prep time period as this is a part of the duty day.

If you have any questions/problems, ask a neighboring teacher or the building principal.

IN THE CLASSROOM

Hopefully, most or all of the information needed to carry on the regular classroom program will be available to you when you arrive at your teaching assignment. We request that you follow lesson plans or specific teacher instructions as closely as possible. Any portion of the lesson plans that were not conducted should be explained in a note to the teacher. This allows the teacher the opportunity to cover the missed topic/project in a future class period.

There are other things you will want to know: seating charts, special schedules, a list of student helpers and their assignments; lunch/recess schedule; bell schedule; bus schedule; special seating for assemblies; fire and civil defense drill information, and instructions to follow in case of accident or illness of pupils. Be aware some rules and procedures will vary from building to building such as whether or not to walk students to/from special classes (music, phy ed, etc).

A dignified, businesslike, sensitive, warm and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become a major discipline problem and/or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to help resolve the problems. In all normal teaching situations, the guest teacher is expected to be able to handle the routine discipline problems and any other normal behavior that is exhibited by students.

SCHOOL POLICIES

These policies are general, but very important. They do pertain to all buildings.

Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.

All money collected in the classroom for any reason should be removed from the classroom at the end of the teaching day and turned into the Principal's Office.

If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the Principal's Office and alert the office. Under no circumstances should a child be released without permission of the principal.

Order and control should be maintained within the classroom, hallways, and playground or in any area of the school. Techniques other than shouting should be used. Again, if you are having problems, notify the principal.

All cases of accident or illness are to be reported immediately to the school office. No medicine is to be administered to students. You are responsible for learning about emergency procedures in each building where you teach.

Information concerning students, which may be confidential in nature, should be kept confidential by the guest teacher.

AT THE END OF THE DAY

When you leave your classroom at the end of the scheduled assignment, please see that it is in order and that all windows are closed.

When you have completed your work, check out with the principal's secretary. Report anything that happened during the scheduled assignment that the principal should know.

At the end of your assignment, be sure to leave a report for the regular teacher. Let the teacher know what portions of the lesson plans were covered, any homework assigned, any discipline

problems encountered, and notations regarding any variation from the lesson plans of the regular teacher. Positive statements concerning students or the entire class are important as well.

GENERAL EMPLOYMENT INFORMATION

Once you have been hired as a guest teacher and have worked in the district in that capacity, you will remain on the list from school year to school year until either you notify the district to remove your name or the district determines the need to remove your name. A current, valid Minnesota teaching license must be maintained.

Guest teachers are paid on the 15th and last business day of the month by each district the guest teacher has worked in. Payroll checks are directly deposited into the account specified by the guest teacher. There are no fringe benefits other than TRA contributions for guest teachers. Most districts pay time worked the 1st through the 15th at the end of the month, and time worked the 16th through the end of the month on the following 15th of the month. A schedule of each payroll cutoff date is available on the school district website. <https://www.isd318.org/domain/67>

Social Security (FICA) and teacher retirement (TRA) are withheld from the guest teacher's salary as well as federal and state withholding depending on earnings and number of exemptions claimed.

Worker's Compensation. Any employee (including guest teachers) who are injured must report the accident to the building principal and complete the reporting paperwork.

The Human Resources office may be contacted if you have questions about your employment as a guest teacher in ISD #318. 218.327.5708

ISD #318 GUEST TEACHER PAY RATES AND SALARY INFORMATION

Full Day (7.5 hours) - \$105.00

Full day guest teacher rate of pay is based on the completion of a full day (7.5 hours) assignment.

Half Day Minimum (up to 3.75 hours) - \$52.50

A half day (3.75 hours) minimum pay has been established for guest teachers. If the guest teacher completes an assignment of less than 3.75 hours they will be compensated at the minimum half day rate of \$52.50.

Between Half and Full Day - Time assigned and completed beyond the half day will be paid on a prorated basis. For example: A guest teacher assigned and completing 4.5 hours of duty will receive payment for 60% of the full day rate of pay, or \$63.00.

Commitment Bonus - Guest teachers will be eligible to receive a commitment bonus of \$10.00 per full day worked (\$5.00 per half day) if they provide services on at least 100 of the school

days in a school calendar year (up to \$1720 per year) in participating districts. Payment will be made on the last day of June.

Retired Guest Teachers - Guest teachers who are retired from a career in teaching and provide proof of teacher retirement status will be compensated at a rate of \$125.00 per day. (Prorated for partial days.)

Long Term Guest Teacher Rates

Long term guest teacher positions of 11-30 consecutive days for the same teacher will be paid at the rate of \$120 per full assigned/completed day.

Long term guest teacher positions of 31+ consecutive days for the same teacher will be paid at the ISD #318 BA-Step 1 of the teacher contracted rate per full assigned/completed day.

Note: Guest teachers with 'Short Call Guest Teacher' licenses are not eligible to work more than 15 consecutive days for the same teacher. As such, those individuals will not be eligible for the 31+ consecutive day rate of pay.

Contact the ISD #318 payroll department if you have payroll questions. 218.327.5790

OTHER PERTINENT POLICIES

Non-Discrimination Policy

It is the policy of the School Board of District #318 that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status with regards to public assistance, age or disability be excluded from participating in, be denied the benefits of, or be otherwise subject to discrimination under any educational program or in employment, promotion, transfer of recruitment, consideration or selection; whether full time under any education program or activity by the district.

Tobacco Free School

Independent School District #318 provides a tobacco free environment for its students, staff and citizens.

Drug and Alcohol Use

Independent School District #318 forbids the use of drugs and/or alcohol on school grounds and at school sponsored activities by students, staff and citizens. Extensive policies exist explaining enforcement and discipline procedures and are available on the school district website or at any of the principal's offices or in the Superintendent's office.

Harassment and Violence Policy

Independent School District #318 believes that religious, racial or sexual harassment and violence is inappropriate in schools and workplaces.

All policies can be accessed on the district website at www.isd318.org

Specifically, you are required to read the following policies in their entirety which should be accessed using the following link <https://www.isd318.org/Page/184>

ISD #318 Annual Notifications for Employees

Annual HIPPA Notice, Asbestos Notification, Bloodborne Pathogen Information

Bully Policy, Chemical Use and Abuse, Data Privacy and Confidentiality (Staff) Data Privacy and Confidentiality (Students), Drug Free Workplace/Drug Free School

Harassment, Indoor Air Quality, Internet Acceptable Use and Safety Policy

Maltreatment of Minors and Vulnerable Adults Policy, Pesticide Notification

Title IX Affirmative Action / Human Rights Policy

Student Health Training for ISD 318 Employees, EPI Pen Video

Equal Opportunity Employer