

October-November 2017 Blog

Your FAQs:

1. I had several assignments lined up for September... they were cancelled due to Hurricane Irma shouldn't I be paid for them?

No, we are At-Will employees, and not guaranteed employment. For the same reason that we cannot receive unemployment compensation during school breaks, we cannot receive compensation during school closings.

2. Can I be re-assigned during my planning period?

If you have a full day assignment where you have a "free" periods, you may be asked to cover classes or the library during this time since you are paid for a full day.

3. I have been called for an assignment after school have begun... should I take the job?

Yes, but call the school immediately to let them know that you have taken the job, and expect to arrive there by XX:XX o'clock. Go to your email confirmation for the job, and click on the URL following "Google Maps". On the left pane you will find the phone # for the school (you might have to scroll down).

4. When I arrived for an assignment, I was told that it was cancelled. Now what? There will be times when guest teachers are erroneously assigned to a job. If you arrive at a school only to find out there is no assignment, you will be given three (3) choices:

- a. Contact the LMS Help Desk to see if any other job assignments are available.

- b. You can stay at the school and perform assigned duties, in which case you will be paid for a half day.

- c. If there is nothing at the school to do, the school can let sub go home and sub will be paid for half days pay.

5. Is the *Guest Teacher Orientation* course required to continue subbing?

YES! "To continue to guest teach for the School District of Lee County, all Guest Teachers hired before September 1, 2017 will need to attend Guest Teacher Orientation by December 4, 2017. If you were hired after September 1, 2017 you will need to complete orientation before you can guest teach for the District. If you have already attended the orientation, please disregard."

Orientation for Guest Teachers is mandated for ALL Guest Teachers by both Florida (1001.42, 1001.43, 1012.23, 1012.35, 1012.39 F.S), and SDLC School Board (5.08)... even those with prior teaching experience.

The following sessions are available from 5:00 p.m. to 8:00 p.m. in the Caloosahatchee Room at the Public Education Center (2855 Colonial BLVD- FTM). It is necessary to attend only one session.

- Thursday, 11/16/17
- Tuesday, 11/28/17
- Monday, 12/4/17

Please check your District Email for further info.

6. Is the *Technology Basics for Guest Teachers* course required to continue subbing?

NO! It is, however, **HIGHLY RECOMMENDED** if you don't know how (or need a refresher) to utilize District resources, e.g., how to access your District Email, PeopleSoft, payroll report, register for courses, etc.

The class/training, objectives covers the following:

1. District Email
2. Use of school District Computers
3. Effective Communications / Basic Classroom Management
4. District Technology Access
5. Leave Management System (LMS)
6. Smart Board Tips
7. LCAPST – Guest Teacher / Substitute Website
8. How to access training through PeopleSoft
9. Web Mail - Use of Outlook

The following dates are open to registration. Each will be held at the Public Education Center (2855 Colonial BLVD- FTM) – Computer Room "C" 5:00 – 8:00 p.m.:

Friday, December 01, 2017

Friday, January 12, 2018

Friday, February 02, 2018

Friday, March 02, 2018

Friday, April 06, 2018

Friday, May 04, 2018

7. Where can I find more info on how to use the resources provided to me as an SDLC Guest Teacher?

Available 24/7!



How do I access my email?

What is a SmartBoard?

Will I get paid for the extra 1/2 hr that I work?

Who do I call?

For these answers and so much more, visit:

lcapst.org

The lcapst is an advocacy organization that champions benefits, better pay, and training; helps look out for the overall welfare of substitute teachers in Lee County FL.

Better still... become a member!!

