



**GUEST TEACHER HANDBOOK**  
**2016-2017**



Welcome to Page Unified School District #8!

Thank you for your interest in being a Guest Teacher for our school district. We hope that you will find how great it is to be a Guest Teacher. You will have great flexibility in your schedule and you are more than welcome to choose where you would like to work. Most of all, you will be able to help the school district continue the education to our students.

If you need any assistance, our office is open Monday-Friday,  
7:30AM-4:30PM

We are very happy and excited that you have decided to be a Guest Teacher for our school district.

Thank you and we wish you the best this coming school year!

Sincerely,

Mariah DeJolie  
Guest Teacher Coordinator

**Robert Varner**  
Superintendent

**Gwen Lasslo**  
Human Resources Director  
glasslo@pageud.k12.az.us

**Mariah DeJolie**  
Guest Teacher Coordinator  
(928) 608-4101  
Guest Teacher Cell: (928)612-8270  
mdejolie@pageud.k12.az.us

**Aesop Substitute Hotline**  
1-800-942-3767  
[www.frontlinek12.com](http://www.frontlinek12.com)

**Michelle Pugh**  
Administrative Assistant  
Desert View Intermediate  
(928) 608-4137

**Lori Wilson**  
Administrative Assistant  
Page Middle School  
(928) 608-4306

**Crystal Andrews**  
Administrative Assistant  
Lake View Primary  
(928) 608-4202

**Kendra Childs**  
Administrative Assistant  
Page High School  
(928) 608-4133

## General Contact Information

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### Lake View Primary

1801 N. Navajo  
(928) 608-4202

*Cathy Erickson, Principal*

### Desert View Intermediate

462 South Lake Powell Blvd.  
(928) 608-4156

*Rich Van Nostrand, Principal*

### Page Middle School

101 El Mirage  
(928) 608-4300

*Ray Webb, Principal*  
*Stephanie Hansen, Asst. Principal*

### Page High School

434 Lake Powell Blvd.  
(928) 608-4138

*Greg Stanfield, Principal*  
*Kendra Tate, Assistant Principal*  
*Ryan Tkalcevic, Assistant  
Principal/Athletic Director*

Arizona Department of Education ..... (800) 352-4558  
[www.ade.az.gov](http://www.ade.az.gov)

Arizona Department of Public Safety..... (602) 223-2000  
[www.azdps.gov](http://www.azdps.gov)

Human Resources..... (928) 608-4101

Payroll.....(928) 608-4163

Any additional questions, please call the Guest Teacher Coordinator  
at ext. 4101.

# **Page Unified School District #8**

**Providing Arizona's Greatest Education by Working Together to Improve Student Achievement**

## **Mission Statement:**

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**The mission of the Page Unified School District is to provide each student with a challenging academic education in a caring and safe environment.**

## **Vision Statement:**

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**A focused commitment to Providing Arizona's Greatest Education.**

## **Belief Statements:**

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1. "Students First" is the guiding principle for every decision.
2. The Arizona State Standards directs Page Unified School District curriculum and instruction.
3. All students can learn and are held to high expectations.
4. Parental involvement is important in improving student achievement.
5. Communication between the community and the school is essential.
6. A highly trained and caring staff will have a positive impact in every child's life.
7. All students are expected to become responsible and productive citizens who will develop into lifelong learners.

## **Guest Teacher Requirements**

- Guest Teachers must hold a valid Arizona teaching, Substitute Certificate or an Emergency Substitute certificate
- Guest Teachers must hold a valid fingerprint card or IVP fingerprint card (if issued after January 2008) from the Arizona Department of Public Safety
- Guest Teachers must attend the training at the beginning of the year in order to be eligible to accept assignments
- It is the Guest Teacher's responsibility to make sure they provide Page Unified School District a copy of his/her certificate and fingerprint clearance card
  - The original certificate must also be turned in to us so that we can send it to Coconino County to stamp for payroll purposes.

## **Arizona Department of Education** Certification Unit

### **Substitute Certificate: Grades K-12**

1. The certificate is valid for six years and is renewable by reapplication
2. Certificate entitles the holder to be a Guest Teacher in the temporary absence of a regular contract teacher.
3. An individual who holds a valid Arizona Teaching or Administrator certificate shall not be required to hold a Substitute certificate to be employed as a Guest Teacher.
4. The individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to 120 days of teaching in the same school each school year.
5. The requirements for initial and reissuance are:
  - A Bachelor's degree from an accredited institution. Official transcript(s) required.
  - A photocopy of your valid Arizona **IVP** fingerprint card

## **Emergency Substitute Certificate: Grades K-12**

1. The certificate is valid for one school year or part thereof and expires on the following July 1<sup>st</sup>.
2. The certificate entitles the holder to guest teach only in the district that verifies an emergency employment situation exists and in the temporary absence of a regular contract teacher.
3. The individual holding only an emergency substitute certificate shall not be assigned a contract teaching position and shall be limited to 120 days of teaching per school year.

