



# Substitute Teacher Handbook

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PITTSBURG UNIFIED SCHOOL DISTRICT

Human Resources Department  
PUSD | 2000 RAILROAD AVENUE, PITTSBURG, CA 94565  
(Updates: <https://www.pittsburg.k12.ca.us/> )



## **WELCOME TO SUBSTITUTE TEACHING**

**Welcome to the Pittsburg Unified School District. Substitute teachers are important members of the district instructional staff. Your role as a substitute teacher is both appreciated and respected.**

**Your job will be challenging. It will call for alertness and resourcefulness. You are expected to have a sincere interest in children and the teaching process.**

**This handbook is provided so that you can make a prompt and easy adjustment to the established school site and classroom routines. We hope that this information will be useful and will help you to approach your assignments with increased confidence.**

**Onward!**

**Matt Chamberlain  
Director, Human Resources**



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## CONGRATULATIONS!

Welcome to the Pittsburg Unified School District (PUSD) family. You are a vital part of our teaching staff. Your contribution as a substitute teacher not only impacts the instructional program of our schools, but also greatly affects individual students, teachers, and our district, as a whole.

We are confident that you will do everything possible to meet the standards outlined by the school you are assigned to, and the teacher for whom you are substituting. Every effort will be made to ensure that your day goes as smoothly as possible. When in doubt, do not hesitate to check with the office staff, an adjacent teacher, or the grade level team leader for additional information. Procedures may vary from school site to school site.

Pittsburg Unified is constantly seeking to improve our educational programs, and to grow in the understanding of the needs of our students, teachers, and schools. As a substitute teacher, you are encouraged to make suggestions that you believe will contribute toward the improvement of our schools. If you have feedback or improvement ideas / comments, please reach out to Matt Chamberlain, Director of Human Resources at [mchamberlain@pittsburgusd.net](mailto:mchamberlain@pittsburgusd.net) or 925-473-2333.

This booklet is a guide to a successful career as a substitute teacher with Pittsburg Unified School District. The content is arranged to assist you in finding answers quickly to questions that may arise as you work at the various schools. If you do not find the answer in our booklet, please don't hesitate to ask.

## ABOUT PUSD

It is the mission of Pittsburg Unified School District to inspire our students, to ensure they achieve equity in academic excellence and to bring students closer together through shared experiences in learning. We believe the cultural diversity of our community and our youth are our greatest assets. We endeavor to bring our students to their fullest potential and to create lifelong learners who will contribute positively to the world.

Pittsburg Unified School District serves more than 11,500 students in kindergarten through twelfth grade. The District also provides our community with an outstanding public preschool program and award-winning adult education school (PAEC).

The District is comprised of:

- 8 Elementary Schools
- 3 Junior High Schools
- 1 Comprehensive High School
- 1 Alternative Education High School
- 1 Adult Education School



*Our employees are the primary resource for providing the students of the Pittsburg community with a quality education in a safe environment. We strive to provide our employees with a workplace that promotes such goals, and reflects the diversity of the community.*

## FRONTLINE SUBSTITUTE MANAGEMENT SYSTEM

There are two ways you can accept/decline jobs.

### #1 – Through the Frontline Phone System: **1-800-942-3767**

Refer to your Substitute Quick Reference Guide to learn how to accept and decline jobs that the system offers you. When you accept a position, the system will give you a job number, the absent teacher's name, along with any other information you may need; be sure to write this information down. Remember you must have a job number to ensure that the job has been assigned to you.

If the school site or an employee should ask you to come for a substitute assignment please let the school site secretary know so she/he can enter you in the substitute system and assign you to that job. If the school site has not entered you into that position, you will continue to be called by the automated system because the system believes you are still available. Job numbers are important in your employment with PUSD; without these job numbers periodic checks of your work history will not accurately record how often you have accepted work. This potentially could affect your continued employment with PUSD.

### #2 – Through the Frontline Website (**Preferred method!**):

The preferred method of accessing the Frontline system is through the internet. The Frontline website is: [aesoponline.com](https://aesoponline.com). Refer to the "Substitute Quick Start Guide" for directions on how to accept or reject jobs on the internet.

frontline  
education

Absence Management  
Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)



### Confirmation Email

Once you have accepted a position you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.

### What time does the system call-out to the pool of substitutes to offer jobs?

The system's "calling times" are:

Day of the Week	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00-9:00pm
Saturdays	None	None
Sundays	None	4:00-9:00pm
Holidays	None	4:00-9:00pm

If the system cannot fill an open job, you may be called by the system offering you a job even though the start time of the job has passed. You may accept the job if you would like to work, and call the school site secretary to ask him/her if the job is still available. If it is, let the secretary know your expected time of arrival.

If the secretary states the job is no longer available, have the secretary release you from that assignment since you have already accepted it in the sub system. This will open up your availability for other jobs that may be available that day.

### Things you should know about the Frontline Substitute Management System: Renewing your permit

The Frontline substitute system will send you an email to notify you 90 days in advance of the expiration date for your credential/permit and TB clearance.

The expiration date of your permit may be found on the permit/credential which is available from the Commission website at [www.ctc.ca.gov](http://www.ctc.ca.gov). Your 30-Day Substitute Teaching permit is renewable one year from the date of issuance.

**JOBULATOR:** This is a mobile app that you may purchase from Frontline to secure and manage jobs on your mobile devices for ultimate convenience.

## HR Department Contacts

- **Ellena Ashley, Sr. Supplemental Staffing Technician – PRIMARY CONTACT**  
[eashley@pittsburgusd.net](mailto:eashley@pittsburgusd.net) / (925) 473-2335
- **Danee' Zamora, Credential Analyst – PERMITS/CREDENTIALS/ELEMENTARY**  
[dzamora@pittsburgusd.net](mailto:dzamora@pittsburgusd.net) / (925) 473-2404
- **Ann Martinez, Credential Analyst – PERMITS/CREDENTIALS/SECONDARY**  
[amartinez@pittsburgusd.net](mailto:amartinez@pittsburgusd.net) / (925) 473-2332



- Matt Chamberlain, *Director*  
[mchamberlain@pittsburgusd.net](mailto:mchamberlain@pittsburgusd.net) / (925) 473-2333
- Dr. Zachary Kahn *Assistant Superintendent*  
[zkhan@pittsburgusd.net](mailto:zkhan@pittsburgusd.net) / (925) 473-2336

## EMPLOYMENT RESPONSIBILITIES

### **The renewal of your permit/credential is the responsibility of the substitute teacher.**

For 30-day substitute teaching permit holders, Single Subject, Multiple Subject, and Special Education credential holders you must renew your permit through the Commission website at [www.ctc.ca.gov](http://www.ctc.ca.gov). After you have renewed your credential then call the district's substitute system technician letting her/him know you have renewed your permit. We are not automatically notified of your renewal.

