

September 2017 LCAPST Blog

The Lee County Association of Professional/Guest Teachers (LCAPST) would like to welcome back all guest teachers, old and new, for the 2017-18 school year! We hope that all of us will have a very successful year. LCAPST is your association, not mine, nor the officers. So, to all those who have yet to join us, we encourage you to [become members](#), take part, get involved, and enhance our ranks.

The following tips should help you get started:

- ❖ FIRST and FOREMOST: 99% of your questions and/or needs can be addressed by familiarizing yourself with the [LCAPST website](#). All the following links are from this excellent source for/by the Lee County Guest Teachers. The LCAPST owns and maintains this site which is available to you 24/7 no matter where you are on this planet.
- ❖ Secondly, PLEASE access your school email at least once daily. The vast majority of The School District's notifications are sent to you via your leeschools.net email. During the summer, your password has reverted to your DID# (EID#)... It will expire on 01OCT2017.
- ❖ The [2017-18 Guest Teacher Handbook](#) is onsite. One of the most important entries is an *Emergency Contact Information* form. This information will be used only by medical personnel in the event of an emergency when you are unable to speak for yourself. It will be kept in a sealed envelope to ensure your confidentiality. Please complete this form and return it to Principal's Office in a sealed envelope with your name and date on the outside.
- ❖ **Required yearly training** must be completed every year between July 15th - October 31st OR within 60 days of hire date. (This applies to both returning substitutes and newly hired substitutes.)
 - All seven [OSHA requirements](#) are online and ready for your fiscal year completion.
 - New hires after September 1, 2017 are required to attend [Guest Teacher Orientation](#) before they can be a Guest Teacher in Lee County Schools. All others hired before September 1, 2017 are required to have attended the orientation by December 4, 2017 to continue to Guest Teach. [How to Sign up for guest teacher orientation](#) - Scroll down on the page
 - [Acceptable Use of Internet and Technology Training](#)
 - Within 30 days of hire date, New Hires are additionally required to complete: [Identifying and reporting child abuse and neglect](#)
- ❖ Do you need a new ID badge? If, so, you might take advantage of your orientation requirement at the Public Education Center (PEC [2855 Colonial Blvd – Ft Myers]) with a completed [application](#).
- ❖ 8 hour a day schools: Manatee Elementary, Franklin Park Elementary, James Stephens International Academy, Ray V. Pottorf Elementary, Edgewood Academy,

Orange River Elementary, Mirror Lakes Elementary, Tice Elementary, and San Carlos Park Elementary

- If you work 4 hours or less at the elementary schools above you will be paid 4 hours.
 - If you work greater than 4 hours at the elementary schools above you will be paid for 8 hours.
 - ALL other schools (7.5 hours a day)
 - 3.75 hours or less is paid as a half day (3.75 hours)
 - Greater than 3.75 hours is paid as a full day (7.5 hours)
 - DO NOT LEAVE before your assigned time without approval of administration.
- ❖ You do have a personnel file maintained by The District. It is available for your viewing... Please contact Human Resources for an appointment: 239-337-8197.
 - ❖ If you need immediate assistance in the classroom, and are not close to the phone, note that there is CALL BUTTON by the EXIT door. Someone from the office will respond from the overhead speaker.
 - ❖ This year, the 4th and 5th graders will be issued Chromebooks... NOT to be taken home. You will have to familiarize yourself in their use.
 - ❖ There is a Wellness Center available to all employees at the Lee County Public Ed site (2855 Colonial BLVD – FTM)... [Click here](#) for more info.

Wishing you a productive school year,

Marvin

Marvin Goetz, Ed.D.

President – Lee County Association of Professional Substitute/Guest Teachers



References:

LCAPST membership application: [http://lcapst.org/2014-2015/lcapst membership letter-form.pdf](http://lcapst.org/2014-2015/lcapst%20membership%20letter-form.pdf)

Lee County Assoc. Of Professional/Guest Teachers website: <http://lcapst.org/>

2017-18 Guest Teacher Handbook: [http://lcapst.org/Handbook 2 FY17.docx](http://lcapst.org/Handbook%20FY17.docx) LCAPST.pdf

Guest Teacher Orientation Guide: <http://lcapst.org/2017-2018/OrientationGuideREV09AUG17.pdf>

OSHA FAQ's/URL: <http://lcapst.org/2017-2018/OSHAFAQ1718.pdf>

How to sign up for Orientation Video: <http://www.leeschools.net/index.cfm?p=guest-teacher-application-process-step-4>

Acceptable Use of the Internet and Technology: [http://lcapst.org/2017-2018/Acceptable Use of Technology Resources Online Training.pdf](http://lcapst.org/2017-2018/Acceptable%20Use%20of%20Technology%20Resources%20Online%20Training.pdf)

Identify and reporting child abuse: [http://lcapst.org/2015-2016/Guides/IDnReportingChildAbuseLCAPST Updated7OCT15.pdf](http://lcapst.org/2015-2016/Guides/IDnReportingChildAbuseLCAPST%20Updated7OCT15.pdf)

ID Badge: [http://lcapst.org/2016-2017/REQUEST FORM FOR PHOTO ID BADGE.pdf](http://lcapst.org/2016-2017/REQUEST%20FORM%20FOR%20PHOTO%20ID%20BADGE.pdf)

SDLC Wellness Center: <https://digitalbell-bucket.s3.amazonaws.com/BD0349C7-5056-907D-8DC2-7B7F277B96DC.pdf>