



Poudre School District Substitute

Handbook



Welcome

to Poudre School District

Greetings PSD Substitutes.

Welcome to Poudre School District's substitute teacher/paraprofessional program. Poudre School District substitutes serve 30,000 students. On a typical school day, more than 200 substitutes are working at one of 50+ schools in Fort Collins and the surrounding area.

We value our hard-working substitute teachers and paraprofessionals who contribute to student achievement through their commitment to quality education.

We understand that substitute teaching is a demanding job that requires a positive attitude, organization, mental preparation, flexibility, knowledge, and skill. This handbook and subsequent trainings are designed to help prepare you for this important and challenging job.

Please feel free to contact us at any time about questions you may have about the substitute program. You are a vital part of our education system and we appreciate you. Thank you for subbing in PSD!

Sincerely,
Dawn Clifton, Substitute Coordinator
PSD Human Resources Team

Important Phone Numbers & Email Addresses

| | | |
|----------------------------------|--------------|------------------------------|
| PSD Substitute Office | 970-490-3078 | dclifton@psdschools.org |
| PSD Payroll | 970-490-3485 | payroll-l@psdschools.org |
| PSD IT Support Center: | 970-490-3456 | helpdesk@psdschools.org |
| Professional Development | 970-490-3623 | jilly@psdschools.org |
| Colorado Department of Education | 303-866-6628 | CDELicensing@cde.state.co.us |
| PERA | 303-832-9550 | |

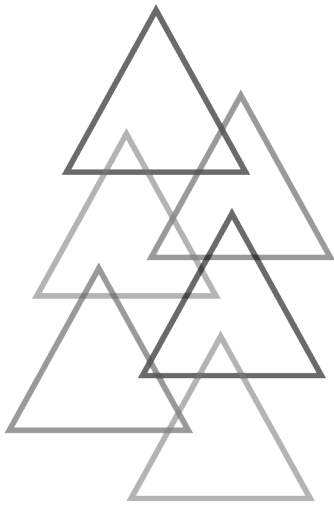


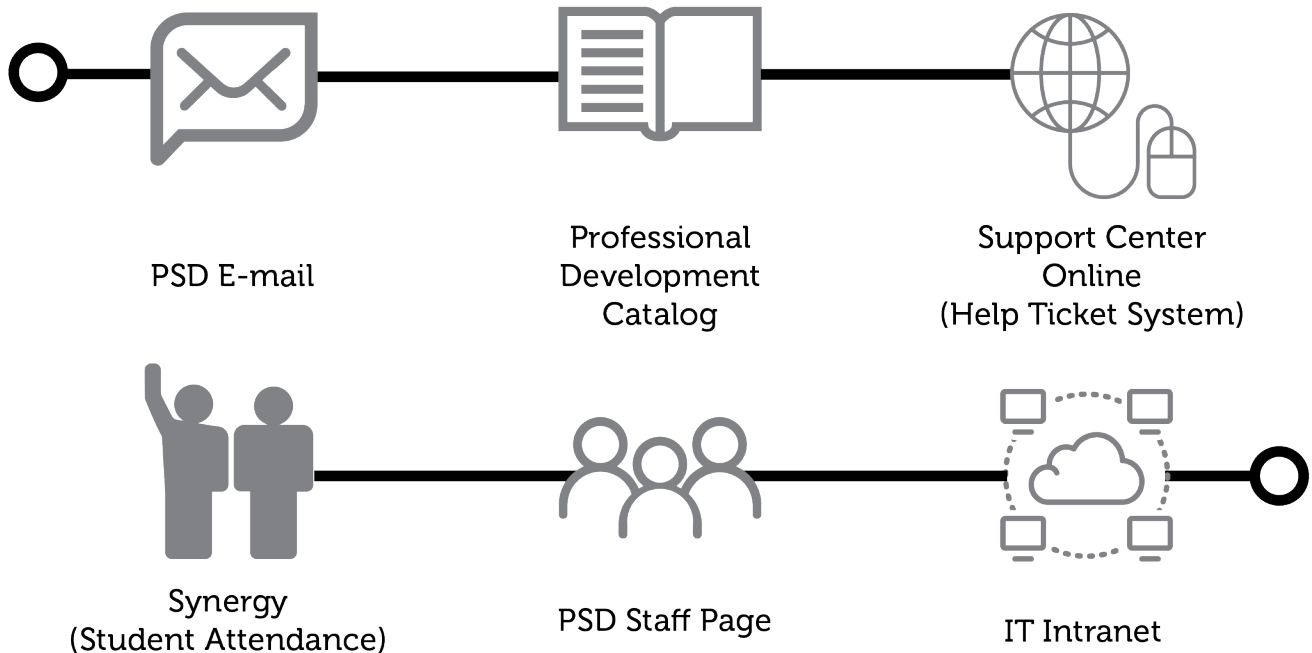
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PSD Staff Account

A PSD Staff Account is generated when HR/Payroll processes your new-hire paperwork. Once this account is generated, you will receive an email to your personal email account. Included in this email will be the steps necessary to set up your PSD staff account.

Once activated, your staff account allows you to access the following:



SmartFind Express Account

Your SmartFind Express Account (the absence report/sub calling system), will be set-up separately.

This account will have different login information to set up and will be sent to your personal email.

The IT Support Center can help if you forget this login information.