You should renew your credential 30 days in advance to ensure that the renewal will go through in a timely manner. Please note, if your credential is expired you will not be able to substitute teach until it has been renewed by the Commission on Teaching Commission (CTC).

Career Substitute Permit holders will need to renew with a paper application through the Human Resources Department. The Career Substitute Permit is not renewable on-line. Due to the fact that the Career Permit is a paper application it is imperative that you complete this application 30 days in advance of the expiration date. Contact the district's substitute system technician for assistance in completing this paper application.

### **Renewing your (TB) Tuberculosis Clearance Certificate**

The expiration date of your TB test is 4 years from the date it was administered to you. This date can be found on the TB document given to you by the clinic or doctor where you had your test taken.

- The renewal of your TB clearance is the responsibility of the substitute teacher.

### **Renewal notification from the Frontline system**

If you have an expiring document (including TB test) in your profile, the system will notify you 90 days in advance before your document expires and you will not be allowed to substitute once the expiration date has been reached.

### **Special instructions and multiple day jobs**

- Remember to listen to special instructions, if any, when accepting a job. Teachers may leave important information and job requirements in the special instructions.
- If the system calls you for a job that is a multiple day absence, you must be able to substitute for all of the days required; not some of the days.

### **Annual Mandatory Trainings**

Prior to the start of each school year you will be required to complete all mandatory trainings that are set



up on your Keenan profile. Please check your personal email account in late July for additional information on the required trainings, due dates and a link to your personal training plan. Failure to complete these assignments by the indicated due dates will result in you being inactivated as a substitute teacher with PUSD.

### **Letters of Reasonable Assurance**

- Each spring (April/May), a letter of “Intent” or “Reasonable Assurance” is emailed to each substitute teacher’s email address notifying you that the District intends to utilize your services for the next school year. It is your responsibility to email or submit your Reasonable Assurance by the date indicated on the letter/email to the Human Resources Department. Failure to do so will serve as notification to PUSD that you no longer wish to remain employed as a substitute teacher for the next school year and therefore your account will be inactivated.
- If you do not receive a letter of intent or reasonable assurance by the end of May, it is your responsibility to call the Substitute Desk in the Human Resources Department, to verify whether or not an error has occurred.

### **Late Arrivals and “No Shows”**

- Be sure to call the school secretary if you cannot show up for a job you accepted from the system or if you are going to be late for a job. The secretary has the right to cancel you from a job and get another substitute if you are late 30 minutes or more. The system will record that you were a “No Show” for the job in your profile in the system. The site will then have the option of writing a notice of unsatisfactory performance with a request that you no longer substitute at their school site, and the District may choose to release you from employment.

### **Canceling an Assignment**

- If you are going to cancel an assignment, you must do so at least 24 hours in advance. Otherwise, the system will automatically schedule you for a “Non-Work Day” and you will not be able to accept any jobs that day.
- If you are unable to report for an assignment, immediately call the system number. **Then call the school secretary to let him/her know you will not be in as planned.** Remember when you accept a job we expect you to carry out that obligation and commitment and therefore you should only cancel jobs in case of an emergency or illness.
- If you do not cancel yourself from the job the system will not call for another substitute to accept that assignment. Then the classroom will be left without a substitute teacher and the school site will have to make other arrangements with teachers at the site to cover the job. This may result in a notice of unsatisfactory performance from the principal, with a request that you no longer substitute at their school site, and the District may choose to release you from employment.





## JOB EXPECTATIONS

### What is expected of me as a substitute teacher?

- Please remember that you are being paid to teach the students.
  - Do not take your newspaper or book to the classroom.
  - Do not use your iPad or computer for personal use during instructional time.
- Please wear your PUSD issued identification badge at all times when at work.
- Do not talk on your cell phone or text during instructional time. You are free to use your cell phone during lunch or other non-instructional class times or periods.
- Be on time.
- Be prepared to teach the lesson plans left by the teacher.
- Be enthusiastic!
- Be in control of the classroom and yourself at all times.
- Have a sense of humor.
- Be flexible.
- Be honest.
- Have a definite objective.
- Set a good example for students.
- Be neat in appearance and dress.
  - Dress professionally, comfortably, and in good taste.
- High ethical standards are to be maintained at all times.
- Pittsburg Unified School District is a smoke-free district. You may not smoke / vape on any PUSD campus or work site, including the site parking lot.
- Return all supplies and equipment to storage. Secure cabinets. Be sure to leave the classroom in order.
- Close all windows, turn the lights off, and lock the classroom doors.
- Return keys and necessary materials to the school site secretary. **DO NOT** take keys home with you.
- Check with the secretary about possibly continuing the assignment. Acceptance of pre-arranged assignments from the school secretary or a teacher is allowed, however, **you must receive a job number assigned by the system**, from the secretary or employee. You will receive an email notification from Frontline with the job number.
- **Be sure to sign and date your time sheet and ask the secretary for a copy before you leave the school site.**



