



POUDRE SCHOOL DISTRICT

Substitute Handbook

Educate... Every Child, Every Day

subs@psdschools.org

Welcome to Poudre School District



Greetings PSD Substitutes,

Welcome to Poudre School District's substitute teacher program.

Poudre School District substitutes serve more than 30,000 students. On a typical school day, more than 200 substitutes are working at one of the 54 schools in Fort Collins and the surrounding area. We use an automated absence reporting and sub assigning system named SmartFind Express.

We value our hard-working substitutes who contribute to student achievement through their commitment to quality education.

We understand that substituting 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,
PSD Human Resources Team

Important Phone Numbers & Email Addresses

PSD Substitute Team:		subs@psdschools.org
Substitute Coordinator: Dawn Clifton	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
PSD Professional Development:	970-490-3623	jlilly@psdschools.org
Colorado Department of Education:	720-739-3304	https://www.cde.state.co.us/cdeprof/contactus_webform * to submit a licensing support request

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Substitute Requirements

Substitute Licensure

A **Licensed Substitute** replaces a classroom teacher in the event of an absence. Licensed substitutes must hold a valid Colorado teaching license OR a 1-year/3-year/5-year Colorado substitute authorization. Licensure is issued from the Colorado Department of Education (CDE). The licensure process and application is accessed through the CDE website at www.cde.state.co.us.

CDE Background Check

CDE will require you to follow their specific fingerprinting process. You will be asked to schedule an appointment with one of their designated vendors. Poudre School District CANNOT do the fingerprinting for licensure. For more information, please visit CDE's fingerprint page at <https://www.cde.state.co.us/cdeprof/licensingactvendor>.

PSD Background Check

In addition to CDE's background check for licensure, PSD requires all licensed employees, including subs, to complete an additional background check via Sterling Talent Solutions. A link to Sterling will be included with your new hire paperwork email.

Required Training

You will receive an email from Poudre School District to your PSD account regarding mandatory online training (Vector)

- Must be completed prior to subbing (most new subs will complete this during orientation)
- Licensed subs are paid a half day
- Payment for the training will be the month following the completion of all courses

**this training is required and is typically sent to the PSD email account starting in August*

Classified Substitutes

- A classified substitute replaces a paraprofessional, crossing guard, media tech, health tech, office assistant or other classified positions. No teaching license is required for classified substitutes.
- PSD partners with ESS for classified sub coverage. ESS is a seasoned educational staffing agency dedicated to providing qualified and trained staff to school districts. ESS employees receive weekly pay, health benefits that begin on the first day of employment, ongoing training opportunities, special incentives, and bonus programs. ESS will continue hiring classified subs through the summer months! Please visit www.ess.com to learn more about ESS and apply to become an ESS substitute. The onboarding process consists of three easy steps, and the ESS team will be there to support you every step of the way. Start your application today by clicking here: www.ess.com/apply. For more information on classified subbing, please contact ESS at colorado@ess.com.

PSD Staff Account

A **PSD Staff Email Account** will be generated once HR/Payroll processes your new hire paperwork. Once this account is set up, a "Welcome to PSD" email will be sent to your personal email account that you applied with. **This email will provide the steps necessary to set up your PSD Staff Account.**

Once activated, your district staff email account will allow you to access the following:

	PSD Email	Visit www.psdschools.org/mail
	PSD Staff Page	<ul style="list-style-type: none">o Employee Online/Payrollo Professional Developmento IT Support Center (Help Ticket System)
	Synergy	Student Attendance * access to synergy is delegated by school per job
	SmartFind Express	Absence/Sub Management System *set up a few days AFTER your staff email account is set up)

You will activate your PSD Staff Account in two steps:

1. Set up Your Security Questions

- Go to: www.psdschools.org/passwordquestions
- Login using your full district email address and password.
- Choose what Account Verification method you want to setup (phone, email, or security questions).

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.

A quick note to prior PSD employees...