### **The requirements for initial issuance are:**

1. High school diploma, General Education Diploma or Associate's Degree
2. A verification from the school district superintendent that an emergency employment need exists
3. Valid fingerprint clearance card

### **The requirements for each reissuance:**

1. Two semester hours of academic courses. District in-service programs designed for professional development may substitute for academic courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director. Individuals who have earned 30 or more semester hours are exempt from this requirement.
2. Verification from the school district superintendent that an emergency employment situation exists, and
3. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**\*\*\*All district trainings are available for Guest Teachers to attend and participate. Hours earned will go towards the renewal of an Emergency Substitute Certificate. Contact the Professional Development Coordinator at ext. 4165 if you would like to sign-up and would like additional information.**

# Guest Teacher Guidelines and Expectations

## Arrival and Dismissal

- Arrival time at the school is **no later than 7:30AM, district wide**. This will allow you the proper amount of time to review any lesson plans given for the day, as well as to review discipline procedures and resolve any other difficulties that may arise prior to the start of school.
- On Wednesday, please be there **no later than 9:00AM**
- You will be **expected to stay until 3:45PM, district wide**. Please notify the Administrative Assistant prior to leaving school grounds.
- Report to the office Administrative Assistant or the building Principal upon arrival to the school. From there, you will receive a key to the classroom, the lesson plans in a Guest Teacher binder, as well as any relevant information that pertains to your assignment.
- At the end of the day, make sure to return key(s), the Guest Teacher binder, and any other materials that were used for the day, back to the main office.

## Assignments

- It is **your responsibility** to accept assignments through either the Substitute portal, Aesop, or through the phone system.
- The automated phone system will place calls between the hours of **6:30AM-11:00AM** and **4:30PM-9:00PM**.
- Any cancellations must be done **no later than 12:00PM, the day prior to an assignment**.
- If you must cancel an assignment, due to an emergency the morning of, please call the Guest Teacher Coordinator on the sub cell phone, **no later than 6:45AM**. This will give the coordinator enough time to find another Guest Teacher.
- Assignments are on a first-come, first-serve basis.
- You are not allowed to schedule your own assignments with the teacher, Administrative Assistant, or the Principal.

- Should a teacher request you for their class, they must add you to their "Preferred Substitute" list as well as notify the Guest Teacher Coordinator. Until you have received confirmation from the Guest Teacher Coordinator or by email, do not assume you have the assignment.
- Be prepared to be "shuffled" at the assigned school. In the event that another classroom has a need for a sub and that class has a higher priority, you will be placed where needed most.
- Should an assignment get cancelled, the morning of, and you have already arrived at the school, the Administrative Assistant or Guest Teacher Coordinator will check to see if your help is needed anywhere else, either at the same school or at a different school. Otherwise, you will be able to leave.
- At the end of the day, make sure to leave a detailed report of how the day went. This may include problems with students, what was and wasn't covered in the lesson plans. Please include this in the Guest Teacher binder.
- Based on your end of the day report, you will be rated by the teacher. The higher the stars you receive, the likelihood of you being on the teacher's "Preferred Substitutes List" as well as being a preferred Guest Teacher for that specific school.

### **Badges**

- You must wear your PUSD ID badge at all times. If it gets lost, please report it to the Administrative Assistant and notify the District Office. Replacement badge will cost \$10.

### **Cell Phone and Electronic Device Use ie. iPads, Laptops, etc.**

- Cell phones and electronic devices **should not** be used at any time during the day and should be kept either on silent mode or turned off.
- If you must use your cell phone, please only use it during your lunch break or during class changes.

## Dress Code

- Dress neatly and appropriately for the work day.
- Jeans are acceptable

## Duties

- Be prepared to assist with lunch, recess, and after school duties, as expected from the absent teacher
- During your prep hour, you must remain on campus, unless you have prior permission from the Administrative Assistant or the building Principal.
- You may be asked to sub for another class during your designated prep hour. Please verify with the Administrative Assistant that morning.

## Lesson Plans

- Follow and stay with the lesson plan as outlined and described by the absent teacher.
- **If it is not part of the lesson plan, do not do it or ask to do it! Only do to what is stated in the lesson plan.**
- If you do not understand the lesson plan prior to the start of the school day, please ask a fellow teacher or the Administrative Assistant.

## Payroll

- Full Day Daily Rate: Over 4 hours
- Half Day Rate: Under 4 hours
- Aesop is your "time clock" so you will not need to clock in/out anywhere. At the end of the pay period, Payroll will pull from the Aesop report to make sure everyone is paid accordingly.
- If you work one assignment consecutively for 10 days, on the 11<sup>th</sup> day, your daily rate will be increased by \$10/day.