## SOME DOS AND DON'TS OF SUBSTITUTE TEACHING

### DOs:

- Wear your PUSD identification card at all times on the job.
- Do arrive early.
- Do let students know your expectations and the rules immediately.
- Do make sure you know the procedures for safety and fire drills.
- Do follow all of the lesson plans the teacher left for you.
- Do get student's attention by using a positive classroom management strategy. For example:
  - counting, using a timer, raising your hand, having students clap or snap after you to repeat your pattern,
  - having students respond with a phrase (Teacher says: "Class, class" students respond: "Yes, yes."),
  - having students earn letters for good behavior by spelling out a word on the board as an incentive/reward for positive and appropriate behavior (e.g. "free time," "game," or "recess").
- Do use positive praise to assist you with classroom management.
- Do verify the seating chart is accurate. Make your own, if needed.
- Do use appropriate rewards. Be careful **NOT** to give students food or candy because some students have allergies.
- Do ask the principal or office for assistance if needed.
- Do make assignments due at the end of the period, unless otherwise directed by the teacher.
- Do ask students to copy off the board, if appropriate.
- Do give points to those who are ready to participate.
- Do greet classroom support staff (or volunteers) at the door and establish their role(s).
- Do make sure you have extra ideas/plans in case you finish the lesson plans early.
- Do establish special privileges such as: line leader, P.E. captains, etc.
- Do carry extra pencils (from the school office) with you in case students need to borrow one.
- Do follow school site procedures for bathroom use.
- Do introduce yourself to teachers in adjacent rooms whenever possible.
- Do avoid confrontations.
- Do leave a note for the teacher at the end of the day.
- Do walk elementary classes to recess and lunch.
- Do make sure you know the dismissal procedures for elementary students.
- Do ask the secretary if you have any recess or other duties.
- Do call the office if a student vomits (or bleeds) in the classroom so it can be cleaned appropriately.



- Do report any allegations of suspected child abuse or neglect to the administration or the secretary. Then make a report as a mandated reporter in line with your Keenan training.

#### **DON'TS:**

- Don't yell at the class or an individual student. This is not a good way to get the attention of the class.
- Don't use belittling or foul language to correct student behaviors.
- Don't throw things to get the attention of the class.
- **Don't lose control. Take a minute to calm down before resolving conflicts.** Ask for help, if needed.
- Don't use a student's name on the board as a discipline measure.
- Don't discuss controversial issues (politics, religion, etc.)
- Don't use the computer in the classroom for personal internet use.
- Don't conduct any personal business during instructional time.
- Don't talk about your personal life or business with students.
- Don't use your cell phone when you are on the job. Use of cell phone is permitted during lunch break.
- Don't leave the classroom unattended. Please call the office for assistance, if necessary.
- Don't follow your own lesson plans. Use the lesson plans left by the teacher.
- Don't make comments to parents regarding student's particular handicap, condition, personal hygiene.
- Don't take the classroom key home.
- Don't allow students to take any type of medication.
- **DON'T SLEEP IN CLASS!**

## **YOUR FIRST DAY ON THE JOB**

### **I've accepted a job...what's next?**

When you accept a job offered to you by Frontline, write down the job number; absent teacher's name; and the place, date and time of the job. If notification of the job was received after the start time of the job, contact the school site to let them know you just received notification of the job and that you have accepted the job. Make sure that the school secretary still needs a substitute to come in for the job you just accepted. Let him/her know approximately how long it will take you to reach the school site.

### **What time do I report for the job?**

The time given by the Frontline system is your report and end time.

### **Remember: Be on Time! Be on Time! Be on Time!**

- If you arrive late (30 minutes or more) for an assignment the secretary has the right to cancel you from the job assignment and to schedule another substitute for the position.



- Please be aware that you are being paid for the time you actually start the job. If you are late for a job assignment you may be paid half-day pay. Please be prompt.

### **Who do I report to?**

You will report directly to the principal's secretary. Be prepared to give him/her your ID, job number, and the name of the teacher you are substitute-teaching for. Ask the school secretary about keys to the classroom and the lesson plan left by the teacher. Also, ask the secretary if there are any messages, bulletins, or notices in the teacher's mailbox you should know about. Do review the information, but do not remove the teacher's mail from his/her mailbox. After you have made contact with the school secretary, you will want to report to your classroom. The following information should be made available to you:

### **What should the absent teacher have available for me?**

- Teacher should leave lesson plans, an extra roll sheet or class roster, and a seating chart.
- Teacher should leave answer keys to tests and worksheets.
- Teacher should leave notes as to where supplies (including paper), A/V equipment, and Teacher's edition textbooks are located to carry on the day's activities. Materials are usually left on the teacher's desk; or they can be left with the principal's secretary. If you cannot find specific materials, ask the students, they are usually your best resource, or ask another teacher for assistance. (Students are expected to come to class with all necessary supplies, but sometimes you may need to provide them with some supplies.)
- Teacher should provide a list of all extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular teacher.
- Teacher should preview any movies or videos to be used and leave a synopsis for you.
- Teacher should leave information as to why some students might be missing (band, speech therapist, etc.) as well as a list of who goes where and when.
- Teacher should leave a list of students who have severe medical problems.
- Teacher should leave information regarding who rides which bus.

### **What should the school site make available to me?**

- Site secretary should provide keys to the classroom.
- Site secretary should provide login information into computer network and taking attendance.
- School site should have information available about procedures in case of injury to students.
- School site should request substitute to fill out a time sheet at the beginning of the assignment, and have the substitute sign and date the time sheet before he/she leaves for the day.
- School site should ensure that the substitute is following the teacher's lesson plan.
- School site should provide information for the substitute teacher to make contact with the regular teacher regarding future plans if the assignment is of an indefinite period.

### **What do I do before the students arrive?**

- Review the lesson plans carefully. Be sure to follow the planned assignments left by the teacher. Avoid going beyond the day's assignment.
  - If the teacher did not leave a lesson plan, contact the school secretary or other office personnel to see if the teacher left lesson plans with them.



- If the staff does not have the teacher's lesson plan, ask if there is a team leader or peer teacher that you can share lesson plans with.
- As a last resort, ask if you may present your contingency lesson plans.
- Check for extra duties such as playground supervision, bus duty, etc.
- Review attendance and discipline procedures for that particular school site.
- Know and use your instructional aides, if present.
- Check lighting, ventilation, and emergency regulations.
- **Write your name on the board.**
- Check to see if the teacher left names of student helpers. They can be of value in taking attendance and other classroom routines. The student helpers enjoy this responsibility. Use them!

### **What do I do after students arrive?**

- Start the class promptly.
- Introduce yourself to the class.
- Take attendance. You will need to send your attendance report to the school office at the required time of the day. For elementary level, take lunch count and report figure to the school office or cafeteria as required. Make necessary announcements to the class.
- Assume the same responsibility as the regular teacher for students, equipment, and assigned materials.
- Expect and require cooperative student responses
- All visiting adults, including administrators, should introduce themselves.