•If you have ever worked in the district, your password should be the same as previously. If you need to reset your password, visit www.psdschools.org/passwordreset or call the IT Support Center at 970-490-3456 for assistance

Automated System Overview: SmartFind Express

Poudre School District uses an automated absence reporting and substitute assigning system, **SmartFind Express**. PSD staff and subs access this 24/7 system via phone, internet browser or the SmartFind app. Teachers are set up according to which school they are at and the subject they teach. Subs are set up based on their completed profile form. This form tells us which schools and subjects (classification) you want included in your account.

Teachers report their absences in this system and indicate when and where they will need a sub. Sub selection is then completed by matching a sub to the absent teacher's teaching assignment.

The system does call out by phone; however, subs also have the option to access the system via their browser or the SmartFind app.

System 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

When the 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, the system will provide you with a confirmation job number.
- 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 an 8-hour Do Not Disturb feature OR you can opt out of calls by blocking the number.

Online Access

The SmartFind Express system is also accessible online. Subs access the system (using their PSD credentials) at <https://poudre.sfe.powerschool.com/homeAction.do>.

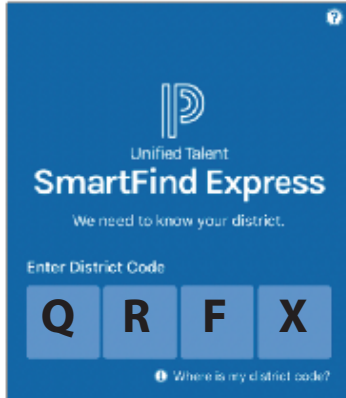
- Search for upcoming available jobs and view past/future jobs
- View/modify their locations and classifications
- Modify their availability, block calls

App Access

The app (SmartFind Mobile) is available in both the Apple and Android stores
PSD's district code is QRFEX. For a more in-depth guide, visit <https://bit.ly/4e6QFjL>

Access the App

Each district will provide you instructions and a district unlock code. Open the app and enter the code.



After unlocking, select the district. Enter your login credentials for the selected district.



Main Navigation



- A. **Jobs** – Find and accept jobs available to you and manage jobs you have accepted in a list view.
- B. **Calendar** – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.
- C. **Settings** – Set your availability and notification preferences.
- D. **Logout**

NOTE: The mobile app has multi-lingual support. It translates to the selected language of your device.

SmartFind Guide

Using your PSD credentials, you can access PSD's IT Support Hub for additional support in SmartFind Express. Visit <https://bit.ly/3MQeXCJ>.

Daily Schedule

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 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 the 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.

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 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 let them know 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 the School

Sub assignments begin by entering the school's front door and checking in with the main office. The office staff will provide you with a badge, instructions for Synergy (student attendance), any special notes from the teacher, and then direct you to the classroom.

School Closure

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



Other Information

Pay Periods/Payday

Substitute pay is an automated process between substitute system and payroll system. PSD pay periods are monthly with the cycle running mid-month to mid-month (16th-15th). Subs can access their check stubs a few days before payday via Employee Online. The link to Employee online is on the PSD staff page under Online Tools. 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.

Changes to Name, Address, or Phone

To make changes to your name, address, or phone number please log on to Employee Online and update your Personal Information. If you have questions about Employee Online, please contact the payroll department at payroll-l@psdschools.org or call 970-490-3485. If it's a name change and/or PSD email address change, please email subs@psdschools.org so we can update your sub profile accordingly.

Upcoming School Years

Near the end of each school year, active subs will receive an email (sent to their PSD email account) with information on summer subbing and the upcoming school year. Provided you worked once during the spring semester, you will not be required to reapply. Your substitute teacher assignment will automatically roll into the new school year.

Access to School Maps, Listings, Calendars

Links to maps, school listings, calendars can be found on the bottom section of Poudre School District's Substitute Teachers page: <https://www.psdschools.org/careers/substitute-teachers>.

Access to Board of Education Policies

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.psdschools.org, click on About Us, Board of Education, and then District Policies.