Activate your PSD Staff Account in Two Steps:

- 1) Set up your security questions:
www.psdschools.org/passwordquestions
- 2) Set up your district account password:
 - Go to: www.psdschools.org/passwordreset or to www.psdschools.org/staff and click on the "Forgot Password" link.
 - For "User ID" enter your full District email address and the captcha.
 - Enter the Account Verification method you set up in the previous step.
 - Change password.

Types of Substitutes & Requirements

Poudre School District (PSD) employs two types of classroom substitutes:

A **Licensed Substitute** replaces a classroom teacher in the event of an absence. Licensed substitutes must hold a valid Colorado teaching license or a Colorado substitute authorization. Licensure is issued from the Colorado Department of Education (CDE).*

A **Classified Substitute** replaces a classroom paraprofessional, non-instructional paraprofessional, classified media, or clerical position. No teaching license is required for classified substitutes. (Please see the glossary for the classified job descriptions).

**Licensed substitutes are automatically eligible to work as classified substitutes.*

Licensure

The State of Colorado requires substitutes working in a licensed position to hold a valid Colorado teaching license or a valid 3-year/5-year Colorado substitute authorization. Only the Colorado Department of Education (CDE) issues licenses/authorizations. The Licensure process and application is accessed through the CDE website at www.cde.state.co.us. The fingerprint requirement for Colorado licensure is explained within their website.

Background Check

Licensed Subs: In addition to CDE's background check, PSD requires that all licensed employees, including subs, complete an additional background check via Sterling Talent Solutions. The cost to the substitute applicant is \$28.00.

Classified Subs: Classified subs must complete a fingerprint process through PSD prior to subbing. The cost to the substitute applicant is \$40.00.

After a sub applicant attends a sub orientation and has been approved for hire, the procedures for the background check will be emailed to the applicant.

Training

Poudre School District's Professional Development (PD) team provides educational support to licensed and classified staff (including subs) through high-quality professional development that focuses on the learning goals of the district and results in increases in student achievement.

District-wide offerings also include an array of classes including for PSD staff and subs. These offerings are advertised on a regular basis through PSD Professional Development catalogs, the PSD Professional Development website and through email reminders.

Once set up with your PSD email/staff account, please use the PSD website (as Staff) to access and take required courses specified in the Professional Development Catalog. If you have questions about the courses or navigating through this section of the site, please contact Janelynn Lilly (jlilly@psdschools.org).

SmartFind Express

Poudre School District uses an automated absence reporting and substitute calling system, SmartFind Express. PSD staff and substitutes access this 24/7 system via phone or internet. Employee absences are reported to this system. Substitute selection is achieved by matching the absent employee's assignment with a matching substitute. Active subs can access the system at <https://poudre.eschoolsolutions.com> to modify their profile, view past/future jobs, and search for upcoming available jobs.

Calling Periods

Same Day Jobs: 5:30 am – as late as necessary

All Future Jobs: 4:00 pm – 10:00 pm weekdays and Sundays (does not call on Saturdays)

The evening callout is for all future jobs. This can be for the next day, next week, next month, or next semester assignments.

Sub Profile

Upon hire, subs complete a profile form that indicates preferences of schools and job classifications (subjects). Updated profile forms can be submitted to the sub office as needed throughout the school year. Please contact the sub office at dclifton@psdschools.org for a blank form.

Availability

Once registered in the SmartFind Express system, subs can modify their daily schedule and block out dates of unavailability.

System Calls

When the system calls, it will identify itself and ask that you enter your PIN. The system will then offer you an assignment, which you can accept or decline.

- If you accept the job, wait for and write down the job number- this is your only confirmation. Also, please listen for special instructions that may be included.
- If you decline a job, the system may call you several more times that same morning to offer you other jobs. If you are not available to sub that day, you can activate the 8-hour Do Not Disturb feature.

Online Access

The SmartFind Express system is also accessible online. Subs can access the system at <https://poudre.eschoolsolutions.com> to modify their profile, view past/future jobs, and search for upcoming available jobs. Subs use the same user IDs for web access as they use for telephone access.

Daily Schedule

Licensed Subs: A full-day licensed assignment is more than 4 hours and a half day is 4 hours or less. Licensed subs follow the specified hours that are provided with the job assignment. To allow enough time for preparing before class and summarizing after class, licensed subs are scheduled to arrive 30 minutes before class begins and scheduled to stay 30 minutes after class ends. Please note school start and end times vary by location and are noted on your assignment.

Plan Periods: Licensed subs are required to check in with the main office during the absent teacher's plan period. During a plan period, the sub may be placed in another classroom that needs a sub. If there are no classrooms in need of coverage, the school - under direction of the principal or office manager - may ask the substitute to help with other duties. This may include clerical, supervision, and other duties as assigned.

Classified Subs: Classified subs follow the specified hours provided. Subs should arrive with enough time to check in with main office and be to the classroom by the designated start time.

Late Morning Calls

Occasionally the start time for an available assignment may be coming up very soon or the start time may have already passed. Please note that this is an active/open job and a substitute is being requested. If you can make it to the school in a reasonable amount of time (within an hour), please accept the assignment, then **call the school** to provide them with your estimated time of arrival.