### **What do I do at the end of the workday?**

Leave a *Summary Report* for the teacher. You must leave a written report for the teacher explaining what happened in the classroom during his/her absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (positive/negative), and any other information the teacher will find helpful.

After the students have been dismissed at the end of the day, use your last remaining time to correct papers and clean the classroom. When you are finished, leave the lesson plans and teacher's report on the teacher's desk. Take the classroom key to the office. **Make sure you have signed your time sheet and received a copy of your time sheet from the school site secretary.**

### **Prep Periods**

If you accept an assignment, you may be asked to substitute in another class during the regular classroom teacher's "Prep period." Due to the fact that you are paid for the work day, substitutes are not eligible for extra prep period pay. Therefore, if you are asked to cover another class or do an alternate assignment during this designated "prep period" you must cover this assignment. Again, Substitutes are paid per work day and are expected to perform all duties assigned to you throughout the school day, including "prep" periods.

### **Expectations for Early Release Days**

Every Wednesday is an early release day in our district (except for Black Diamond High School). You may be asked to complete an alternate assignment after the students leave in order to complete your entire work day. If you accept a position on an early release day you must be willing to complete the alternative



assignment. The assignment could range from covering during the after school program, to copying, filing, working in the library, or any other assigned task by the school site.

### **“At Will” Employment**

As a substitute employee you are an “at will” employee, which means that you may be released at any time, for any or no reason at all.

### **DRESS CODE**

Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

### **ABSENCES**

If you have signed up for a shift and you are unable to CANCEL in Frontline-please call/email the school site directly, ASAP. You can also email [eashley@pittsburgusd.net](mailto:eashley@pittsburgusd.net)

### **DRUGS & ALCOHOL**

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing) (cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

(Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

### **SEXUAL HARRASSMENT**

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)



(cf. 4030 - Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

### **ANNUAL EMPLOYEE TRAINING**

As an annual function of employment with PUSD, each year Human Resources will email a reminder to all employees regarding the following Pittsburg High School Districts Board Policies and Administrative Regulations as well as mandatory online training: Nondiscrimination, Complaints Concerning District Employees, Williams Uniform Complaint Procedures, Drug and Alcohol-Free Workplace, Nondiscrimination in Employment, Reasonable Accommodations, Employee Use Technology, Sexual Harassment, Maintaining Appropriate Adult -Student Interactions, Employee with Infectious Diseases, Exposure Control Plan for Blood borne Pathogens, Soliciting and Selling, Non-school Employment and Employee Assistance Program.



## STUDENT INFORMATION

### What can students do and not do? -- Know Student Restrictions!

- Expect and require cooperative student responses.
- Students should not leave the room without authorization or permission from the teacher. If this occurs, notify the office immediately.
- No student should leave the school without permission of the principal or school office personnel. Do not assume that an adult who comes to pick up a student is authorized to do so. **Check for a pass!** If a pass is not presented, send the person to the office for a pass. If the person does not cooperate, contact the office and/or teacher in the adjacent room.
- Students should not be allowed to move any heavy equipment.
- Students should not be in the classroom unless the teacher is present. Lock doors whenever you leave the classroom.
- Students are not allowed to use the paper cutter or any other machinery, particularly at the elementary level.
- Students at the elementary level should not use playground equipment except under the close supervision of the teacher.
- **Students should be under the supervision of a teacher at all times.**

### What is the Procedure for Reporting Accidents?

Promptly report accidents to the principal's office and fill out an accident report before leaving at the day's end.

### What is the Procedure for Correcting Student Behavior?

You must gain control of the students prior to engaging in any activity. This is very important regardless of the age of the students. You will be able to maintain control and conduct classes properly if you are familiar with the rules of the school and those set down by the regular classroom teacher. If you are firm and fair students will usually react accordingly. **Be pleasant**, yet firm.

Keeping students on task with worthwhile materials/activities and presenting lessons in an interesting manner usually keeps disciplinary problems to a minimum. If discipline problems do arise and you are unable to resolve them, the principal or assistant principal should be notified immediately. **DO NOT** let the situation get out of hand. Discipline can often be handled by a mutual understanding between you and the pupil. **If you attempt to understand the student's problem and the student understands what you expect, problems may not develop.**

- **DO NOT** use any physical force!
- **DO NOT** use foul or belittling language as a means to correct a student's behavior. The





school administrator will handle and administer any severe disciplinary measures. If it was necessary to confiscate any items from students, turn them in to the office before checking out for the day.

## TYPES OF SUBSTITUTE TEACHING PERMITS

### 30 Day Substitute Teaching Permit

This substitute has a permit, valid for one year (renewable each year), that allows them to teach for no more than 30 days in one general education teacher's classroom for the entire year (20 days for Special Education).

The minimum requirements for this permit are:

- Substitute must have a B.A./B.S. degree
- Substitute must pass the CBEST exam (or meet the Basic Skills Requirements)

### 60 Day Career Substitute Permit

This substitute has a permit that allows them to teach for no more than 60 days in one general education teacher's classroom for the entire year (20 days for Special Education). In order to obtain this permit they had to have subbed for PUSD for at least 90 days a year for three consecutive years.

The minimum requirements for this permit are:

- Substitute must have a B.A./B.S. degree
- Substitute must pass the CBEST exam (or meet the Basic Skills Requirements)

### Credentialed Substitute

This substitute has a valid teaching credential.

### Credentialed Bilingual Substitute for DI

This substitute must have a valid multiple subject teaching credential with a BCLAD/Bilingual Authorization or a Single Subject credential with a Spanish major. Bilingual substitutes will only be paid the DI rate of pay when they are subbing in a designated DI classroom in a DI school.

### Renewing Your Permit/Credential

You must renew your permit/credential:

- By accessing the Commission on Teacher Credentialing website at [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Follow the steps outlined on the Commission's home page.
- Please note that the processing time to renew your permit by the Commission takes a minimum of 10 working days. Therefore, you need to renew your permit at least 30 working days before your permit expires. If your permit is expired you will not be allowed to take any further substitute assignments.
- It is the substitute's obligation to call the Human Resources Department to let them know when your new permit has been granted and renewed by the Commission on Teacher Credentialing (CTC).
- The district is not notified by the CTC that you have renewed your permit.



