

August 2018 LCAPST Newsletter

The Lee County Association of Professional/Guest Teachers (LCAPST) would like to welcome back all guest teachers, old and new, for the 2018-19 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.
- ❖ Second, 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. **If your password was expired on or before 01AUG2018, it has been reverted to your personal DID# (EID#)... It will expire on 15OCT2018.**
- ❖ The [2017-18 Guest Teacher Handbook](#) is onsite. It is currently being updated. One of the most important entries, however, 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 August 3, 2018 to continue to guest teach. **Bottom Line:** If you attended a Guest Teacher Orientation from July 2017 through July 2018 **AND** completed the course survey, you have fulfilled the current one-time orientation requirements. (Please go into your InService Record via PeopleSoft to confirm.). If not, you must attend to complete the requirements before you can teach. *Please contact Christine Christensen, Coordinator Prof. Development, regarding your Orientation inquiries. ChristineCH@leeschools.net* (office#: 239/337-8659)
 - [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](#)

- ❖ 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 Colonial 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.
- ❖ **Do you need a new ID badge?** If you have never been issued one, your instructions are in your new-hire packet. Otherwise, ***YOU MUST*** contact the Human Resources Guest Teacher contact @ 239-461-8486 (currently Karen Quinn [KarenQu@leeschools.net]) for processing.
- ❖ If you need immediate assistance in the classroom, and are not close to the phone, note that there is a CALL BUTTON by the EXIT door. Someone from the office will respond from the overhead speaker.
- ❖ 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. Coordinator, Heather Parker, also informs us that: “We have a new kick ball league, run clubs, volleyball league, yoga, Zumba and boot camp classes throughout the district. Please have them check out our website at <http://www.leeschools.net/wellness> “.

Wishing you a productive school year,

Marvin [marvinlcapst@gmail.com]

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/2017-2018/Handbook 2 FY17.docx](http://lcapst.org/2017-2018/Handbook%20FY17.docx) LCAPST revised 08-23-17.pdf

Guest Teacher Orientation Guide: <http://lcapst.org/2018-2019/OrientationCourse28JUL2018.pdf>

OSHA FAQ's/URL: <http://lcapst.org/2018-2019/OSHAFAQ.pdf>

How to sign up for Orientation Video: <https://youtu.be/jsR-2w9isSU>

Acceptable Use of the Internet and Technology: [http://lcapst.org/2018-2019/Acceptable Use of Technology Resources Online Training.pdf](http://lcapst.org/2018-2019/Acceptable%20Use%20of%20Technology%20Resources%20Online%20Training.pdf)

Identify and reporting child abuse: <http://lcapst.org/2018-2019/IDnReportingChildAbuseLCAPST01AUG18.pdf>

SDLC Wellness Center: <http://www.leeschools.net/wellness-center>