Same-day Cancellations

If you must cancel an assignment on the same day it is assigned, please do so as soon as possible. In addition to cancelling out of the job in the SmartFind system, **please call the school** so they are aware of the short notice change. **Excessive same-day cancellations may result in a review and possible deactivation of substitute status.**

Arriving at School

All sub assignments begin by checking in with the main office. The office staff will direct you to the classroom and provide any special instructions from the teacher. Substitute ID badges are also issued upon arrival in the main office.

School Closure

In the event of snow or other hazards, the PSD website, local radio stations, and Denver news stations will announce school closure information. Substitutes are not to report for the substitute assignment, and no substitute pay is provided.

Other Information

Pay Periods/Payday

Pay periods are monthly, and the cycle runs mid-month to mid-month (16th-15th). Substitutes receive a Leave and Earnings Statement via employee online a few days before payday. ***Payday is the last business day of the month, with payment made via direct deposit.***

Substitute pay is an automated process which links the substitute system to the payroll system. Licensed substitutes are paid either a full day or half day. Classified subs are paid hourly.

Changes to Information

To make changes to your name, address, or phone number, please contact the payroll department at payroll-l@psdschools.org or call 970-490-3485.

Email Account

Soon after submitting your paperwork to PSD, a “Welcome to PSD” email will be sent to your personal email account. This email will contain your PSD username for your district email account. **Please follow the instructions in this email to set up your PSD email account.** PSD substitutes are required to set up and access their district email on a regular basis. **Once hired, all email correspondence will be sent to your district email and not your personal email.**

Upcoming School Years

Near the end of each school year, substitutes will receive an email (sent to their PSD email account) with information on summer school and the upcoming school year. Substitutes may opt to remain active or be removed from the sub list. Substitutes will also be given instructions about locating relevant updates for the next year through the PSD website.

Online Access

Maps, school listings, calendars, and pay rates can be found in the Poudre School District website: www.pdschools.org.

Information pertaining to the Poudre School District Board of Education can be found on the left side of the screen on the Poudre School District website: www.pdschools.org; click on About Us, Board of Education, and then District Policies.

Other Information (Continued)

Injuries at Work

Accidents or Injuries must be reported immediately to the employee's supervisor. If the injury is an emergency, immediate treatment should be sought at the nearest hospital.

Substitute Concerns

If during an assignment there is an issue of concern, school administration will notify the substitute office and/or HR. If a very serious concern occurs, an HR manager may request to meet with the substitute in person to discuss opportunities to resolve the concern. If a concern is serious, it may result in termination of employment.

Pool Withdrawal

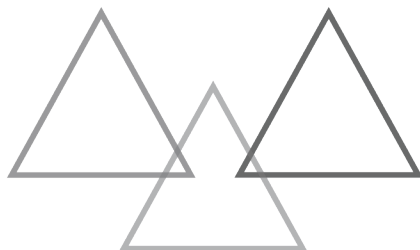
Please notify the substitute office (970-490-3078) if you wish to have your name removed from the substitute list.

Sub Inactivity

Substitutes who have not worked during a period of one semester or longer may be removed from both the substitute and payroll systems.

Deactivation Return

If you have been deactivated as a PSD substitute and wish to return, please contact the substitute office. If you were actively subbing within the past year, the requirement to attend a new orientation may be waived; however, you may be required to submit new payroll paperwork. If you have not subbed in over one year, you will be asked to reapply and attend a new substitute orientation.



Licensed Substitute Daily Expectations

Dress Code

A substitute should dress professionally for the assignment, exercising good judgment and discretion, avoiding extremes. Dress should not distract from the learning environment.


Lesson Plan

The lesson plans left by the teacher must be followed as closely as possible. A substitute should be prepared, however, in the event no lesson plans are left for the day.

Before Class

- Start your day by signing in with the main office.
- You will receive a badge and will be directed to the classroom.
- Locate and review lesson plans, schedules, attendance forms, seating charts, and other pertinent information needed.
- Write your name, date, and an outline of the day's plan on the board.
- Be aware of students with health concerns or special needs.
- Be aware of the building's emergency procedures.
- Demonstrate confidence by meeting students at the door with a smile and a hello.

Ending Class

- Verify and collect necessary work from students.
 - Assign and clarify homework if applicable.
 - Assign end-of-class housekeeping chores.
 - Thank the students for good behavior.
- 

During Class

- Begin class when the bell rings.
- Greet the class and introduce yourself.
- Get the students busy as soon as possible.
- Follow the lesson plan.
- Monitor student understanding; rephrase or re-teach as needed.
- Monitor student work time; try to stay on schedule.
- Make clear transitions between activities.

After Class

- Organize and label papers.
 - > Write detailed notes to the teacher explaining what went on during the day. Note any deviations to the lesson plan. Include your name and phone number in the notes. Employees can specifically request you for future jobs by entering your Sub User/Access ID (your 7-digit phone number).
- Return the sub badge and sign out in the main office.

Legal Issues & Ethics

An overall consideration when substitute teaching is the substitute teacher's legal responsibility in the classroom and school. The following are some legal responsibilities substitutes should be aware of:

Supervision of Students

The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.

Due Care & Caution

A substitute teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and actions, and following school safety policies and procedures.

Release of Children

Due to possible restraints on who may have custody of a child, do not allow children to leave the building during the school day without consent from the office.