## TYPES OF SUBSTITUTE TEACHING ASSIGNMENTS

### What types of substitute assignments are there?

Substitute teacher positions are classified as:

- Short-Term:
  - Not more than 30-days for any one specific teacher in one school year (not consecutive days). (*Ed Code §80025*)
- Long-Term:
  - 21 days or more **consecutively** for the **same** teacher in one school year. (Must be approved by the Human Resources Department prior to the assignment.)
  - Substitutes in long-term assignments are expected to follow the rules and expectations of the site administrators as set forth for regular teachers, including assigned supervisor duties.
  - Long-term substitute teachers:
    - ✓ prepare and submit lesson plans,
    - ✓ attend all certificated staff member meetings,
    - ✓ prepare report cards and other documentation related to students,
    - ✓ attend parent conferences, Back to School Night, Open House,
    - ✓ attend professional development on shortened Wednesdays,
    - ✓ report to work on Pupil Free Days,
    - ✓ perform all other duties required of certificated staff members,
    - ✓ perform any other duties assigned by the principal.
  - The school principal will be responsible for outlining the substitute teacher's duties.





## PAYROLL INFORMATION

You are responsible to make sure your time sheet is completely filled out, signed and dated and given to the school site principal's secretary each day. The school site secretary will send your time sheet to Payroll for you. Payroll will not pay you unless your sheet is complete. Time cards received after the Payroll due date will have the payment deferred until the following month's payroll. The last day of the pay period is the 10th of each month. If the 10th falls on a holiday or weekend, the last day of the pay period will be the first workday before the 10th of each month.

### Deductions

It is necessary for the substitute teacher to furnish the Payroll Department with a withholding exemption certificate (W-4). Federal and state income tax will be deducted according to established schedules. If you are a member of the State Teacher's Retirement System (STRS), you will have Retirement and Medicare deducted from your monthly check. If you are not a member of STRS, you will have Social Security and Medicare deducted from your monthly check.

### Retirement Contributions

Substitute teachers are made members of the State Teachers Retirement System (STRS) if they perform 100 or more complete days of service during the school year for one employer (district). Once a substitute teacher has elected to be in STRS, they must elect STRS in any other school district in California they become employed with. "Once a member, always a member."

Those substitute teachers who are also members of the Public Employees Retirement System (PERS) can also become members of STRS if they qualify by teaching the 100 days in any school year. Those employees in PERS can remain in PERS if so desired. It is possible to retire from both systems with a minimum of five years of service in each system.

### Employment of Retired Teachers

STRS retired personnel may be employed as substitute teachers, however, they cannot earn more than the amount designated by STRS as a substitute teacher in the same fiscal year. Check with the County Office of Education - Fiscal Services Department regarding the current maximum allowable earnings.





**Pay Rates**

**PITTSBURG UNIFIED SCHOOL DISTRICT  
 CERTIFICATED SUBSTITUTE PAY RATES 2022-2023**

SUB CLASSIFICATION		Substitute	FULLY CREDENTIALLED CALSTRS RETIREE
<b>REGULAR ASSIGNMENT</b>			
1-20 DAYS	TK - 12	\$240	\$275
1-20 DAYS	PRE-K	\$220	\$245
<b>LONG TERM ASSIGNMENT*</b>			
DAY 21+ IN THE SAME CLASSROOM	TK-12	\$275	\$320
DAY 21+ IN THE SAME CLASSROOM	PRE-K	\$230	\$275
DUAL IMMERSION; PAID THE 1st DAY OF A LONG TERM ASSIGNMENT OF MORE THAN 20 DAYS		\$310	\$420

\*Long term assignment means greater than 20 days in the same classroom. Long term assignment rate is paid from the first day when the long term assignment starts, on the first day of school in a vacant position, or for a teacher on leave.

*Board Approved: October 26, 2022, Effective October 27, 2022*

**DAILY ASSIGNMENTS:** You can take assignments that are paid as a full day or a half day. A full day assignment is 7 hours at Elementary and 7 hours, 25 minutes at Secondary the Junior Highs and High Schools and a half-day is 3.5 hours or less. When you take a full day assignment you are expected to stay at the school for the full seven hours. If schools are on an adjusted schedule, with students being dismissed earlier than usual, you need to remain at the school site for the full workday unless specifically released by the principal.



**IMPORTANT PAYROLL NOTE:** Although we make every effort to prevent errors in assignments, errors do occur. If there is an error (wrong classification and/or late cancelled job) the PUSD will compensate the substitute employee for a half day of pay due the error.

## **AB 1522: HEALTHY WORKPLACES, HEALTHY FAMILIES ACT PAID SICK LEAVE**

### **INTRODUCTION**

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the Pittsburg Unified School District will provide paid sick leave to eligible employees who are not granted paid sick leave under a collective bargaining agreement.

### **ENTITLEMENT**

After July 1, 2015, eligible employees will receive 24 hours (4 work days) of annual sick leave. PERS retirees employed by the school district are not eligible. An employee may begin to use paid sick leave on their 90th day of employment. Any unused sick leave hours do not carryover from one year to the next.

### **COMMUNICATION**

Paycheck stubs will reflect the amount of paid sick leave an eligible employee has available. A poster detailing employee rights under AB 1522 is displayed at each worksite. District records documenting hours worked and sick leave days accrued and used will be maintained for three years.

### **USAGE**

Under AB 1522, paid sick leave days are for the diagnosis, care or treatment of an existing health condition or preventative care for an employee or employee's family member or for an employee who is a victim of domestic violence, sexual assault, or stalking.

For the purposes of this policy, a family member is defined as follows:

1. A child, which for purposes of this article means biological, adopted, or Foster child, stepchild, legal ward, or a child whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor.
3. A spouse
4. A registered domestic partner
5. A grandparent



6. A grandchild
7. A sibling

Sick leave must be taken in minimum increments of two (2) hours not to exceed 8 hours in one day. Use of paid sick leave is limited to 24 hours per fiscal year (i.e., July 1, 2018-June 30, 2019).