## Other Important Information

- Do not use computers for personal use.
- Please keep the classroom clean and organized, leaving it in the condition in which you found it, or better.
- **Never** leave a classroom unattended
- **Never** give medicine, of any kind, to a child. If they are not feeling well, send them to the front office to see the Nurse.
- **Never** keep students after school or class. Verify with the front office should a student attend an after school program.
- Wednesday is late start for all schools. Please be at the school by 8:30 AM

## Guest Teacher Coordinator Expectations

- The Guest Teacher Coordinator will place phone calls in the morning, **starting at 7:15AM**. However, if there are subs needed throughout the day, the coordinator may call at additional times, if needed.
- The Guest Teacher Coordinator is the only one allowed to assign Guest Teachers to assignments. Any other requests must be referred to the Guest Teacher Coordinator.
- Please do not expect for the Guest Teacher Coordinator to remove other Guest Teachers from the desired assignment that you were wanting or heard about.

SUBMIT ON	PP#	FOR PAY PERIOD	PAY DATE	COMMENTS
FROM FY15/16 CONTRACT	0	(FY15/16 PP:27)	July 22, 2015	12 month classified final check from FY1516 PP:27 (w/o deductions)
Monday, July 11, 2016	1	07/01/16 - 07/10/16	July 22, 2016	12 month and Admin first FY1617 check
Monday, July 25, 2016	2	07/11/16 - 07/24/16	August 5, 2016	First Check for : Teacher & 10MO Returning Teacher (3 days) New Teachers (5 days) 10 month certified/classified (5/3 days)
Monday, August 08, 2016	3	07/25/16 - 08/07/16	August 19, 2016	9 month classified first check (4 days)
Monday, August 22, 2016	4	08/08/16 - 08/21/16	September 1, 2016	Early pay date due to non-contract day on 9/2/16
Tuesday, September 06, 2016	5	08/22/16 - 09/04/16	September 16, 2016	9MO, 10MO, 12MO classified checks 9 days
Monday, September 19, 2016	6	09/05/16 - 09/18/16	September 30, 2016	
Monday, October 03, 2016	7	09/19/16 - 10/02/16	October 14, 2016	
Tuesday, October 18, 2016	8	10/03/16 - 10/16/16	October 28, 2016	9 month classified check only 9 days
Monday, October 31, 2016	9	10/17/16 - 10/30/16	November 10, 2016	Early pay date due to Holiday
Monday, November 14, 2016	10	10/31/16 - 11/13/16	November 22, 2016	Early pay date due to Holiday Break
Monday, November 28, 2016	11	11/14/16 - 11/27/16	December 9, 2016	
Monday, December 12, 2016	12	11/28/16 - 12/11/16	December 22, 2016	Early pay date due to Holiday
Thursday, December 22, 2016	13	12/12/16 - 12/25/16	January 6, 2017	9MO & 10MO classified checks only 9 days
Monday, January 09, 2017	14	12/26/16 - 01/08/17	January 20, 2017	9MO & 10MO classified checks only 4 days
Monday, January 23, 2017	15	01/09/17 - 01/22/17	February 3, 2017	
Monday, February 06, 2017	16	01/23/17 - 02/05/17	February 17, 2017	
Monday, February 20, 2017	17	02/06/17 - 02/19/17	March 3, 2017	9 month classified check only 9 days
Monday, March 06, 2017	18	02/20/17 - 03/05/17	March 17, 2017	
Monday, March 20, 2017	19	03/06/17 - 03/19/17	March 31, 2017	9MO & 10MO classified checks only 5 days
Monday, April 03, 2017	20	03/20/17 - 04/02/17	April 14, 2017	
Monday, April 17, 2017	21	04/03/17 - 04/16/17	April 27, 2017	Early pay date due to non-contract day on 4/28/2017
Monday, May 01, 2017	22	04/17/17 - 04/30/17	May 12, 2017	9MO, 10MO, 12MO classified checks 9 days
Monday, May 15, 2017	23	05/01/17 - 05/14/17	May 26, 2017	Teachers - Balance of Contract (balloon check)
Monday, May 29, 2017	24	05/15/17 - 05/28/17	June 9, 2017	Teachers final check 9 month classified final check (5 days) 10 Month Cert - Balance of Contract (balloon check)
Monday, June 12, 2017	25	05/29/17 - 06/11/17	June 23, 2017	10 month final check (5 days)
<b>*Monday, June 19, 2017</b>	26	06/12/17 - 06/25/17	July 7, 2017	ADMIN & 12 Month Cert final check for FY16/17 (w/ deductions)
<b>*Monday, June 26, 2017</b>	27	06/26/17 - 06/30/17	July 21, 2017	12 Month Classified final check for FY16/17

**ADMIN & 12 MONTH CERTIFIED WILL HAVE 26 EQUAL PAYMENTS**

**\*Payroll must be submitted early due to Fiscal Year End**