Health

Only the school nurse or other appropriate health personnel can administer medication, not the classroom teacher or substitute teacher. If there are medication requirements of a student, the school nurse should be notified. Accidents or injuries must be reported to the office or clinic immediately. If a student becomes ill, the substitute must call for help. The student should be sent to the health office accompanied by someone, and the substitute should follow up to verify status. If a substitute suspects a student of being under the influence of drugs or alcohol, he or she should contact an administrator.

Confidentiality

It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical condition, learning or discipline problems, etc.

Discipline Policy

DO NOT TOUCH STUDENTS. A classroom teacher or substitute teacher may never use inappropriate language, name calling, or harsh words with a student. When in doubt about handling a situation, refer the student to the building principal. A substitute may call on a neighboring teacher or the office for assistance in accompanying the student the office.

Safety

Each school has a written emergency plan, which includes procedures for lockdown and/or emergency evacuation. All threats are to be treated seriously and reported to the main office immediately. If a substitute suspects a student of being under the influence of drugs or alcohol, he or she should contact an administrator. **If you must leave the classroom for any amount of time, call for assistance. NEVER LEAVE STUDENTS UNATTENDED.**

PSD's Emergency Plan

All schools within Poudre School District have plans and procedures in place for handling crisis situations. As a part of the plans, schools conduct practice drills for Fire, Severe Weather, and Lockdown/Lockout situations. Please take a moment to familiarize yourself with the Standard Response Protocols page. These emergency response actions steps are the standard response options for all Poudre School District schools to use during a crisis.

Teachers play a crucial role in all emergency procedures and as a substitute, you may be responsible for a class of students during an emergency or drill. In addition to remaining calm, the following suggestions may help you be better prepared in the event a crisis occurs.

Ask the Office

As you check in at the office, take a moment to ask what the crisis procedures are for that school. Specifically ask what is expected of you during a Fire Evacuation, Lockout, and Lockdown.

Your Classroom

When you arrive at your classroom, take a few minutes to look around. Try to find:

- Fire evacuation maps that show primary and secondary exits.
- A class roster.
- Some schools may have a red folder in the classroom. If you see one, it will usually contain the school crisis procedures and class rosters. In the event of a crisis, you can grab this red folder and take it with you.
- Review the lesson plan folder for the day. They will often contain information about the school's crisis procedures.

>> **Meet your neighbor** <<

If you have the opportunity, introduce yourself to a neighboring teacher. This will provide you with someone you can ask for assistance or to help clarify any internal school procedures.

Lockdown

Below is a sample lockdown procedure.

- Remain calm. Most students will model your reactions to the situation.
- Make sure all classroom doors are closed and locked.
- Close window shades/blinds. If one is present, cover the window(s) in the door leading to the hallway.
- Take roll call. Listen for an announcement on how to notify the office of any missing students.
- Maintain quiet throughout the drill. Facilitate an activity that will allow for immediate attention getting if necessary.
- Remain in a lockdown until further instructions are given.

Poudre School District



In an Emergency. When you hear it. Do it.



Lock-Out! *Secure the Perimeter*

- Bring in all students, parents, and visitors from outside the building
- Close and lock all exterior doors
- Close and cover exterior windows
- Business as normal inside the school



Lock Down! *Locks, Lights, Out of Sight.*

- If feasible, bring in all students, parents, and visitors from outside the building
- Close and lock all interior and exterior doors
- Turn out lights. Close and cover windows
- Everyone needs to be out of sight and silent
- “Run, Hide, Fight” concepts apply!



Evacuate! *Directions to Follow*

Fire Drill (also for Explosion, Noxious Gasses, Natural Gas Leak, Earthquake)

- Teacher and class exit outside the building to designated area
- Teacher completes head count to see if all students are accounted for
- If all students are present, hold up the green sign – if not, hold up the red sign



Shelter! *Directions to Follow*

Weather Emergencies (Tornado, Heavy Hail)

- Students outside should be brought in immediately
- Move to the hallways to designated safe zones according to map
- If you can hear the storm approaching, students should face the wall, get on knees, and cover their heads with their hands



Hold! *In your classrooms. Clear your halls.*

- Close and lock all classroom doors
- Remain in the classroom until the “ALL CLEAR” has been given.
- Business as normal inside the classroom



Medical Emergency! *Directions to follow.*

- Respondent dials 911 if necessary
- Move students and non-emergency adults to a different location
- Call the office 488-XXXX. Notify them of the medical emergency and location
- School Health Technician will respond



Subbing Tips

Class Starter Tips:

Always follow the teacher's lesson plan first! When you need help with an engagement strategy or have extra time, keep the students engaged and on task.

Greet students at the door and ask them to start on an activity as soon as class begins. Some teachers may leave instructions for a starter activity, but if one is not outlined in the lesson plan, you may use one of these ideas.

Would You Rather

Instructions: Have students work with a seatmate to take turns answering the following:

- Would you rather have a panda or an anteater as a pet? Why?
- Would you rather have to ride your bike wherever you go or ride the bus? Why?
- Would you rather have to say everything that came to your mind or never speak again?
- Would your rather be able to fly, or to be invisible? Why?
- Would you rather be able to hear any conversation or take back anything you say? Why?
- Would you rather get \$1000 right now or \$50 month for the rest of your life? Why?
- Would you rather spend every minute of the rest of your life indoors or outdoors? Why?
- If you could only eat one breakfast cereal for the rest of your life, which would it be? Why?
- If you could only eat at one restaurant for the rest of your life, which would it be and why?
- If you could only have one superpower, what would it be and why?
- If you could only be one movie character, who would it be and why?
- If you could only be an animal, which animal would you be and why?
- If you could only watch one TV series for the rest of your life, what would it be and why?
- If you could only have lunch with one person from history, who would it be and why?
- If you could only change your name, what would you change it to and why?
- If you could only go back and change one event in history, which would it be and why?
- Do you think crying is a sign of weakness or strength, and why?