### **PROCEDURES FOR USE**

Eligible employees may request sick leave only for days they are scheduled to work but cannot as a result of one of the allowable reasons for use of paid sick leave as specified above. To use available sick leave, employees must call/notify the appropriate department (as shown below) prior to the scheduled start time of the work shift. The employee must also complete the AB 1522 Leave Request Form and submit it to the Human Resources Department along with a Doctor's note (if applicable) within two (2) working days following the absence. If the need to use sick leave is foreseeable, the employee must complete the AB 1522 Leave Request Form and submit it to the Human Resources Department in advance. AB1522 Leave Request Forms can be found on the Human Resources page of the District website ([www.srvusd.net](http://www.srvusd.net)). An employee requesting sick leave is not responsible for securing a replacement worker to cover the time during which he/she uses sick leave. Employees will be paid no later than the payday for the next regular payroll period (inclusive of the day on which work would have been performed) after the sick leave was taken, provided the AB 1522 Leave Request Form and Doctor's note (if applicable) are received by Human Resources. The rate of pay will be the pay rate for the job or assignment the employee was scheduled to work.

### **For classified assignments**

Please contact the appropriate Department to cancel a previously scheduled job.

Clerical / Certificated – Ellena Ashley (925) 473-2335

The Pittsburg Unified School District will not deny an individual the right to use accrued sick leave, discharge, or threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with Superintendent's Designee or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law. Should you have any questions about AB 1522 or its implementation in Pittsburg Unified School District, please do not hesitate to contact Ellena Ashley (925) 473- 2335



## GENERAL INFORMATION

### Identification Badges

For everyone's safety and to simplify the identification of persons who do not belong on campus, the District provides identification badges (cards) for all staff. Please wear your badge at all times you are on a District property. If you should misplace the badge, a new one may be obtained by contacting Human Resources Department for a replacement. Volunteers and visitors who come to your classroom or onto the work site must stop by the main office to sign in and obtain a visitor's badge. Please ask them to do so. All employees are to wear the District badge daily.

### Cell Phone Use

Private cell phone use (including texting and email messaging) should be restricted to your break and lunch time. The personal use of cellular phones and other electronic devices during your work hours is considered inappropriate and should be for emergencies only. Substitute teachers are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction or district office functions.

### Dispensing Medicine

Students will not be permitted to take medication while at school unless such medicine is given by the school nurse acting under specific written request of the parent or guardian and under the written instructions of the student's physician. This policy covers all prescription and over-the-counter drugs. Certain medications (inhalers, etc.) may be kept by the student in the classroom provided permission and instruction is given by both the nurse and principal.

### Protection of Property

Teachers shall preserve the good condition of all buildings, furniture, and equipment in their charge. They shall be alert to prevent the defacing of school property by writing, scratching or carving.

### Temperature/Recess

Before taking students out to recess, understand the weather and get direction from the principal during extreme temperatures. If it is raining or too hot, then students should not go outside. Teachers on duty (in consultation with the principal) will need to make the decision on coming in early if they feel conditions have changed to more severe.

### End of the Day

Do not leave your classroom before the dismissal bell. If you are in the hallway, the office will be unable to contact you for last minute changes. Keep all your students with you until the appropriate time of dismissal.

### Housekeeping

Teachers shall exercise due diligence in maintaining appropriate standards for good housekeeping in their classrooms. Lights should be turned off when not in use. All windows should be closed and locked at the end of the day.

**Note: Substitute teachers are employed on a day-to-day basis by the school district.**



## APPENDICES

- A. District/Schools Directory
- B. PUSD Bell Schedules (2024/2025)
- C. District Map
- D. Frontline Substitute Quick Start Guide
- E. Campus Safety: A.L.I.C.E Active Shooter FAQs





## PUSD SCHOOL DIRECTORY



District Office  
2000 Railroad Avenue  
Pittsburg, CA 94565  
M: (925) 473-2300

Dr. Janet Schulze  
Superintendent  
[jschulze@pittsburgusd.net](mailto:jschulze@pittsburgusd.net)  
(925) 473-2351



Foothill Elementary School  
1200 Jensen Drive  
Pittsburg, CA 94565  
M: (925) 473-2450  
F: (925) 473-4305

Jennifer Brown  
Principal  
[Jcooper@ittsburgusd.net](mailto:Jcooper@ittsburgusd.net)  
(925) 473-2450



Heights Elementary School  
40 Seeno Avenue  
Pittsburg, CA 94565  
M: (925) 473-2410  
F: (925) 473-4315

Dr. Laura Francis  
Principal  
[lfrancis@pittsburgusd.net](mailto:lfrancis@pittsburgusd.net)  
(925) 473-2410



Highlands Elementary School  
4141 Harbor Street  
Pittsburg, CA 94565  
M: (925) 473-2440  
F: (925) 473-4324

Staci Belleci-Webb  
Principal  
[sbelleci@pittsburgusd.net](mailto:sbelleci@pittsburgusd.net)  
(925) 473-2440



Los Medanos Elementary School  
610 Crowley Avenue  
Pittsburg, CA 94565  
M: (925) 473-2460  
F: (925) 473-4335

Milagros Estrada  
Principal  
[mestrada@pittsburgusd.net](mailto:mestrada@pittsburgusd.net)  
(925) 473-2460



Marina Vista Elementary School  
50 East 8th Street  
Pittsburg, CA 94565  
M: (925) 473-2490  
F: (925) 473-9039

Felicia Bridges  
Principal  
[fbridges@pittsburgusd.net](mailto:fbridges@pittsburgusd.net)  
(925) 473-2490



Parkside Elementary School  
985 West 17th Street  
Pittsburg, CA 94565  
M: (925) 473-2420  
F: (925) 473-4343

Jeffrey Varner  
Principal  
[jvarner@pittsburgusd.net](mailto:jvarner@pittsburgusd.net)  
(925) 473-2420



Stoneman Elementary School  
2929 Loveridge Road  
Pittsburg, CA 94565  
M: (925) 473-2430  
F: (925) 473-4355

Dr. Jeannine Megia  
Principal  
[jmegia@pittsburgusd.net](mailto:jmegia@pittsburgusd.net)  
(925) 473-2430