Injuries at Work

Accidents or Injuries must be reported immediately to the school. 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 representative 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.

Withdrawing from the Substitute Pool

If you wish to have your name removed from PSD's substitute list, please email subs@psdschools.org. Please be sure to include your PSD ID number.

Substitute Inactivity

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

Returning after Deactivation

If you have been deactivated as a PSD substitute and wish to return, please email subspdschools.org. If you were actively subbing within the past 90 days, the requirement to attend an orientation session 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.

PSD Professional Development

Poudre School District's Professional Development (PD) team provides educational support to 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 posted on a regular basis through PSD Professional Development catalogs.

Once set up with your PSD email/staff account, please access the PSD website (as Staff) to access the Professional Development Catalog.



Substitute Daily Expectations

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

Lesson Plan: The lesson plan left by the teacher must be followed as closely as possible. In the event no lesson plan was prepared, please ask for help in the main office. The school's administration and neighboring teachers will be more than happy to assist you.

Helpful Tips for a Smooth 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.

During Class:

- Begin with the bell.
- 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.

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.

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. Be sure to include your name and phone number so teachers can specifically request you for future jobs.
- Return to the main office to return the sub badge and sign out.

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 and 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, children should not be allowed 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 Policies

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, referring the student to the building principal is always sound advice. A substitute may call on a neighboring teacher or the office for assistance in accompanying the student to 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.**



Poudre School District'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 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 when an emergency procedure is employed. 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.

Check out 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.

A sample lockdown plan

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 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.

If you would like further information:

Please call the PSD Security Department at 490-3608.

Poudre School District

address, Fort Collins, CO 80521



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



Secure!

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



Essential Classroom Management Strategies

Classroom management can be a challenging task for any educator, but it can be especially daunting for substitute teachers. Having a toolkit of adaptable techniques can help establish authority, build rapport with students, and minimize disruptions. Below are some practical classroom management strategies that will enable you to confidently navigate the classroom and create a productive learning experience.

Community Over Content

Build a culture of dignity, integrity, respect, kindness, empathy & validation. Be real & vulnerable. See the potential in every child.

Celebrate the Little Things

Incorporate lots of positive praise every day (especially for struggling students); thank students by name, & clearly state specific behaviors (no matter how small).

Safety & Belonging

Students need to feel heard, seen, & validated. Teach & model a culture of kindness. ZERO tolerance for disrespect. Say: "That's not kind and it's not ok". Don't shame or embarrass students. Make your classroom a safe place for everyone!

Student Empowerment

Provide student choice whenever possible; create student jobs, ask for student input, let them choose downtime activities, let them do the planning, thinking, & teaching, make them leaders. Don't do anything a student could do for you!

Regulation & Movement

Students need to move! (and so do you!) Incorporate movement & brain breaks, have students stand and stretch, get outside, go for walks, practice mindfulness & breathing, regulate together. Do not make this optional!

Set Clear Boundaries

Post simple rules & clear expectations on the wall, refer to it often. Give no more than TWO warnings then ask students to step out. Talk to them one-on-one, check in with them. Don't take it personally.

Quiet Discipline & Management

Don't raise your voice. Use non-verbal signals & cues, simple redirects, point to expectations, teacher presence, neutral & respectful tone, body language, teacher look. Be consistent, follow through. No arguing or giving rationales. Name behavior quietly & walk away.

EMOTIONAL REGULATION HIERARCHY



EXTRINSIC REGULATION

Regulate your own body to help the child regulate.



MUTUAL REGULATION

Engage in regulation strategies with the child.



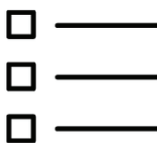
VISUAL REMINDER

Provide a visual reminder of a strategy the child can use.



VERBAL REMINDER

Provide a verbal reminder of a strategy the child can use.



OFFER CHOICES

Offer choices for possible strategies.
Start with visual choices (2-3 options).



ASK ABOUT NEEDS

After identifying the emotion, ask the child what might be helpful.