Other Ways to Say "Good Job"

| | |
|----------------|----------------|
| Super! | Way to go! |
| Nice going. | Good going. |
| I'm impressed. | Nice going. |
| That's Good. | That's clever. |
| Wow! | Beautiful! |
| Super-Duper! | Marvelous! |
| Good Work! | Cool! |
| Terrific! | Incredible! |

It looks like you put a lot of work into this.
You are learning fast.
Keep on trying.
You are on the right track.
You have the hang of it
You make it look easy.
You are getting better!

Anagrams

Instructions: How many words can you create from any of the following:

| | | | | | |
|-----------|-----------|----------|--------|----------|--------|
| Alphabets | Apartment | Brownie | Grease | Starting | Beware |
| Aluminum | Amazingly | Heredity | Oceans | Bowling | Friend |

Write a Story

Instructions: Write a story using the following words:

Magnifying glass, bucket, tree, fork, bookshelf, and computer.

Subbing Tips Continued

Headlines

Instructions: Choose any of the following headlines and write the story that should be associated with it:

- Duck Walks Across Highway, Causes Pileup
- Student at Local School Excel in Academics and Service Opportunities
- Cost of Paper Skyrocket- Alternatives Explored!
- Alien Invasion Predicted!
- Grass Turning Purple Around the United States
- Chaos~ Internet Down for 24 Hours
- Classroom Management Strategies
- Captivate and Redirect

Engage & Redirect

To minimize major disruptions, capture and redirect students' attention. Involve students in an engaging and mentally challenging learning activity to help them settle back into the routine of the day.

Whisper

Your first instinct in a situation where the class is noisy and off task may be to raise your voice. However, when students hear you speak loudly, they may assume it is all right to raise their voices as well. A productive strategy is to whisper. Move to the front of the room and begin giving instructions very quietly. As the students begin to hear you, they will need to become quiet in order to understand what you are saying. Once you have the attention of the class, you can give instructions as needed.

Write & Erase

If students are between activities and talking amongst themselves, one way to get their attention and give further instructions is to begin writing and erasing the instructions on the board, one word at a time. For example, if you want them to get their science books from their desk and place it on top, you would write "Get" on the whiteboard and then erase it. Next, write "Your" and erase. Then "Science" ...students will realize what you are going and become involved in the activity.

Acknowledge & Redirect

A negative comment is often the result of an emotional response. Do not engage and take it personally. Acknowledge the student in a calm and respectful manner. "I see that you are upset right now. I need to know how I can help you. What do you need from me in order to continue working on the assignment? We can discuss the situation further after class if you would like."

Subbing Tips Continued

Ask for Help:

If you feel that you or the student cannot redirect high emotions, stay calm and call the office for help. You can also ask a neighboring teacher to step in and help at any time. Once the situation is under control, record the incident by documenting what you said or did, what the student said or did, and the actions of those involved.

Two of the most important words for substitutes to use to manage a situation are "I understand." "I understand he took your paper.... I understand she cut the line.... I understand your feelings were hurt...etc." Empathize with the students and let them know you care about finding a positive solution.

Research shows that the best outcomes result from having at least EIGHT positive interactions for every negative interaction with a student. Try to catch students being on task and shift the focus away from unwanted behavior by offering praise for desired actions.

Questioning

Try to avoid asking questions to the students about their bad behavior.

Example: Teacher – "Why are you not completing your assignment?"
Students – "Because it is boring."
Teacher – "Why is it boring?"
Student – "Because nobody cares about this stuff."

Instead try: Teacher – "What do you need to be working on right now?"
Students – "My assignment."
Teacher – "Thanks for working on that, I will check back in a minute."

Sarcasm

Sarcasm destroys the positive classroom environment. The use of sarcasm suggests that you, the teacher, do not know any better way to interact.

Example: Teacher – "Well isn't it nice that you all decided to finally act like humans instead of wild animals. I am glad it only took half the class time to do it. I wonder if you are all the slowest and loudest children in the school. Now sit down and get ready to work."

Instead try: Teacher – "It is this classroom's rule that everyone is seated and ready to work once the bell rings. I really appreciate those of you who are seated and are ready to go."

Threats

Avoid resorting to issuing threats by planning. State both expectations and appropriate consequences in advance. Then reinforce appropriate student behavior and follow through with consequences. Create positive interactions with students.

Concentrate on re-stating expectations, keep your cool, or get the teacher next door. Do whatever it takes to keep from resorting to verbal threats of any kind.

Be prepared with several classroom management strategies. All classes are different, so use the positive verbal reinforcement with one class and maybe a sticker reward with a different one. If a strategy isn't working, don't be afraid to try a different one.