**Willow Cove**



**Elementary**

Willow Cove Elementary School  
1880 Hanlon Way  
Pittsburg, CA 94565  
M: (925) 473-2470  
F: (925) 709-2005

Catherine Borquez  
Principal  
pittsburgusd.net pittsburgusd.net  
[cborquez@pittsburgusd.net](mailto:cborquez@pittsburgusd.net)  
(925) 473-2470



Hillview Junior High School  
333 Yosemite Drive  
Pittsburg, CA 94565  
M: (925) 473-2380  
F: (925) 473-4406

Heidi Leber  
Principal  
[hleber@pittsburgusd.net](mailto:hleber@pittsburgusd.net)  
(925) 473-2380



Martin Luther King, Jr. Junior High School  
2012 Carion Court  
Pittsburg, CA 94565  
M: (925) 473-2500  
F: (925) 432-9002

Danielle Winford  
Principal  
[dwinford@pittsburgusd.net](mailto:dwinford@pittsburgusd.net)  
(925)473-2500



Rancho Medanos Junior High School  
2301 Range Road  
Pittsburg, CA 94565  
M: (925) 473-2480  
F: (925) 473-1060

Vanessa Fortney  
Principal  
[vfortney@pittsburgusd.net](mailto:vfortney@pittsburgusd.net)  
(925) 473-2480



Black Diamond High School  
1131 Stoneman Avenue  
Pittsburg, CA 94565  
M: (925) 473-2510  
F: (925) 432-9002

Phil Lucido  
Principal  
[plucido@pittsburgusd.net](mailto:plucido@pittsburgusd.net)  
(925) 473-2510



Pittsburg High School  
1750 Harbor Street  
Pittsburg, CA 94565  
M: (925) 473-2390  
F: (925) 473-4183

Dr. Reginald Richardson  
Principal  
[rrichardson@pittsburg.usd.net](mailto:rrichardson@pittsburg.usd.net)  
(925) 473-2390



Pittsburg Adult Education Center  
1151 Stoneman Avenue  
Pittsburg, CA 94565  
M: (925) 473-2400  
F: (925) 473-4470

Dr. Danny Lockwood  
Principal  
[dlockwood@pittsburg.usd.net](mailto:dlockwood@pittsburg.usd.net)  
(925) 473-2400



Early Childhood Education  
351 School Street  
Pittsburg, CA 94565  
M: (925) 473-2370  
F: (925) 473-4371

Dr. J.C Farr  
Executive Director, Educational Services  
[jcfarr@pittsburg.usd.net](mailto:jcfarr@pittsburg.usd.net)  
(925) 473-2313



Pittsburg Unified School District  
 2024-2025 Bell Schedule

**ELEMENTARY SITES**

	KINDERGARTEN		Start Time	Wednesdays		M, T, Th, & F	
	AM	PM		1-3	4-5	1-3	4-5
Foothill (Wed No PM)	7:50	12:50	7:50/8:00	1:15	1:15	2:20	2:20
Heights	8:00	1:00	8:00	1:10	1:20	2:30	2:40
Highlands (Wed No PM)	7:45	12:45	7:45	1:00	1:10	2:05	2:15
Los Medanos (Wed No PM)	8:00	1:00	8:25	1:40	1:50	2:45	2:55
Marina Vista	9:00 (8:00 wed) 8:00 AM TK	2:00	8:00	1:15	1:25	2:20	2:30
Parkside (Wed No PM)	7:30	12:30	7:30	12:50	1:00	1:50	2:00
Stoneman	8:00	1:00	8:00	1:15	1:25	2:20	2:30
Willow Cove	7:45	12:45	7:45	1:00	1:10	2:05	2:15

**Junior Highs**

	Start Time	End Time		Zero Period starts at 7:30 M-F
		Wed	M, T, Th, & F	
Hillview	8:30	1:50	2:52	Zero Period starts at 7:30 M-F
MLK Jr. Junior High	8:30	1:50	2:51	Zero period starts at 7:25 M-F
Rancho Medanos	8:30	1:51	2:51	Zero Period starts at 7:25 M-F

**High Schools**

	Start Time	End Time	
		Wed	M, T, Th & F
PHS	8:30	2:28	3:34
Black Diamond	8:30	2:41	2:41

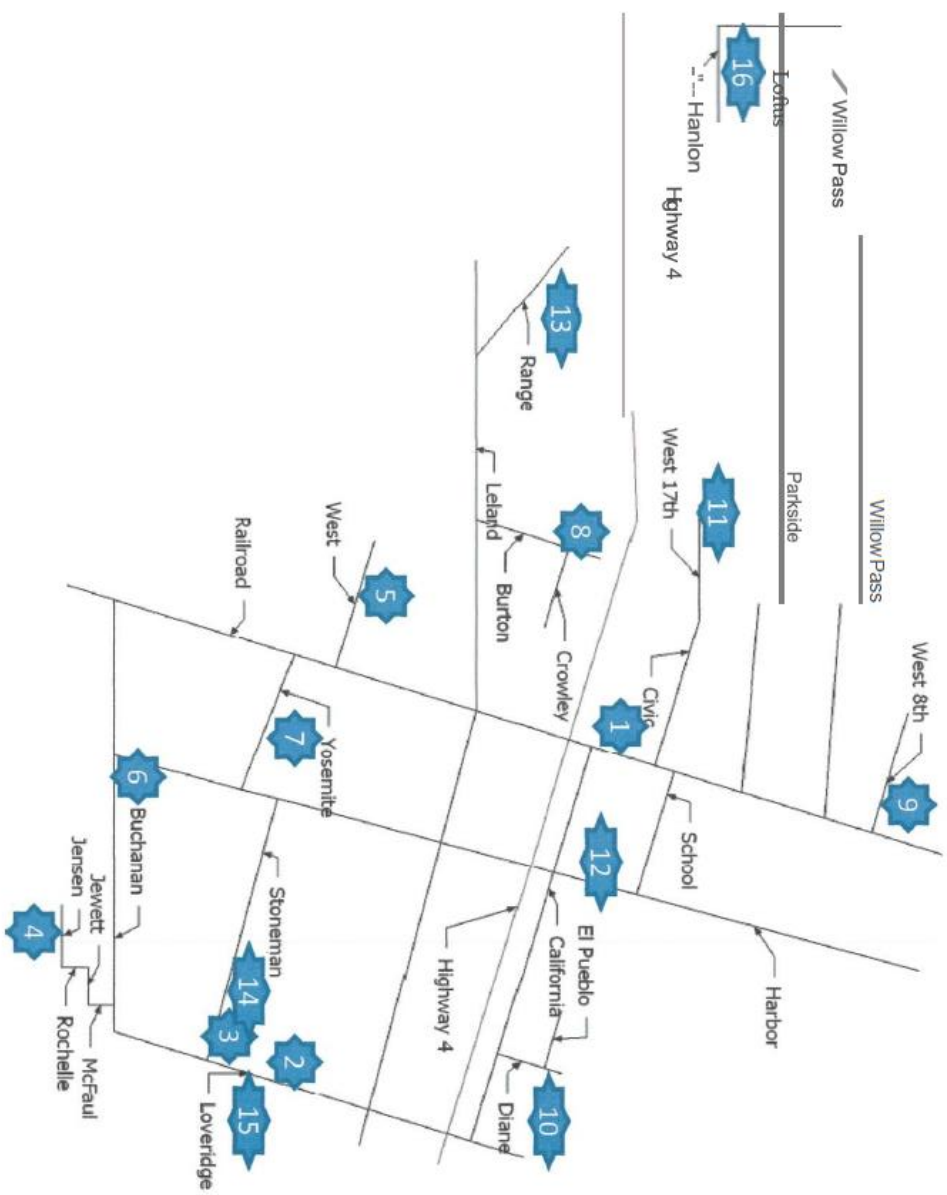
(0 period – 7:20)