SELF-REGULATION

The child regulates independently.

School Directory

Location Name	Address	Phone
ELEMENTARY SCHOOLS		
Bacon	5844 S Timberline Rd, 80528	970-488-5300
Bamford	6055 Travers Stakes St, 80538	970-488-8500
Bauder	2345 W Prospect Rd, 80526	970-488-4150
Beattie	3000 Meadowlark Ave, 80526	970-488-4225
Bennett	1125 Bennett Rd, 80521	970-488-4750
Bethke	5100 School House Dr, 80547	970-488-4300
Cache La Poudre	3511 W County Rd 54G, 80535	970-488-7600
Dunn	501 South Washington Ave, 80525	970-488-4825
Eyestone	4000 Wilson Ave, 80549	970-488-8600
Harris	501 E Elizabeth St, 80524	970-488-5200
Irish	515 Irish Dr, 80521	970-488-6900
Johnson	4101 Seneca St, 80526	970-488-5000
Kruse	4400 McMurry Ave, 80525	970-488-5625
Laurel	1000 Locust St, 80524	970-488-5925
Linton	4100 Caribou Dr, 80525	970-488-5850
Livermore	360 Red Feather Lakes Rd, 80536	970-488-6520
Lopez	637 Wabash St, 80526	970-488-8800
McGraw	4800 Hinsdae Dr, 80526	970-488-8335
O'Dea	312 Princeton Rd, 80525	970-488-4450
Olander	3401 Auntie Stone St, 80526	970-488-8410
Polaris	1905 Orchard Pl, 80521	970-488-8260
Putnam	1400 Maple St, 80521	970-488-7700
Red Feather	505 N County Rd 73C, 80545	970-488-6550
Rice	7000 Third St, 80549	970-488-8700
Riffenburgh	1320 E Stuart St, 80525	970-488-7935
Shepardson	1501 Springwood Dr, 80525	970-488-4525
Stove Prairie	3891 Stove Prairie Rd, 80512	970-488-6575
Tavelli	1118 Miramont Dr, 80524	970-488-6725
Timnath	3909 Main St, 80547	970-488-6825
Traut	2515 Timberwood Dr, 80528	970-488-7500
Werner	5400 Mail Creek Ln, 80525	970-488-5550
Zach	3715 Kechter Rd, 80528	970-488-5100

MIDDLE SCHOOLS		
Blevins	2101 S Taft Hill Rd, 80526	970-488-4000
Boltz	720 Boltz Dr, 80525	970-472-3700
Cache La Poudre	3515 W County Rd 54G, 80535	970-488-7400
Kinard	3002 E Trilby Rd, 80528	970-488-5400
Leshner	1400 Stover St, 80524	970-482-3800
Lincoln	1600 W Lancer Dr, 80521	970-488-5700
Polaris	1905 Orchard Pl, 80521	970-488-8260
Preston	4901 Corbett Dr, 80528	970-488-7300
Webber	4201 Seneca St, 80526	970-488-7800
MIDDLE-HIGH SCHOOLS		
Timnath	4700 E Prospect Rd, 80547	970-419-3400
Wellington	2856 Cleveland Ave, 80549	970-488-6600
HIGH SCHOOLS		
Centennial	330 E Laurel St, 80524	970-488-4940
Fort Collins	3400 Lambkin Way, 80525	970-488-8021
Fossil Ridge	5400 Ziegler Rd, 80528	970-488-6260
Poudre Community Academy	2540 LaPorte Ave, 80521	970-490-3295
Poudre	201 Impala Dr, 80521	970-488-6000
Rocky Mountain	1300 W Swallow Rd, 80526	970-488-7023
OTHER LOCATIONS		
Polaris Expeditionary	1905 Orchard Pl, 80521	970-488-8260
Poudre Global Academy	703 E Prospect Rd, 80525	970-490-3086



Poudre School District Map of Schools and Education Sites

● Livermore ● Red Feather Lakes ● Stove Prairie