Classified Job Descriptions

504 Para

Responsible for assisting the student(s) in the general classroom or teacher by providing instructional and physical support for students with physical and/or mental impairments so that they may fully participate in class/school activities. Assist students with personal care, social skills and/or self-awareness. Assist teacher with classroom materials and clerical skills and monitor students.

Instructional Para (K-12)

Responsible for assisting the classroom teacher with implementing instruction and/or reinforcing learning skills in one-on-one, small, and/or large student groups. Assist with preparing classroom materials, administering tests, grading, taking attendance, completing paperwork, maintaining files, documenting student achievement, and/or monitoring students.

Instructional Para (EC)

Responsible for assisting the early childhood teacher with implementing instruction and/or reinforcing learning skills in one-on-one, small and/or large groups of children ages 3 - 5. Assist with assessing students, preparing classroom materials, completing paperwork, maintaining files, documenting student achievement and/or monitoring students.

Special Ed Para I

Responsible for assisting the General Classroom or Special Education Teacher by providing instructional and physical support for students with mild to moderate physical disabilities, emotional disabilities and/or special needs so that they may fully participate in class activities. Assist students with personal care, social skills and/or self-awareness. Assist teacher with classroom materials and clerical skills and monitor students

Special Ed Para II

Responsible for assisting the General Classroom or Special Education Teacher by providing instructional and physical support for students with significant support needs so that they may fully participate in class activities. Assist students with personal care, social skills and/or self-awareness. Assist teacher with classroom materials and clerical skills and monitor students.

Special Ed Para (EC)

Responsible for assisting the Early Childhood Special Education Teacher in providing instruction and physical support for students with moderate to extensive physical disabilities, emotional disabilities, and /or special needs.

FAQs



Q. What is the web address to SmartFind?

A. The web address is: <https://poudre.eschoolsolutions.com>

Q. Is there are link to SmartFind on the PSD website?

A. Yes there is a link on the PSD staff page. Once there, click on Substitute Teachers under the Quick Links

Q. What is my Access/User ID for SmartFind?

A. This ID is your 7-digit phone number (no area code)

Q. How do I register in SmartFind?

A. To register, follow the instructions on your Substitute Quick Reference Guide. Once you are set up in this system, the guide will be sent to your personal email account.

Q. I misplaced my PIN. What do I do?

A. The system has a Trouble Signing In link that allows you to reset your password. You will need to access your PSD email account to complete the PIN change. You may also call the sub office at 970-490-3078 or the PSD IT Support Center at 970-490-3456 for assistance with a misplaced PIN.

Q. A teacher would like to assign me to a job. How can he or she assign me to the job?

A. The teacher can assign you a job using your Access ID (your 7-digit phone number). If a teacher requests you, the system will start calling you the day it's reported and will attempt to reach you until 9:00 pm the night before the job. If a teacher prearranges you, the system will NOT notify you that you have an assignment. Please review your assignments by accessing the SmartFind system.

Q. A teacher indicated he/she assigned me to a job and I showed up for the job. However, another sub also showed up. Why did this happen?

A. The teacher may have mistakenly put the job out for callout and it was picked up by another substitute. When checking your assignments, please verify that prearranged jobs are listed under your job assignments. If an expected job is not listed under your job assignments, the job has not been assigned to you. In this case, please contact the school so they can get the job assigned to you.

Q. If a sub was requested for a job and another sub shows up for the same job, who gets the job?

A. The sub who accepted the job via the SmartFind system (who has the Job Number) gets the job.

Q. I showed up for a job and I was told the job was cancelled. Why wasn't I notified?

A. If a teacher cancels an absence (job), the system will begin calling the sub to inform him/her of the cancellation. There are times, however, the sub simply misses the call.

Q. A teacher would like to assign me to a job and the system says I am not available. Why does this happen?

- A. Please logon to your SmartFind profile and . . .
1. Verify both your Daily Schedule and Unavailable Dates.
 2. Verify you have not accepted another job that conflicts with the date.
 3. Verify the expiration date of your license.
 4. Verify you have a matching job classification for this classroom.

Q. The SmartFind system tells me my license is going to expire. Why does it keep telling me this?

A. The system will remind you that your license is scheduled to expire 90 days in advance of expiration. It will continue to notify you until you have submitted a copy of your updated license to the substitute office. You may submit an updated license by email, drop it off personally with the Human Resources Department, or fax a copy to 490-3431. It is recommended you renew your license at least two months prior to the expiration date. If your license expires, you cannot substitute until CDE approves renewal of your new license.

Q. I believe my paycheck is incorrect. What do I do?

A. First verify in the SmartFind system that the jobs you worked fall within the pay period. Pay periods are mid-month to mid-month (16th through the 15th). If an assignment you worked is not listed, contact the sub office at 490-3078. If you were not paid for a listed assignment, please contact payroll at 490- 3485.

Q. I need a list of all the jobs I worked during the school year. How can I access this information?

A. You can access this information through the SmartFind system. Login and select "Review Assignments", enter the date range and press search. This will give you a list of all jobs for the date range you have requested.