<b>1 PUSD DISTRICT OFFICE</b>	2000 Railroad Ave	925-473-2300
<b>2 Maintenance</b>	3200 Loweridge Rd.	925-473-2330
<b>2 Transportation</b>	3200 Loweridge Rd	925-473-2358
<b>2 Child Nutrition</b>	3200 Loweridge Rd.	925-473-2325
<b>3 Adult Education Center</b>	4151 Stoneman Ave	925-473-4460
<b>4 Foothill Elementary</b>	4200 Jensen Dr	925-473-2450
<b>5 Heights Elementary</b>	40 Seeno Avenue	925-473-2410
<b>6 Highlands Elementary</b>	4141 Harbor St	925-473-2440
<b>7 Hillview JHS</b>	333 Yosemite Dr	925-473-2380
<b>8 Los Medanos Elementary</b>	610 Crowley Ave	925-473-2460
<b>9 Marina Vista Elementary</b>	50 East 8th St	925-473-2490
<b>10 Martin Luther King Jr. JHS</b>	2012 Carion Ct	925-473-2500
<b>11 Parkside Elementary</b>	985 West 17th St	925-473-2420
<b>12 Pittsburg High School</b>	4750 Harbor St	925-473-2390
<b>13 Rancho Medanos JHS</b>	2301 Range Road	925-473-2480
<b>14 Black Diamond High School</b>	1131 Stoneman Ave.	925-473-4480
<b>15 Stoneman Elementary</b>	2929 Loweridge Rd	925-473-2430
<b>16 Willow Cove Elementary</b>	1880 Hanlon Way	925-473-2470

# PUSD SITES MAP

[www.pittsburg.k12.ca.us](http://www.pittsburg.k12.ca.us)







## APPENDIX A

Substitute QuickStart Guide |

# Absence Management

### SIGNING IN

Type [aesoponline.com](https://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](https://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

### RECOVERING CREDENTIALS

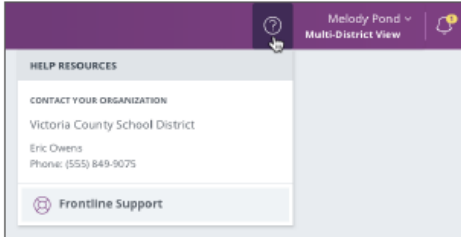
If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

### SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.





## APPENDIX D



### CAMPUS SECURITY: A.L.I.C.E ACTIVE SHOOTER FAQs

#### Why are we changing from our traditional Lockdown-only policy?

There is a new standard-of-care which emphasizes the need for pro-active, options-based, strategies. These strategies are supported by the federal and state government recommendations, as well as, major law enforcement associations. ALICE is the model upon which these official recommendations were built. While there is no active threat to our institution, we have to come to the realization that a violent intruder event can happen any time, any place and for any reason. We have a responsibility to those in our care and employment to do all we can to prepare them for this rare event, not only in our location but wherever they may find themselves.

#### Why the ALICE Training program?

ALICE was the pioneer in active shooter preparation training in our country. They were the first program to question the reasonableness of “Lockdown-only” policies and training. Because they were first, they have the most experience, the credibility and the most support for implementation of our program.

#### How public will we make the location known?

It is important that everyone be on the same page as to where the Rally Point(s) will be located. That is where we want people to make their way to in order to receive the support they will need, for us to account for everyone and for families and loved ones to reunite. It is the location where public safety personnel will also respond to assist and protect those evacuating to the location. We will train and drill to the Rally Point.

#### What about our occupants with special needs, will they have the support they need?

As with most issues with our special needs population, planning and preparations to accommodate their needs will be required. In a response, we will only ask them to use the parts of ALICE that makes sense for their abilities. We as an organization may have to consider and use special communications, training and building infrastructure developed to help them become more ready for this event.

#### What is the difference between “Fight” and “Counter” or is it just semantics in word choice?

There is a difference and it is not just semantics. ATI does not teach fighting skills. “Fighting” skills take a lot of time and practice to become proficient and retain the skills. We teach the use of noise, movement, distance, and distractions to make shooting accurately very difficult, and if appropriate, teach a swarm technique to take back control as a last resort. All recommendations and training are conducted at age and ability appropriate levels.

#### If we do move out of a hiding place and try to gain distance or evacuate, won't that make it easier for the shooter to find us?

Staying in a danger area could expose you to the danger eventually, when taking the opportunity to exit the area removes the possibility. Should you be located, already engaging in the use of movement and gaining distance makes you a much harder target than just staying passive and static.