Poudre School District Directory & Default Start/End Times for Licensed Subs

| Location Name | Address | Phone | Start Time (AM) | End Time (PM) |
|---------------------------|---|----------|-----------------|---------------|
| ELEMENTARY SCHOOLS | | | | |
| Bacon | 5844 S Timberline Rd, 80528 | 488-5300 | 7:15 | 3:15 |
| Bauder | 2345 W Prospect Rd, 80526 | 488-4150 | 8:20 | 4:20 |
| Beattie | 3000 Meadowlark Ave, 80526 | 488-4225 | 8:20 | 4:20 |
| Bennett | 1125 Bennett Rd, 80521 | 488-4750 | 7:15 | 3:15 |
| Bethke | 5100 School House Dr, Timnath 80547 | 488-4300 | 8:20 | 4:20 |
| Cache La Poudre | 3511 W. Co. Rd. 54G, Laporte, 80535 | 488-7600 | 7:40 | 3:40 |
| Dunn | 501 S Washington Ave, 80521 | 488-4825 | 8:20 | 4:20 |
| Eystone | 4000 Wilson Ave, Wellington 80549 | 488-8600 | 7:40 | 3:40 |
| Harris Bilingual | 501 E Elizabeth St, 80524 | 488-5200 | 7:15 | 3:15 |
| Irish | 515 Irish Dr, 80521 | 488-6900 | 8:20 | 4:20 |
| Johnson | 4101 Seneca St, 80526 | 488-5000 | 8:20 | 4:20 |
| Kruse | 4400 McMurry Ave, 80525 | 488-5625 | 8:20 | 4:20 |
| Laurel | 1000 E Locust Ct, 80524 | 488-5925 | 7:15 | 3:15 |
| Linton | 4100 Caribou Dr, 80525 | 488-5850 | 8:20 | 4:20 |
| Livermore | 360 Red Feather Lakes Rd, Livermore 80536 | 488-6520 | 7:45 | 3:45 |
| Lopez | 637 Wabash St, 80526 | 488-8800 | 8:20 | 4:20 |
| McGraw | 4800 Hinsdale Dr, 80526 | 488-8335 | 7:15 | 3:15 |
| O'Dea | 312 Princeton Rd, 80525 | 488-4450 | 8:20 | 4:20 |
| Olander | 3401 Auntie Stone St, 80526 | 488-8410 | 7:15 | 3:15 |
| Polaris School | 1905 Orchard Pl, 80521 | 488-8264 | 7:45 | 3:45 |
| Putnam | 1400 Maple St, 80521 | 488-7700 | 8:20 | 4:20 |
| Red Feather | 505 N County Road 73C, Red Feather 80545 | 488-6550 | 7:55 | 3:55 |
| Rice | 7000 Third St, Wellington, 80549 | 488-8700 | 8:25 | 4:25 |
| Riffenburgh | 1320 E Stuart St, 80525 | 488-7935 | 7:25 | 3:25 |
| Shepardson | 1501 Springwood Dr, 80525 | 488-4525 | 7:15 | 3:15 |
| Stove Prairie | 23891 County Rd 27, Bellvue 80512 | 488-6575 | 8:10 | 4:10 |
| Tavelli | 1118 Miramont Dr, 80524 | 488-6725 | 7:15 | 3:15 |
| Timnath | 3909 Main St, PO Drawer 10, Timnath 80547 | 488-6825 | 7:15 | 3:15 |
| Traut | 2515 Timberwood Dr, 80528 | 488-7500 | 7:55 | 3:55 |
| Werner | 5400 Mail Creek Ln, 80525 | 488-5550 | 8:20 | 4:20 |
| Zach | 3715 Kechter Rd, 80528 | 488-5100 | 7:45 | 3:45 |
| MIDDLE SCHOOLS | | | | |
| Blevins | 2101 S Taft Hill Rd, 80526 | 488-4000 | 7:35 | 3:35 |
| Boltz | 720 Boltz Dr, 80525 | 472-3700 | 7:35 | 3:35 |
| Cache La Poudre | 3515 W. Co. Rd. 54G, Laporte, 80535 | 488-7400 | 7:35 | 3:35 |
| Kinard | 3002 E Trilby Rd, 80528 | 488-5400 | 7:45 | 3:45 |
| Leshner | 1400 Stover St, 80524 | 472-3800 | 7:35 | 3:35 |
| Lincoln | 1600 W Lancer Dr, 80521 | 488-5700 | 7:35 | 3:35 |
| Polaris | 1905 Orchard Pl, 80521 | 488-8264 | 7:45 | 3:45 |
| Preston | 4901 Corbett Dr, 80528 | 488-7300 | 7:35 | 3:35 |
| Webber | 4201 Seneca St, 80526 | 488-7800 | 7:35 | 3:35 |
| Wellington | 4001 Wilson Ave, Wellington 80549 | 488-6600 | 7:35 | 3:35 |
| HIGH SCHOOLS | | | | |
| Centennial | 330 E Laurel St, 80524 | 488-4940 | 7:30 | 3:30 |
| Fort Collins | 3400 Lambkin Way, 80525 | 488-8021 | 8:30 | 4:30 |
| Fossil Ridge | 5400 Ziegler Rd, 80528 | 488-6260 | 8:30 | 4:30 |
| Polaris | 1905 Orchard Pl, 80521 | 488-8264 | 7:30 | 3:30 |
| Poudre | 201 Impala Dr, 80521 | 488-6011 | 8:25 | 4:25 |
| Rocky Mountain | 1300 W Swallow Rd, 80526 | 488-7023 | 8:30 | 4:30 |
| OTHER LOCATIONS | | | | |
| Community Connections | 2901 S Shields St, 80526 | 282-3790 | 8:15 | 4:15 |
| Cooper Home | 217 E Swallow Rd, 80525 | 484-7836 | 7:50 | 3:50 |
| Poudre Community Academy | 2540 LaPorte Ave, 80521 | 490-3295 | 7:30 | 3:30 |
| Poudre Global Academy | 703 E Prospect, 80525 | 490-3281 | 8:00 | 4:00 |

Map & Location Information

Mountain Schools

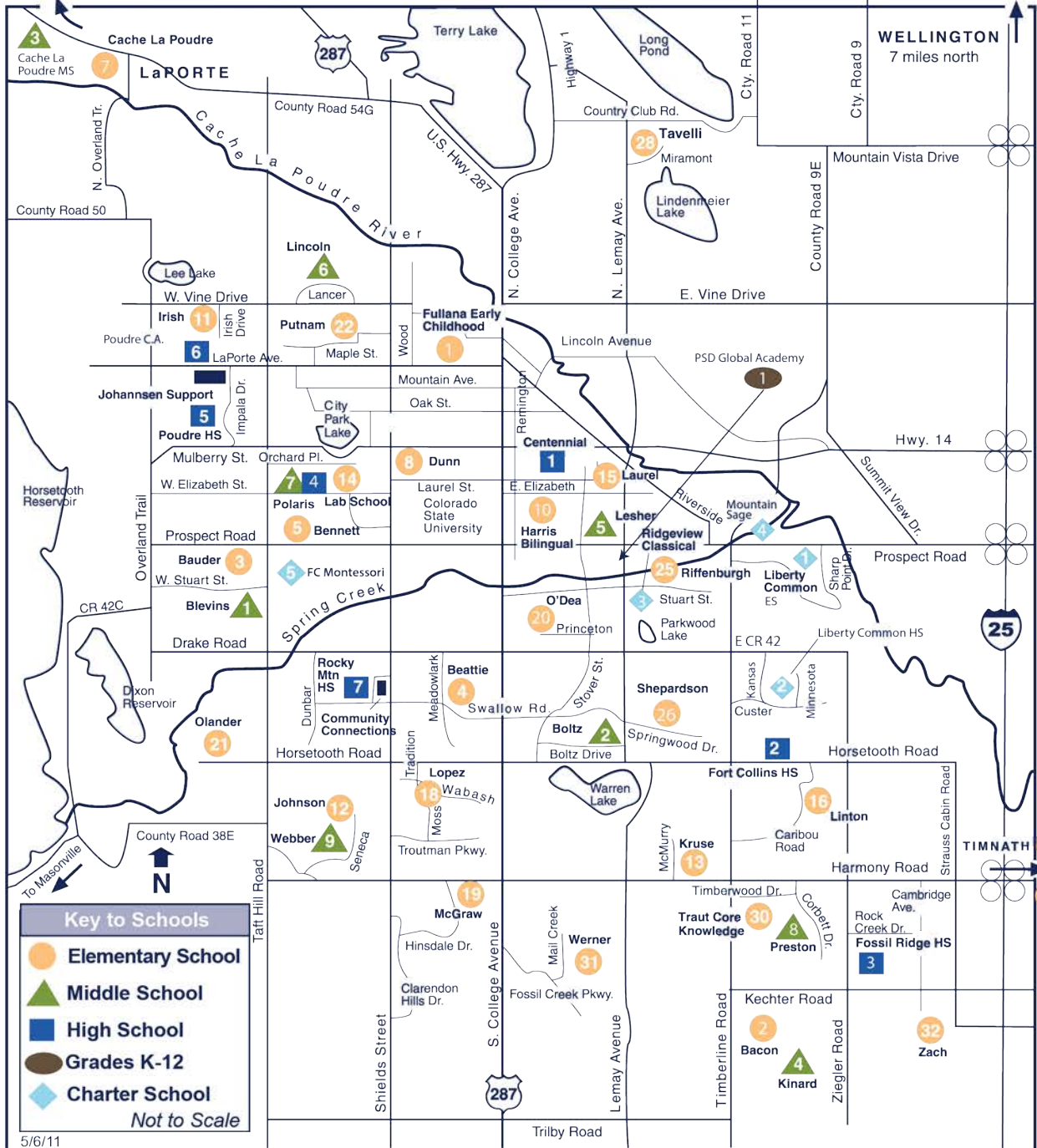
See driving directions below

- 17 Livermore, LIVERMORE
- 23 Red Feather, RED FEATHER LAKES
- 27 Stove Prairie, BELLVUE

Wellington Schools

See map below

- 10 Wellington
- 9 Eyestone
- 24 Rice



Mountain Schools (From Fort Collins)

Livermore: Take US-287 N to Laramie, WY (Laporte Bypass); go 16.5 miles to Livermore. Turn left on Red Feather Lakes Road (CR 74E); school is on the right.

Red Feather: Take US-287 N to Laramie, WY (Laporte Bypass); go 16.5 miles to Livermore. Turn left on Red Feather Lakes Road (CR 74E); continue 24 miles; turn slight right onto CR 73C (Creedmore Lakes Road); go .5 miles to school site.

Stove Prairie: Take US-287 N, stay straight to go onto CR-54G/Old US 287. Turn left on CR-52E/Rist Canyon Road. Go 13.2 miles to school site.

Wellington Schools



Timnath Schools

